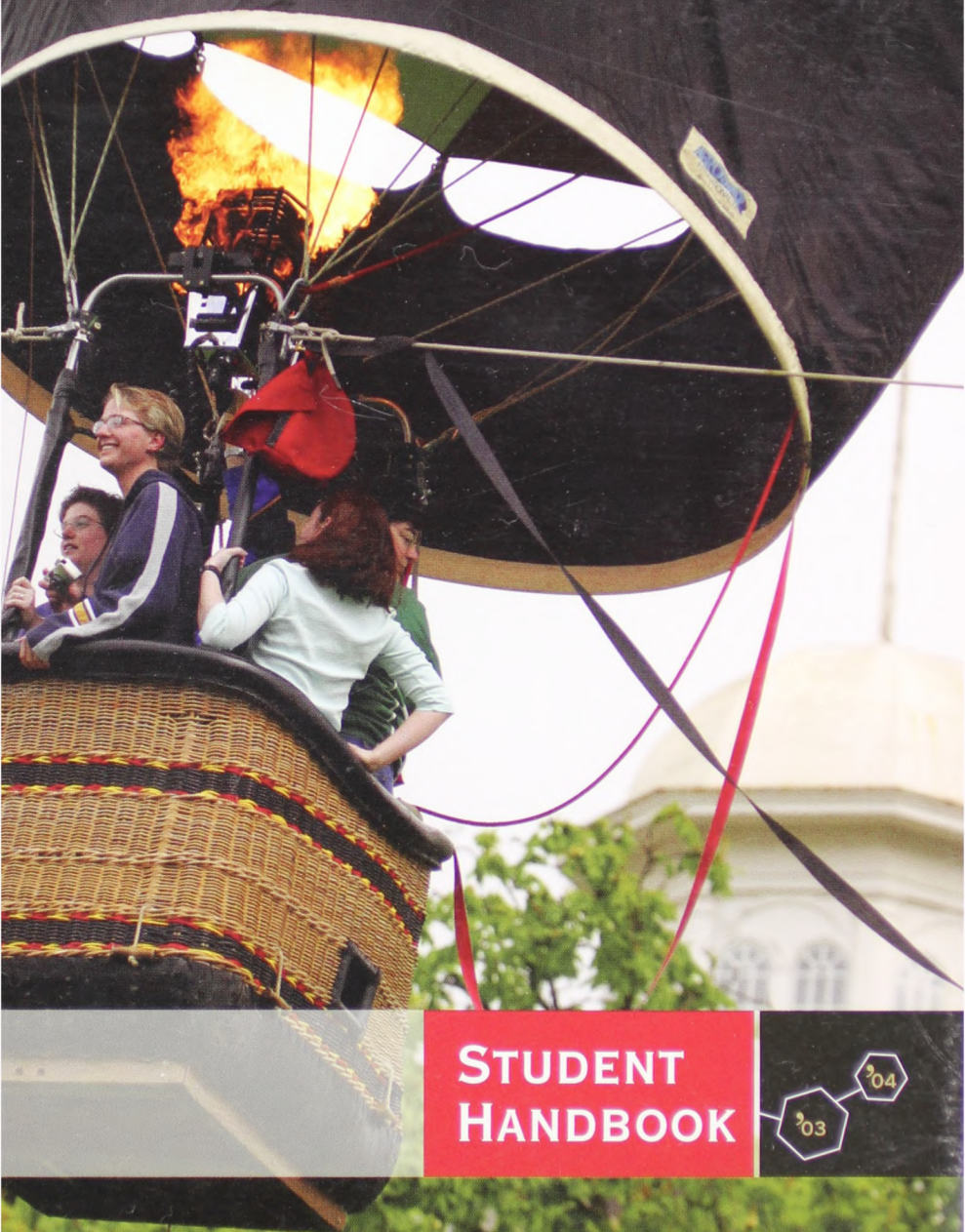


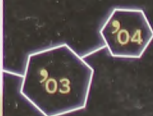
WILLAMETTE UNIVERSITY



THE FIRST UNIVERSITY IN THE WEST

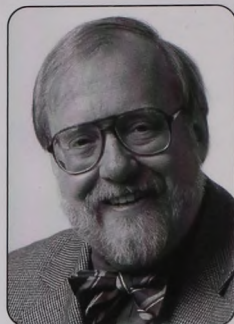


STUDENT
HANDBOOK



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 dark ink, which appears to read "Robert E. Hawkinson". The signature is written in a cursive, flowing style.

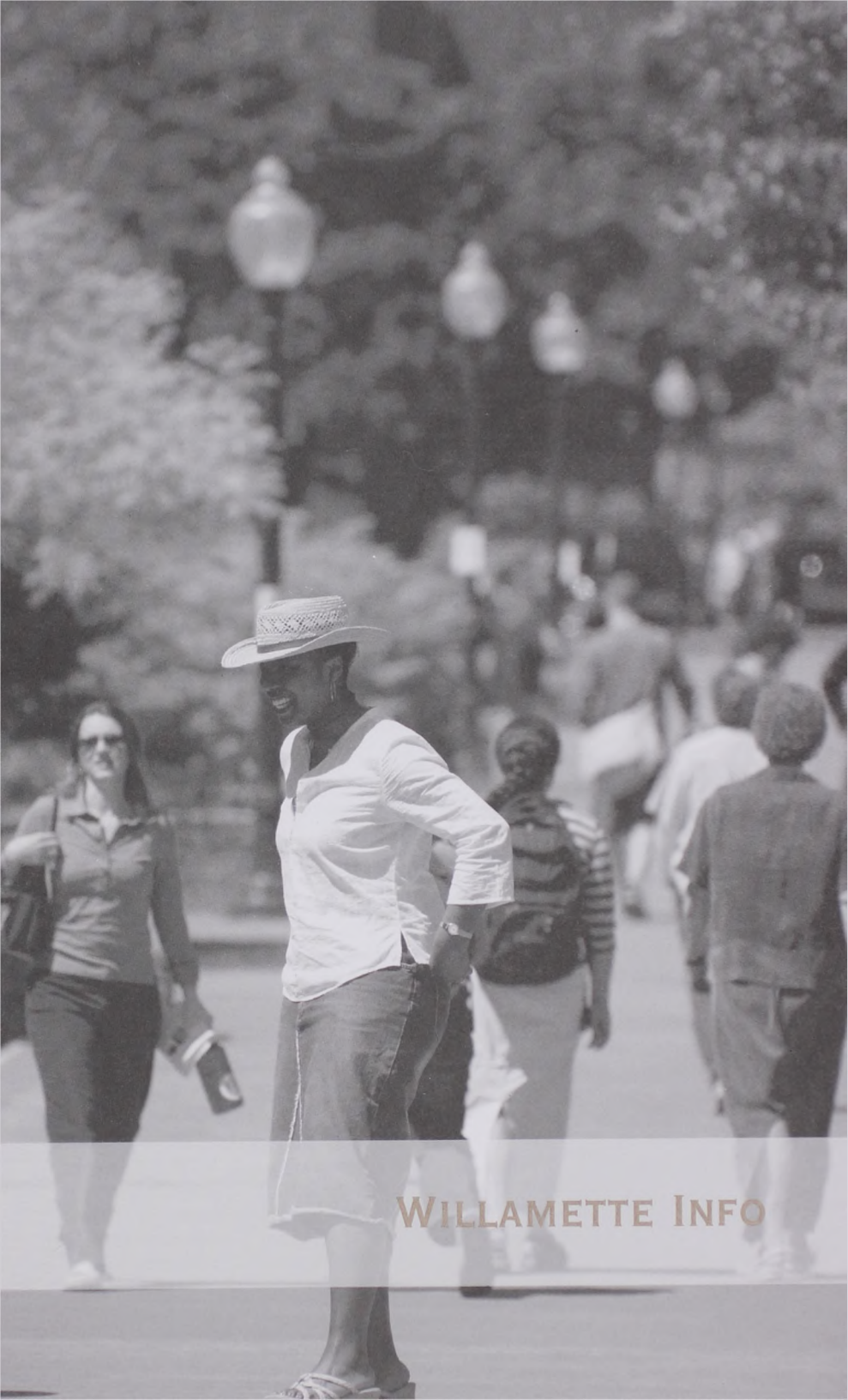
Robert E. Hawkinson
Dean of Campus Life
Adjunct Professor of Politics

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Financial Affairs65
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International Education67
Language Learning Center67
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WILLAMETTE INFO

WILLAMETTE INFO

CLA ACADEMIC CALENDAR 2003-2004

August

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

September

- 1 Labor Day, no classes
- 2 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2003.

October

- 24 Mid-Semester Day, no CLA classes

November

- 27-30 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

- 22-26 Spring Break

April

- 14 Student Scholarship Recognition Day

May

- 4 Last day of classes
- 5-6 Study days
- 7 Spring Semester final examinations begin
- 9 Study day
- 12 Spring Semester final examinations end
- 16 Baccalaureate and 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
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
Chrysalis/Collegian	6053
Community Service Learning	6807
The Compass Card	6000
The Copy Center & Print Management	6717
Counseling Services	6471
Dean's Office, CLA	6285
Disability and Learning Services	6471
Financial Aid	6273
Instructional Design Center (IDC)	6019
Hallie Ford Museum of Art	6855
Hatfield Library	6312
Health Services	6062
Interfraternity Council	6572
International Education	5493
Lilly Project	6213
The Mail Center	5472
Mill Stream Market	4036
Multicultural Affairs	6265
Panhellenic Council	6572
President's Office	6209
Publications	
<i>Chrysalis/Collegian</i>	6053
<i>Wallulah</i>	6755
Recycling Services	6135
Registrar's Office	6206
Residence Life	6212
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University Information Center6300
Van Reservations (Physical Plant)6003
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Willamette Safety, Security & Parking6911
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HISTORY OF WILLAMETTE

Missionary Jason Lee came to Oregon to begin a school for Native American children in the Willamette Valley in 1834. Within a few years the slowly growing group of missionaries felt the need for a school to serve their own children. Jason Lee organized a series of meetings in his home and, on February 1, 1842 – now celebrated as the founding date for Willamette University– bylaws were adopted and a board of trustees was appointed.

As the first university in the West, Willamette takes pride in its pioneer heritage, not just because it was founded in the early days of the Oregon Territory, but because, like those early pioneers, it has had an important place in the development of the West.

When Willamette was founded the cities of Portland, Seattle and Tacoma did not exist. Thus the University is closely associated with the beginning of law and government in this vast region, 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. Not only was Willamette the first University in the West, but it 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.

Originally called the Oregon Institute, the name was changed to "Wallamet" University in 1853. The original building (first occupied in 1844) was a three-story frame structure which served the community as well as the school since it was considered the most imposing edifice in the Northwest. It housed the first session of the legislature to meet in Salem and sheltered the first court in the territory under United States auspices.

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, always aware of the courageous leadership of its pioneer founders. Willamette now enrolls approximately 2,500 students in the College of Liberal Arts, School of Education, College of Law and Atkinson Graduate School of Management. The University's faculty has grown from one teacher in 1842 to 136 full-time professors. Ninety-two percent of the faculty have their doctorates, and all take pride in the learning environment fostered by a 10.5-1 student-to-teacher ratio. Located on the edge of downtown Salem and across the street from the Oregon State Capitol, Willamette's campus now encompasses 61 acres and has 37 buildings. Recent additions to the ever-growing campus include the F.W. Olin Science Center, the Hallie Ford Museum of Art and the Mary Stuart Rogers Music Center.

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 father's 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

- Access Code:** A code which students use for long-distance telephone billing.
- 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:** Formally 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 four 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 undergraduate students.
- The Cat Cavern:** A snack bar, 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:** A Willamette professional law school on Winter Street.
- The Collegian:** The weekly student-produced campus newspaper.
- Compass Card:** Willamette University's new Compass Card, named after the new compass logo, is a newly developed one-card system of identification, building access and campus commerce. Now 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 12:45-1:45 p.m.) addressing concerns and interests of the Willamette community, held in Cone Chapel.
- EPC:** The Educational Programs Committee is the sponsor of programs and speakers, with a focus on diversity and cocurricular programming. Funded by ASWU and Student Activities, it is composed of students, faculty and administrators.
- FAE:** Fine Arts East – the east wing of Smith Auditorium.
- FAW:** Fine Arts West – the west wing of Smith Auditorium.
- Fusser's Guide:** Willamette's own "white pages" – telephone numbers and addresses of virtually every person on campus, from staff to students.
- Greek:** Persons affiliated with one of the campus fraternities or sororities.

Harvest Festival: Sponsored by the students of TIUA, this campus and Salem community event consists of food, martial art performances, tea ceremony demonstrations, children's games, and arts and crafts of the Japanese culture.

Haseldorf: Apartment building owned by the University; run by the Office of Residence Life 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: Bi-weekly employee newsletter containing information about coming events, guest speakers, etc.

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

Luau: The luau is sponsored by the Hawaii 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 Hawaii.

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, one fraternity 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.

Recruitment/Rush: The Greek system of recruiting new members.

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 Scheduling, Events and Conference Services 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. About three-quarters of the TIUA students live on the Willamette campus and, in turn, Willamette students live on the TIUA 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, inquire about Thetford Lodge reservations, 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: Short 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.

Wallulah: Willamette's yearbook.

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.

WISA: Willamette International Students Association.



**STUDENT INVOLVEMENT
OPPORTUNITIES**

STUDENT INVOLVEMENT OPPORTUNITIES

STUDENT GOVERNANCE

ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY (ASWU)

UC, third floor, 503-370-6058

Officers

Javin Martin

President

jbmartin@willamette.edu



Kate Rykken

Vice President of the Executive

krykken@willamette.edu



Charli Hancock

Vice President of Administration

chancoc@willamette.edu



John Turner

Vice President of Finance

jturner@willamette.edu



Lisa Holliday, Advisor, lcjones@willamette.edu

Office Hours

Monday-Friday, 10 a.m. to 5 p.m.

ASWU Senate: Thursdays 6:30 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 2004 Senators

Andrew Cockrell

Jessie Ford

Mike Haughton

Sarah Kassel

Bob Macfarlane

Class of 2005 Senators

JP Hill/Danielle Page

Bracken Killpack

Melissa Treichel

Meg Zepfel

Jun Zhang

Class of 2006 Senators

Nathan Brannon

Trevor Findley

Mandy Guile

Justin Lynn

Nathanael Stice

Class Councils:

2004

Alex Dukalskis, chair

Artise Burton

Sarah Cohen

Diana Leong

Kelly Philopant

2005

Alison Nunamaker, chair
 Kate Harrie
 Melissa Treichel

2006

Liz Evans, chair
 Elyssa Figari
 Julia Lemmerman
 Justin Lynn
 Garrett Stephenson
 Eric Swinn

TIUA STUDENT LEADERSHIP PROGRAM (TSLP)

Kaneko Hall, TIUA offices, 503-373-3300

**Officers**

Student Activities Coordinator: Miki Okubo, mokubo@willamette.edu
 S.H.E. Representative: Yumiko Suzuki, yumikos@willamette.edu
 Community Service Coordinator: Wakako Nagamori, wnagamor@willamette.edu
 Yearbook Editor: Kazumi Kumagai, kkumagai@willamette.edu
 Intramural Coordinator: Daisuke Ogawa, dogawa@willamette.edu
 Web Coordinator: Yasuhiro Tsubokawa, ytsuboka@willamette.edu
 ASWU Representative: Shogo Kobayashi, kobayass@willamette.edu
 WISA Representative: Yumiko Ono, onoy@willamette.edu
 Harvest Festival Coordinator: Takashi Oi, toi@willamette.edu
 JACE Coordinator: Kanako Yomo, kyomo@willamette.edu
 Advisor: Jeani Bragg, jbragg@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 and ASWU 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:

Brian Haley

Executive President

bhaley@willamette.edu



Jessica John, Executive Vice President, jjohn@willamette.edu

Heather Sly, Executive of Records, hsly@willamette.edu

Victoria Savey, Executive of Finance, vsavey@willamette.edu

Ngoc-Yen Tran, Publicity Manager, ytran@willamette.edu

Bernie Liang, Advisor, bliang@willamette.edu

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

- Students living in residence halls and apartments are eligible to become members of HHR, through participation in their hall council.
- Sponsors numerous social and educational programs throughout the year.
- Each residence hall student pays \$25 per semester in HHR activity fees and apartment residents pay \$12.50 per semester.

HALL COUNCILS

Hall Councils are democratic systems set up to represent the hall members, 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): President, Vice President, Secretary, Treasurer, Recycling Coordinator, Intramural representative and Floor Representatives.

GREEK LIFE

Willamette University's Greek community is composed of five national men's fraternities 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)

Office of Student Activities, UC third floor, 503-370-6572

Officers:

Mike Ross

President

mross@willamette.edu



Travis Stiles, VP Administration, tstyles@willamette.edu

Trevor Newton, Risk Management, tnewton@willamette.edu

Brian Lund, VP Recruitment & Membership, blund@willamette.edu

Aaron Hasenkamp, VP Programming, ahasenka@willamette.edu

Tyson Patterson, VP Public Relations, tlpatter@willamette.edu

Michael Hevel, Advisor, mhevel@willamette.edu

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

- Men's fraternities are housed in the wings off Baxter and Matthews Halls 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)
 - Kappa Sigma (1961)
 - Phi Delta Theta (1946; rechartered 1991)
 - Sigma Alpha Epsilon (1949)
 - Sigma Chi (1947)

PANHELLENIC COUNCIL (PHC)

Office of Student Activities, UC third floor, 503-370-6572

Officers:

Elly Schoap

President

eschoap@willamette.edu



Erin Kerrigan, Vice President of Recruitment, ekerriga@willamette.edu

Heather Clifton, Vice President of Programming, hclifton@willamette.edu

Michelle Theriault, Vice President of Public Relations, mtheriau@willamette.edu

Sara Gillham, Vice President of Risk Management, sgillham@willamette.edu

Deanne Huizengar, Vice President of Administration, dhuizeng@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 eight classifications:

- Academic honorary
- Educational and service
- Greek
- Media
- Multicultural
- Performing arts
- Religious
- Social and support
- Sports and recreational

ACADEMIC HONORARY ORGANIZATIONS

Alpha Lambda Delta

This organization is a national freshman honor society for those with a minimum 3.5 g.p.a. 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 g.p.a. 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 g.p.a., considering also departmental recommendations and academic honors. Membership is by invitation only.

Phi Eta Sigma

This honorary recognizes students with exceptional scholastic achievement. It also seeks to emphasize those personal qualities that are essential to a successful and happy life. The person who succeeds must possess three important qualities: a vigorous and disciplined mind, a strong and healthy body and, above all, a noble, generous character. Membership is by invitation only.

Psi Chi

Psi Chi is a national scholastic honorary organization whose purpose is to encourage, stimulate and maintain excellence in scholarship of the individual members in all fields, particularly psychology, and to advance the science of psychology. Membership is by invitation only.

EDUCATIONAL AND SERVICE ORGANIZATIONS

Alpha Phi Omega

This is an international coed service organization based on developing leadership, promoting friendship and providing service. Members participate in a variety of service projects benefiting the campus, community and nation.

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. To learn more go to: www.willamette.edu/org/bbuddies.

Bio Undergraduates' Club

The Bio Undergraduates' club will strive to increase knowledge of biological matters through active pursuit of speakers and field trips. Additionally it shall help students pursue both research and scholarship opportunities.

Bush Mentor Club

The purpose of this program is to pair WU students with children from Salem area elementary schools so they can develop a one-on-one relationship with an adult to improve their self-concept through non-academic activities and experiences.

Cartoon Club

The Cartoon Club seeks to offer WU students an opportunity to interact with and provide a positive role model for the children and parents staying at the Salem Outreach Shelter.

Chemistry

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.

Circle K Club

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.

Educational Programs Committee (EPC)

EPC includes students, staff and faculty who strive to develop and support campus-wide programs that enhance the educational environment. From speakers to concerts, EPC is an active part of cocurricular programming at Willamette.

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.

Habitat for Humanity

The purpose of Habitat is to assist in building houses, to fundraise, to financially support building, and to educate people about Habitat for Humanity.

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.

Outdoor Pursuits

This organization provides low income, minority, and at-risk students in primary and secondary schools in the Salem-Keizer School District the opportunity to learn about and experience first hand the world of nature.

Philomathean Society

The WU Philomathean Society, founded in the mid-19th century, is the oldest debate society west of the Mississippi River. The Philomathean Society sponsors campus forums and debates about issues of local, regional and national significance. Membership is open to all students and faculty.

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.

Roots & Shoots

Roots & Shoots is a branch of the Jane Goodall Institute's environmental and humanitarian program for youth with a mission to foster respect and compassion for the environment and to inspire each individual to take action to make the world a better place.

Spanish Club

The Spanish club is to promote the culture and language of Spanish speaking countries in the Willamette University and Salem community through traditional festivals, group excursions, informative gatherings, community outreach and regularly scheduled meetings.

GREEK ORGANIZATIONS

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.

Kappa Sigma

Kappa Sigma complements the educational mission of Willamette University by promoting the ideal of Brotherhood, actively contributing to the growth of its members, promoting ethical behavior and decision making and encouraging service to others.

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.

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.

Wallulah

Wallulah is Willamette's yearbook. The production of the Wallulah involves theme development, design layout, page arrangement and personal interviews. Positions include section editors and staff writers.

the 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.

MULTICULTURAL ORGANIZATIONS

Alaska Club

The Alaska club serves to inform the students of Willamette of the diverse and interesting aspects of Alaska. Through activities such as the Salmon Bake and hiking trips, the Alaska Club builds friendship among Alaskans and non-Alaskans while bringing Alaskans together to remember the uniqueness and beauty of our state.

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.

Asian Students Association

The Willamette Asian Association acts as a support network for its members and other Willamette students of Asian ancestry. This group is committed to promoting and encouraging Asian cultural identity through speakers, concerts and educational programs.

Black Student Organization (BSO)

The Black Student Organization encourages cultural awareness, acts as a support group for all people interested in African American issues and promotes educational programs on campus.

Hawaii Club

The Hawaii Club strives to produce a more comfortable environment for students, both from Hawaii and those interested in the culture. It provides a support group that participates in activities, service projects, and educational programs, especially through the luau 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.

Korean Cultural Club

KCC seeks to promote the involvement of people of all backgrounds for the purpose of cultural exchange and fostering mutual understanding and acceptance.

MECha

To empower our Willamette and Salem communities with the principle strategy of promoting higher education and to support and strengthen existing high school MECha chapters accepting the responsibility to further cultural and conscious awareness.

Native American Enlightenment Association

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

Non-Traditional Student Association

The purpose of this organization is to provide a supportive and caring environment for older-than-average students, married students and students with children. The club meets regularly to discuss issues such as commuting, childcare, stress, time management and balancing family issues with school.

Unidos Por Fin

This club helps students maintain their cultural identities (Latino, Mexican and Hispanic) by promoting various films, speakers and ethnic celebrations. It provides a supportive environment for these students through potlucks, trips and other cultural gatherings.

Willamette International Student Association (WISA)

WISA is a club for both international and U.S. students that provides opportunities to develop friendships and to learn about each other's cultures. Throughout the year, WISA sponsors various activities including an International Dinner, a variety of culture sharing activities, and social events.

PERFORMING ARTS ORGANIZATIONS

Band

With Wind Ensemble personnel at its core, the University Band adds all University students desiring to continue their band experience at the college level. Players rehearse together one day per week, with additional outside sectionals and/or individual practice required. University Band performs on campus several times each semester in conjunction with Wind Ensemble.

Chamber Choir

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

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.

Jazz Ensemble

The WU Jazz Ensemble is a full-sized big band, open to University students on an audition basis, that plays challenging literature selected from the full range of 20th-century styles and writers. The group performs regularly at campus "Jazz Nights," in local festivals and on semiannual tours. This group is central to the annual "Puttin' On the Ritz" event and has hosted the annual Willamette University Jazz Festival since 1981. Jazz Ensemble meets two days per week with additional sectional rehearsal required as needed.

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.

Pep Band

The WU Pep Band's purpose is to perform pep music at Willamette athletic functions with the intent to energize and excite the audience and teams.

Taiko Drumming Club

This club creates a fun and diverse environment to learn about Japanese culture and Taiko drumming and also to make cross-cultural friends. The club performs at a variety of on-campus and off-campus events throughout the year. No previous experience is required to join this group.

Theatre Organization

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 Improv Posse (WIP)

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.

Wind Ensemble

This is a 30-member auditioned ensemble of the most experienced wind and percussion players on campus. Wind Ensemble performs the most challenging wind literature, rehearses twice weekly, takes a fall retreat, performs in on-campus concerts, and takes a semiannual tour. Wind Ensemble players must be concurrently enrolled in University Band, Jazz Ensemble or Salem Chamber Orchestra.

RELIGIOUS ORGANIZATIONS

Campus Ambassadors

Campus Ambassadors Christian Fellowship desires to help students grow in the knowledge and love of God, guided by the authority of Scripture and prayer. We work to fulfill our mission through worship, Bible study, community service, daily prayer and retreats.

Canterbury Club (Episcopal)

Canterbury is a community composed of students, faculty, staff and local clergy that worships, studies and joins in fellowship together with the purpose of learning what it means to live in faithful response to the God who creates, sustains, and redeems us.

Christian Science Organization

The Christian Science Organization meets weekly to discuss, from a spiritual perspective, everything from student concerns to world affairs. Meetings include Bible study with some emphasis on *Science and Health with Key to the Scriptures* by Mary Baker Eddy – the founder of Christian Science. In addition to giving opportunities for a greater understanding of spirituality on campus, this organization also serves as an unselfish activity, allowing each member to begin to think of others and how to best serve God.

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 Community

The Newman Community 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.

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.

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.

D.J. and Dance Fanatics Club

The D.J. Club will meet regularly to share record knowledge and technique. Members who aren't t turntablists will be welcome to learn. The D.J. Club will also throw at least one dance per semester.

Freaks N Geeks: WU Alternatives

To celebrate the uniqueness of each student and to stimulate community on campus.

House of Hall Representatives

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

Interfraternity Council (IFC)

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

S.H.E. (formerly the Women's Center)

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.

Student Art Cooperative

The Student Art Cooperative provides a network of artists who support each other in the arts, to foster artistic potential in all students to encourage creativity and ultimately to inspire.

Student Athlete Advisory Committee (SAAC)

SAAC is a committee made up of students athletes assembled to provide insight on the student athlete experience.

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 volunteering as clinic escorts.

Students for Freedom

A club dedicated to limiting government, and analyzing the interplay between the abstract concept of Freedom and the contemporary American state.

Students for Peace and Justice

This group promotes justice and peace throughout the world. To this end, members seek to make themselves and others more aware of where exploitation, injustice and conflict are taking place, and to work for change.

Willamette Connoisseurs

Willamette Connoisseurs is a club of friends who are in a continual pursuit of knowledge in the domains of wine and viticulture, culinary arts, and other sophisticated pleasures.

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.

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 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

B-Guыз

The purpose of this club is to provide a relaxed atmosphere for Willamette and TIUA students to play basketball together. Anyone is welcome anytime as often as they like.

Cheer and Stunt Squad

The purpose of the cheer and stunt 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 purpose of the WU Cycling Club is to promote general fitness through cycling and create an awareness of the sport of 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.

Jiu-jitsu / Self-Defense

The purpose is to study the martial art of jiu-jitsu for the purpose of self defense, to promote social well-being, and to improve the confidence and welfare of its members and the members of the Willamette University community.

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.

Outdoors Program

The Outdoors Program 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.

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.

Soccer Club

The TIUA Soccer Club was formed for the purpose of providing members with opportunities for fellowship, recreation and enjoyment of the sport of soccer. The club shall further its purpose through fostering and encouraging an interest in soccer, and by providing opportunities for physical exercise, activities, games and tournaments related to the sport of soccer.

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.

Underground Groovers

The purpose is to bring together TIUA and Willamette students in order to practice Hip-Hop, Break and Lock dancing, perform at various campus events, street performances and to have fun!

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 mailboxes for each registered organization, a posting area for events, office work space and supplies. 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 Physical Plant.
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 artistic assistance with flyer and poster design through the student artist program.
7. Free use of poster-making supplies (Texas 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).
8. Information about other organizations and events, including leadership information and contacts.
9. Ability to request ASWU funding.
10. Right to use the name "Willamette University" in promotion and publications.
11. Access to handouts on a variety of topics of interest to clubs and organizations.
12. Organization mailbox in the office of Student Activities.

PUBLICITY POLICIES FOR STUDENTS AND STUDENT ORGANIZATIONS

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

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.
- Publicity may not be anonymous; 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.).
- The Office of Student Activities reserves the right to discuss concerns with the individual or group prior to posting the material.

Some buildings on campus have special policies that are listed below.

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 Tents:

- There is space for 25 table tents in the Cat Cavern and 90 in Goudy Commons.
- Table tents should be constructed of light or pastel colored paper to avoid staining the tables if the tents become wet.
- Please note that table tents will be discarded for special brunches.

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. 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.

The 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 tents, window painting and reader board advertising.

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

- Publicity may not be anonymous; advertisements must include:
 - (1) name of the sponsoring individual or group
 - (2) contact information such as an email address or phone number
 - (3) date/time of event (if applicable)
- Glass doors must be free from obstructions (posters, flyers, etc).
- Publicity is not allowed on the student art walls and will be removed.
- Publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be allowed.
- The student or group is responsible for removing postings/advertisements 24-hours after the event.
- The Montag Center staff reserves the right to discuss concerns with the individual or group prior to posting the material.

Front Window

- To reserve window space contact a Montag staff member (montagfeedback@willamette.edu).
- Window space is available on a first come first serve basis.
- Glass doors CAN NOT 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 2 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.
- A cleaning charge will be assessed if materials are not successfully removed 24 hours after the event.

Poster/Flyer Policy

- 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 ONLY blue painter's tape.

Table Tents

- There is space for 22 table tents in The Montag Center.

Reader Board

- Priority will be given to events taking place in the Den or Montag Center.
- A student or student organization may request two screens (122 characters including spaces) worth of information to be displayed on the reader board by contacting Scheduling.
- A student or student organization can display information up to one week before their event on the reader board.

Decoration Guidelines for The Montag Center

Please read through the guidelines carefully. We know it is cumbersome and strict, but they are in place for safety purposes, as well as to prolong the life of YOUR student center. Willamette Safety, Security and Parking may consider exceptions to these guidelines in some instances. For example, it might be permissible to relax the mandate for exclusive use of flame-resistant material if the event is scheduled for a finite period of time, sober individuals will be monitoring the event, and the officer feels certain that the possibility of a source of heat or flame is virtually nil. Any exceptions to these guidelines need to be approved through Campus Safety.

General Policies

- No nails, thumbtacks, or staples allowed for any reason on the walls, pillars, fabric covered sound panels or furniture.
- No scotch, masking, packing, or duct tape on any surface. The only tape allowed is painter's tape (the "blue" tape).
- No florist putty or any other type of putty.
- No glitter or confetti. Its use will result in additional charges and loss of future use of facilities.

- No candles or other open-flame/flame-producing devices are permitted. With prior approval from a Willamette Safety, Security and Parking professional staff member, students who want to observe religious holidays, which involve open flames as part of the ceremony, may do so, conditional on strict adherence to the specific guidelines set forth.
- Only air or helium is allowed in balloons. Mixtures with sealer and/or glues are prohibited.
- Stairways and hallways must be free of clutter and handrails clear of decorations. Decorative materials or displays cannot obstruct doorways, corridors, stairways, or other passageways.
- The wires around the ceiling are for decorations (lightweight, non-flammable decorations may be hung from them).
- Decorations may not cover lights, light fixtures, exit signs, sprinklers, smoke detectors, or any other fire protection equipment.
- Lights cannot be covered, tampered with, or have the bulbs removed.
- Tunnels or other passageways cannot be constructed to serve as a means of entering, moving through, or exiting a building, hallway, or room.
- Fountains, buckets, tubs, or other pools of water are not approved for use.
- Smoke and simulated smoke cannot be used as it obstructs vision and sets off smoke detectors. See Dry Ice policy under Halloween for its use and regulations.
- Mini lights are the only type of light strands permitted. If you use lights, make sure they are UL approved and test them before use. Look for loose, broken sockets and frayed cords. Make sure bulbs do not touch combustible materials. Similar to electrical extensions, lights cannot be strung through doorways, across hallways, or anywhere the cords could be pinched or broken. Please use painter's tape to secure lights to the wall.
- The use of extension cords must meet the requirement listed under Electrical Extensions (in the Student Handbook).
- When hanging decorations, do not stand on tables, chairs, or countertops. If you need to reach something, please use a ladder of appropriate height.
- Plastic tarp and Styrofoam are classified as "flammable, toxic materials" by the fire department. They cannot be flame retarded and therefore are prohibited under any conditions.
- Painting of the windows is allowed (see Montag Publicity Policy).
- Decorating must be done within the scheduled use time and the sponsor or host must remove all decorations from the building immediately after the event, or labor charges will be assessed for removal and destruction.
- All groups will be liable for damage caused by installation and use of decorations. If there is any damage to the wall or carpet, the sponsor or host will be charged for cleaning and/or repair.

Halloween

- Dry Ice. Handle only while wearing heavy-duty gloves. Do not place it in a spot where anyone will accidentally have skin-contact with it.
- Small flashlights can be purchased for use in pumpkins.
- There are several alternatives to black plastic. The least expensive option is to use flame-retardant black butcher paper. Black sheets can be coated with flame retardant and saved for future use.

Winter Holidays

- Live holiday trees **MUST** be kept in water stands. Check the water level daily. Lights cannot be put on trees that exceed six feet in height. (An eight-foot tree can burn completely in 30 seconds.)
- Artificial trees need to be labeled flame resistant.
- Never use glass wool (angel hair) in combination with spray or flocking. The combination is highly combustible.
- Saran Wrap must be put on windows before any artificial snow is applied.
- Snow leaves stains on wood and painted surfaces. There will be a charge if surfaces need to be repainted/refinished.

Other

A Willamette Safety officer must inspect all event decorations. Please schedule your inspection with Willamette Safety, Security and Parking no less than 2 hours before the beginning of an event to ensure that the above safety guidelines are being followed. During the inspection, the Willamette Safety officer will verify that decorative materials have been flame retarded.

Residence Halls

All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life.

Posting Guidelines

- Poster size is limited to a maximum of 11" x 17."
- Material that contains obscene language or references to alcoholic beverages or illegal substances will not be approved.
- 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.

For information on the posting policies in other University buildings (including sororities), please refer to pages 32 and 33 of this handbook.

Posting in Campus Residences (except sororities)

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 ASWU programming board 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.

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).
- 33 copies will provide one for each staff member to post in each community.

Baxter	3	WISH	1	Lausanne	4
Belknap	2	Shepard	2	Doney	3
Matthews	2	Lee	1	Haseldorf	1
Terra House	1	York	1	Kaneko	6
Fraternities	5	Univ. Apts	1		

- If the organization only wants the posters displayed in selected halls (up to 33) 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 one from the ASWU programming board.

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. Therefore, they need to be free from material that could block the view through glass door and from flammable material that would inhibit exit during a fire. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. If candidates were to plaster walls and corridors with paper, it could create a very dangerous situation in a fire. 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.

University Center

Flyers:

- Flyers may be posted on designated bulletin boards on the 1st and 2nd 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.

FUNDRAISING POLICIES FOR STUDENT ORGANIZATIONS

Raffles

Willamette University policy permits raffles to be held under the parameters of state and local laws.

All staff, faculty, students and student organizations responsible for the planning and operation of a raffle must register their raffle through the Office of Administrative Services at 503-370-6112.

ACADEMIC POLICIES FOR STUDENT LEADERS & 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 311 of the 2003-2005 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 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.

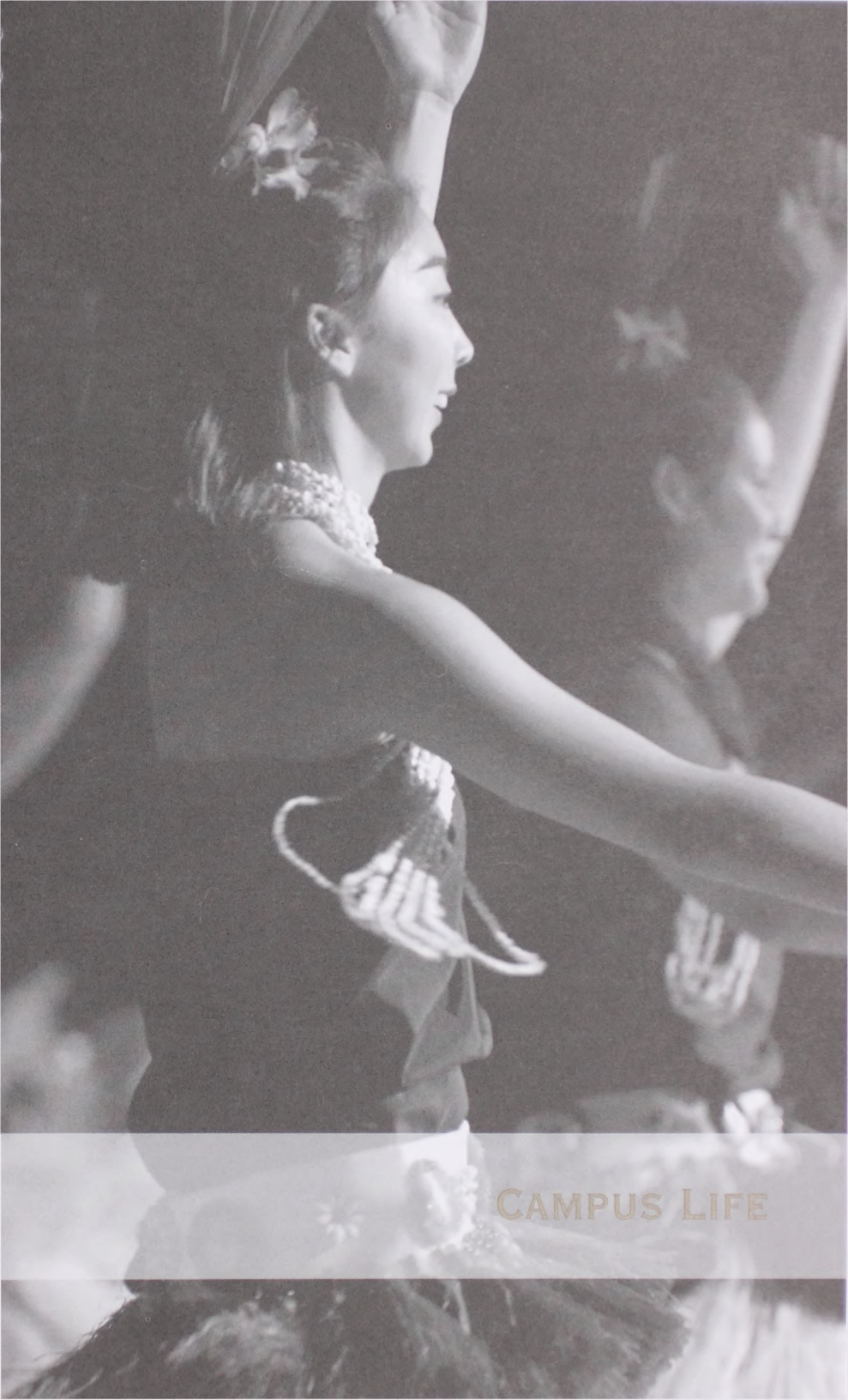
E.g. 3: Professor X assigned a set of homework problems and instructed students that they should neither give nor receive assistance completing the problems because professor X wanted to use the responses to evaluate student understanding of certain concepts. Student D was unable to complete three of 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
- Campus Recreation
- Career Services
- Chaplain
- Community Service Learning
- 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 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 – Unnamed as of this publication (capacity 300)
- Track – Charles Bowles Track
- Soccer – Sparks Field (capacity 500)
- Crew – On the Willamette River

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 team tryouts, contact individual head coaches or the Athletic Department.

CAMPUS JUDICIAL

Doney Hall (north side), 503-370-6212
Marilyn Derby, Director, mderby@willamette.edu

The Campus Judicial Office promotes student rights and responsibilities by educating students on Willamette University's Standards of Conduct and other relevant policies and by responding to incidents and behavior which may be considered a violation of these expectations.

CAMPUS RECREATION

University Center, second floor 503-370-6812
Office of Student Activities
Bruce Mace, Director of Campus Recreation, bmace@willamette.edu

Intramural Activities: Opportunities for over 30 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 with over 1,100 participants each year in league and tournament competitions. 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 non-competitive/instructional designed.

- Competitive clubs compete regionally with other university sport clubs. Non-competitive/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/stunt squad, martial arts, soccer and rugby.

Outdoors Program: Strives to foster learning outside of the classroom in which students learn about the environment and the many issues surrounding its use.

- Available to all students
- Diverse trips scheduled geared for the student budget
- Workshops and seminars

Indoor Climbing Wall: The indoor climbing wall is located in Henkle Gym along the Northwest wall of the gym. It has four top-rope climbing stations and 30 feet of bouldering sections.

Non-Credit Instruction 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 is required.

CAREER SERVICES

University Center, second floor, 503-370-6213

Nancy Norton, Director, nnorton@willamette.edu

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)
- MonsterTrak, an electronic listing of employment opportunities
- SIGI+, a computerized career information and guidance tool
- Job listings – full-time, internships, summer and part-time
- Information bulletins for almost all graduate/professional school entrance exams
- Special programs:
 - Senior Dinner – each fall
 - Sweets for sophomores – each fall
 - Junior Dessert – each fall
 - Internships & Volunteers Fair – cooperatively with Community Service Learning – each fall
 - Alumni Career Mentor Day – for juniors and seniors, each fall
 - OLAPC Job Fair – for all undergraduates, each spring

CHAPLAIN

University Center, second floor, 503-370-6213

Charlie Wallace, University Chaplain, cwallace@willamette.edu

The Chaplain's 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 12:45 p.m.
- Links with The United Methodist Church, Willamette's founding denomination and United Methodist students on campus
- Links with Campus Ministries, which are accredited to come on campus and work with various student populations: evangelical Christians, Roman Catholics, L.D.S., Jews and others
- Links with various local congregations and community groups working for peace and justice
- Facilities for worship and meditation (Cone Chapel), study and vocational searching (Chaplain's Office and Career Library)

COMMUNITY SERVICE LEARNING

University Center, second floor, 503-370-6807

Mari Schwalbach, Director, mschwalb@willamette.edu

Willamette students consistently provide thousands of hours to the community each year, with more than a third of undergraduate students participating in service activities. The Community Outreach Program (COP) 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 or residences
- How to get involved in ongoing community partnerships such as mentoring programs, Outdoor Pursuits, Best Buddies and Habitat for Humanity.
- Information about national and international volunteer opportunities and service-oriented study abroad programs
- Monthly activities to raise awareness and address social justice issues

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.

Stop by the office to learn about current volunteer opportunities and check out the resource library. You can find information on a wide range of local community organizations addressing various social justice issues (not to mention a really comfortable couch).

COUNSELING SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6471
Deb Loers, Dean of Student Development and Director of Counseling,
dloers@willamette.edu

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 for medication is available
- Specialized groups on eating disorders, chemical dependency, adult children of alcoholics, parental divorce and sexual abuse
- 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

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 and chronic illnesses.

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 include taped course material, note takers, exam accommodations, sign language interpreting, and liaison for physical access needs
- Offers materials and workshops to increase disability awareness

HARASSMENT AND SEXUAL HARASSMENT COMPLAINTS

Please refer to information in the Willamette University Selected Policies Manual.

HEALTH SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6062

Vickie Simpson, Director, vsimpson@willamette.edu

Health Services provides health care for acute illness and minor injuries as well as medical care for men's and women's reproductive health.

Services provided for students include:

- Patient education
- Prescriptive medication
- Self-help center with non-prescription medications
- Information for referrals to medical specialists in the Salem community
- Assistance in development of a plan of care for special health care needs

There is no office visit charge for illness or injury evaluation; fees are charged for lab work, prescriptions and some supplies. Students are seen by appointment but urgent problems will be seen the same day. Severe illness or accidents after hours can be evaluated through Willamette Emergency Medical Service by calling Willamette Safety, Security and Parking at 503-370-6911.

Hours: Monday-Friday, 8 a.m.-5 p.m. (closed during breaks and holidays)

When the Health Services Center is closed, students may go to:

- Salem Hospital Emergency Room, 665 Winter Street SE, 503-561-5373
- Salem Hospital Urgent Care Clinic, 1175 Leslie SE, 503-561-5554
- Immediate Care and Medical Clinic, 3777 Commercial SE, 503-588-9026

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

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:

- A discernment retreat for Sophomores, held each 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, to support service projects
- Expanded alternative breaks through the Community Outreach Project
- Counseling for vocational discernment

MULTICULTURAL AFFAIRS

University Center, second floor, 503-370-6265

Gordy Toyama, Director, gtoyama@willamette.edu

Multicultural Affairs promotes multiculturalism throughout the campus community, delivering a variety of educational programs and services.

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 student organizations

RESIDENCE LIFE

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

Marilyn Derby, Director, reslife@willamette.edu

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

Services provided for students include:

- Creating communities that support the academic mission, enhancing residents' physical, social and emotional well-being
- Fostering responsible citizenship and promoting consideration of individual needs in a group living environment
- Providing programs that focus on a wide variety of issues such as leadership development, faculty interaction, academic support, developing life skills, community service and cultural diversity
- Advising and supporting 11 hall councils and the House of Hall Representatives.

For further information regarding our staff and programs, please visit our website: www.willamette.edu/dept/reslife/. Specific information on each of the following policies is also located on the website:

- Abandonment of Personal Belongings
- Alcohol
- Appliances
- Balconies at Kaneko
- Bathrooms
- Bikes

- Biohazard (Bodily Fluid) Cleanup
- Building Access
- Check-In
- Check-Out
- Civility
- Common Areas
- Cooking
- Damage or Loss of University Property
- Decorations in Student Rooms and Apartments
- Decorations for Events and Programs in and around Campus Residences
- Drugs
- Duty Coverage
- Electrical Extensions
- Entry of Rooms/Apartments
- Fireworks, Explosives and Dangerous Chemicals
- Fire Safety
- Furniture in Rooms and Apartments
- Guests
- Hallways
- Hanging Decorations in Student Rooms and Apartments
- Halogen Lights
- Identification
- Insurance
- Keys and Building Security
- Kitchenettes in Residences
- Laundry Facilities
- Lockouts
- Lofts
- Maintenance and Phone Repairs
- Names of Residence Halls and Apartment Buildings
- Noise
- Notice
- Occupancy
- Open Flames
- Painting
- Pesticides, Notification of Use
- Pets
- Physical Harm
- Posting Guidelines
- Propped Doors
- Roofs, Porches and Fire Escapes
- Skating
- Smoke Detectors/Sprinklers
- Smoking
- Solicitation
- Sports within Buildings
- Stolen Property
- Storage
- Television

- Vending Machines
- Verbal Abuse and Harassment
- Waterbeds
- Weapons
- Windows

Note that Residential Services administers all housing contracts and leases. For information on contracts 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 if a complaint is filed. They are:

- Joe Bowersox, Professor503-370-6220; home 503-362-4933
Smullin Hall
- Deborah Cagle, Athletic Trainer503-370-6672; home 503-581-8461
Sparks Center
- Meredyth Edelson, Professor503-370-6133; home 503-363-7787
Smullin Hall
- Lisa Holliday, Director of Student Activities . .503-370-6574; home 503-587-8795
Putnam University Center
- Charlie Wallace, Chaplain503-370-6213; 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 privilege is protected by law).
- Call and indicate that it is urgent
- More information in *Selected Policies Manual*

STUDENT ACADEMIC GRANTS AND AWARDS

University Center, second floor, 503-370-6607
Jane Curlin, Director, jcurlin@willamette.edu

The Office of Student Academic Grants and Awards (SAGA) provides information and support to students applying for external, merit-based, nationally competitive scholarships and fellowships. 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, and Fulbright scholarships
- Administration of the Carson Undergraduate Research Grant and the Presidential Scholars Programs

STUDENT ACTIVITIES

University Center, second floor, 503-370-6463

Lisa Holliday, Director, lcjones@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
 - Educational Programs Committee
 - Intramural and Recreational Activities
 - Off-the-Block
 - Campus Life Honors & Awards
 - Senior Party
- Provides advising for ASWU, Panhellenic Council, S.H.E., Class Councils, Bistro Willamette, Interfraternity Council and Willamette Events Board

STUDENT HEALTH INSURANCE

Baxter Complex, 503-370-6972

Julie Prieto, Insurance Services Coordinator, jprieto@willamette.edu

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 following the first day student is required to be on campus in the fall.
- 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 signed 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.



MONTAG CENTER

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CAMPUS RESOURCES AND FACILITIES

CAMPUS RESOURCES AND FACILITIES

ACCOUNTING

Waller Hall, first floor, 503-370-6104

Bob Olson, Controller, bolson@willamette.edu

Laura Hildebrandt, Accounting Office Manager, lhildebr@willamette.edu

Janene Allman, Cashier, jalman@willamette.edu

Jan Kenitzer, Accounting Assistant, jlkenitz@willamette.edu

Tammi Phillips, Accounts Payable Clerk, tphillip@willamette.edu

Services provided for students include:

- Cashing personal checks up to \$50
- Collecting phone payments
- Collecting student account payments
- Disbursement of funds to students and vendors
- Assistance with Compass Card questions

ADMINISTRATIVE SERVICES

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

Jim Bauer, Vice President for Administrative Services, jbauer@willamette.edu

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
- The Copy Center and Print Management
- Goudy Commons
- The Mail Center
- The Montag Center
- Putnam University Center
- Residential Services
- Strategic Campus Development
- 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

Robin Brown, Vice President for Enrollment, rbrown@willamette.edu

The Admission Office is responsible for student admission to the College of Liberal Arts.

Services provided for students include:

- Arranging campus tours, overnight visits, meals, class visits and other appointments for prospective students
- Inviting student participation on Admission Open House, Preview Day and Counselor Visitation panels, at selected college fairs in the Northwest, at off-campus admission receptions and during other admission-related activities during the year. If you would like to volunteer for an admission activity please contact the CLA Office of Admission.

ALUMNI AND PARENT RELATIONS

Waller Hall, third floor, 503-375-5304

Jim Booth, Director, jbooth@willamette.edu

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

Services to students, alumni and parents include:

- Coordinating class reunions every five years after graduation during Homecoming Weekend in the fall
- Co-sponsoring senior party called Senior Sendoff during senior week
- Putting students in touch with alumni to learn about potential career fields via the Career Network on the WU web site (call office for login and password)
- Publishing a newsletter for Willamette parents
- Supporting Parents Association Committees
- Co-sponsoring Mentor Day program for juniors and seniors
- Co-sponsoring Business Etiquette Dinner for seniors
- Recruiting local alumni to host an Opening Days dinner and provide mentoring
- Providing opportunities to connect with regional alumni events/activities
- Maintaining website for alumni

BISTRO

University Center, first floor, 503-370-6900

Management:

Emily Puterbaugh, General Manager, eputerba@willamette.edu

Liz Steen, Financial Manager, esteen@willamette.edu

Kenady Reuland, Assistant Manager, kreuland@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

Bill Masullo, General Manager

Website: 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.

Proposed Hours of Operation

Goudy Commons

Monday-Friday:

Breakfast Grill	7 a.m.-10 a.m.
Breakfast Bar	7 a.m.-10 a.m.
Lunch Deli	10:30 a.m.-2 p.m.
Lunch Grill	11 a.m.-3 p.m.
Lunch Pizza	11 a.m.-2 p.m.
Lunch Entree	11 a.m.-1:30 p.m.
Lunch Salad Bar	11 a.m.-3 p.m.
Dinner	4:30 p.m.-7 p.m.

Saturday-Sunday:

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

Cat Cavern

Monday-Friday:

Breakfast Grill	8 a.m.-10:30 a.m.
Lunch	11 a.m.-2 p.m.

Kaneko Dining Room

Monday-Friday:

Breakfast	7 a.m.-10 a.m.
Lunch	11 a.m.-1:30 p.m.
Dinner	4:30 p.m.-7 p.m.

Saturday-Sunday:

Continental Breakfast	8:30 a.m.-10 a.m.
Brunch	10 a.m.-1 p.m.
Dinner	4:30 p.m.-7 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 a Bon Appetit manager 24 hours in advance to request a box lunch. If you are ordering box lunches for a group, contact a 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. If the meal is served for participants of the Willamette Meal Plan program, the cost of food is deducted from their plan. Contact a Bon Appetit manager at least four days before the off-site meal so food can be ordered and staff scheduled. Bon Appetit can accommodate a maximum of three off-site meal requests per day. 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

Website: www.willamette.edu/dept/comm/

The Office of Communications is responsible for public relations, media relations, university publications and the design and management of the University's primary website.

THE COMPASS CARD

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

Ross Stout, Director, rstout@willamette.edu

Website: www.willamette.edu/campuscards

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.

THE COPY CENTER AND PRINT MANAGEMENT

Waller Hall, first floor, 503-370-6717

Carolyn Kilday, Director, ckilday@willamette.edu

Website: www.willamette.edu/dept/cc

The Copy 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, 11x17 and 8-1/2 x 11 cardstock
- Paper available in a variety of colors depending on size
- Black or white color transparencies
- Hot binding, spiral binding, machine stapling, folding, cutting and booklet making
- Custom color calendars
- Color printing on color xpressions paper, which includes 8-1/2 x 11, 8-1/2 x 14, 8-1/2 x 11 cardstock and 12 x 18 cardstock
- Originals may include hard copies, CD, floppy and zip. Networking capabilities are also offered.

DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin 108, first floor, 503-370-6285

Carol S. Long, Acting Dean, clong@willamette.edu

David Douglass, Associate Dean, ddouglass@willamette.edu

Ann Nicgorski, Associate Dean, anicgors@willamette.edu

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

EDUCATIONAL AFFAIRS

Waller Hall, 5th Floor, 503-370-6838

Tori Haring-Smith, Vice President, tharings@willamette.edu

The Vice President for Educational Affairs oversees university-wide projects, represents the University to an external audience, and works with national foundations and major donors to support University activities.

FINANCIAL AFFAIRS

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

Jeffrey Eisenbarth, Vice President for Financial Affairs and Treasurer,
jeisenba@willamette.edu

Website: www.willamette.edu/dept/fa

The Vice President for Financial Affairs is the chief financial officer of Willamette University.

Services provided include:

- Oversees Physical Plant, Accounting and Finance, Human Resources, Facility Planning and Construction
- Handles long-distance telephone access codes and bills
- Endowment management

FINANCIAL AID

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

Jim Eddy, Director, jeddy@willamette.edu

The Financial Aid Office awards financial aid packages 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 February to receive aid for the next school year.
- Work-study job information is available in this office.

HALLIE FORD MUSEUM OF ART

700 State Street, 503-370-6856

John Olbrantz, Director, jolbrant@willamette.edu

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
- General Collection Gallery, which presents a range of European and Asian art
- 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

Carol Black-Rossow, Director, cblack@willamette.edu

Human Resources oversees employment matters for the faculty, administration and staff of Willamette University.

Services provided for employees of the University include:

- Coordinates the search process for new employees
- Oversees administration, faculty and staff employment records and benefits
- Provides information and assistance to current and prospective employees regarding any aspect of the employee relationship

INSTITUTIONAL RESEARCH AND PLANNING SUPPORT

Smullin Hall 112, 503-370-6017

Christopher Antons, Director, cantons@willamette.edu

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

Smullin 155, 503-375-5493

Kris Lou, Director, klou@willamette.edu

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 England, Wales, Sweden, Germany, France, Spain, Ukraine (Crimea), Ecuador, Chile, Australia, Japan, China, Denmark, Cuba and Ireland
- Short-term programs available in Italy, Greece and Cuba
- 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 Immigration and Naturalization Service (INS), Department of State, Internal Revenue Service (IRS) and Social Security Administration regulations and procedures
- Campus educational and recreational programming throughout the year

LANGUAGE LEARNING CENTER

Walton Hall 18B, 503-375-5492

Natalia Shevchenko, Director, nshevche@willamette.edu

The Language Learning Center (LLC) consists of a Macintosh computer lab and a traditional audio lab. The computer lab consists of 11 DVD edition iMacs, 2 PC workstations, and a teaching station connected to a G4 Macintosh, multi-standard VCR, a region-free DVD player, and projection system. Satellite dishes receive broadcasts from stations around the world, including TV5 French television, the International channel and German TV. News programs are recorded daily from different countries and can be viewed on one of the 6 video viewing stations. The LLC accommodates individual student visits and periodic class visits. The LLC is open Monday-Thursday 8am-5pm, 7pm-9pm, Friday 8am-4pm, and Sunday 7pm-11pm.

THE MAIL CENTER

University Center, first floor, 503-375-5472

Connie Ames, Supervisor, coames@willamette.edu

Website: 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 \$12.00. Students who fail to return their mail key when they close their box will be charged \$12.00 for a replacement key.

Additional Services:

- 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, Airborne, USPS, etc.

Outgoing Mail:

- Outgoing U.S. Post Office mail leaves campus Monday through Friday promptly at 2:30 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 p.m.

Hours of Operation

Monday-Friday	10 a.m.-4 p.m.
Saturday	10 a.m.-1 p.m.

MARK O. HATFIELD LIBRARY

MARK O. HATFIELD LIBRARY

503-370-6312

Larry R. Oberg, University Librarian, loberg@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 350,000 books, newspapers, video and sound recordings, federal documents and more than 1,600 print and electronic journal subscriptions. In addition, some 23 million books and other materials are rapidly available through the Orbis Cascade Alliance catalog. The Hatfield Library includes many attractive areas suitable for study and reflection. A variety of displays are hosted and lectures, readings and recital are held frequently in the Hatfield Room. Visit the Hatfield Library home page at: library.willamette.edu.

Other services include:

- Materials not owned by the Library can be obtained directly through the Orbis Cascade Alliance, a unified catalog of 26 Pacific Northwest colleges and universities, as well as through interlibrary loan.
- Web access to over 75 electronic indexes and databases provides a wealth of research-quality information.

- The Hatfield librarians offer a program of course-related classroom instruction and individual research consultations in which they teach search strategies and research methods.
- A 24-hour study room (the Fishbowl) is equipped with vending machines and comfortable seating.
- In addition to a computer lab, study rooms wired with network connections and wireless connectivity throughout the building
- The Library offers photocopy machines, microform readers, printers and audiovisual equipment.
- A strong and growing collection of video recordings that includes both feature films and documentaries

THE MONTAG CENTER

Baxter Quad: Located between Matthews/Belknap & Baxter residence halls
 Tricia Durgin, Director of Auxiliary Support Services,
montagfeedback@willamette.edu
 Website: www.willamette.edu/montag

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

The features of the Montag Center include:

- Big screen television
- Change machine
- Convenience store
- DVD rentals
- Foosball table
- Gaming TV
- Laundry facilities
- Ping pong table
- Pool table
- Recreation/activity room
- Student art gallery
- Study and meeting rooms

In addition to The Montag Center, the Baxter Quad is a student-friendly space with a large grassy area 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
 Martin Behnke, Department Chair, mbehnke@willamette.edu

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

PAYROLL

Waller Hall, first floor, 503-370-6188

Charlene Bramble, Student Payroll Clerk, cbramble@willamette.edu

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.

PHYSICAL PLANT

Physical Plant, 503-370-6003

Tom Neal, Director of Facilities, tneal@willamette.edu

Ron Nichols, Grounds Supervisor, rnichols@willamette.edu

James Berndt, Supervisor of Facilities Services, jberndt@willamette.edu

Steve Ovens, Supervisor of Building Maintenance, sovens@willamette.edu

The Physical Plant consists of Building Maintenance, Grounds and Facilities Services. 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 Physical Plant (or Campus Safety after-hours or on weekends)

PRESIDENT'S OFFICE

Waller Hall, fifth floor, 503-370-6209

M. Lee Pelton

President

president@willamette.edu

Wendy Gleason, Executive Administrative Assistant to the President, wgleason@willamette.edu

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

Alison Marshall-Sanchez, Assistant to the President, amarshal@willamette.edu



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.

PUTNAM UNIVERSITY CENTER (UC)

Tricia Durgin, Director of Auxiliary Support Services, putnamfeebdback@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
- Willamette Bistro
- Meeting and conference rooms
- Large conference/party space
- Lounge space
- Convenience store
- Vending machines
- Email station
- US Postal stamp vending machine
- College of Liberal Arts student mailboxes
- Campus/Community bulletin boards
- Compass Card load station
- Copy machine
- The Willamette Store
- Marion and Polk Credit Union (MAPS)

In addition, the Putnam University Center is home to: Information Center, The Mail Center, Willamette Travel Center, University Chaplain, Career Services, Student Activities, Multicultural Affairs, Community Service Learning, Registrar's Office, Financial Aid, Campus Life, Associated Students of Willamette University (ASWU), S.H.E., Panhellenic and Interfraternity Council, 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 Tricia Durgin at putnamfeedback@willamette.edu.

RECYCLING

Physical Plant, 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
Paul Olsen, University Registrar, polсен@willamette.edu

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

Services provided to students include:

- 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 information
- Veteran's Services information

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: assignments, meal plans, keys, rental references, guest rooms, renovation/facility projects.

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

- Residency requirement
- Assignments to residence halls, Greek chapters, apartments
- Temporary/over assignments
- Waiting Lists
- Room/apartment sizes and rates
- Canceling your housing contract/apartment lease
- Relocation and termination
- Housing contract for room and meal plan
- Single student apartment lease
- Contract addendums for Theme Housing Programs

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, Director, rkenitze@willamette.edu

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 Bruce Mace at x6812), multipurpose 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, 2003 graduates.

Building Open

Monday-Friday	6:30 a.m.-10 p.m.
Saturday-Sunday	11 a.m-6 p.m.

Pool Hours

Monday-Friday	7 a.m.-8 a.m. Lap 11:30 a.m.-1:30 p.m. Lap
Monday-Wednesday	8 p.m.-9 p.m. Recreational
Saturday-Sunday	3 p.m.-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. Class times will be posted outside the fitness center.

Monday-Friday	6:30 a.m.-9:30 p.m.
Saturday-Sunday	11 a.m.-5:30 p.m.

Update of hours: 503-370-6976

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

Joe Johnston, Assistant Controller, jjohnsto@willamette.edu

Cindy Bushey, Student Accounts Coordinator, cbushey@willamette.edu

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 & Chris Harris, Associate Chairs, scoromel@willamette.edu,
charris@willamette.edu

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 DEVELOPMENT OFFICE

Waller Hall, fourth floor, 503-370-6949

Bob d'Entremont, Associate Vice-President for Development,
bdentrem@willamette.edu

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

UNIVERSITY INFORMATION CENTER

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

Liesa Kister, Information Specialist, 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 and Goudy Commons
- Visitor parking permits
- Special event ticket sales
- Campus activity sign-ups
- Copier for public use
- Key check-out for rooms in Putnam University Center
- University switchboard operation
- Putnam University Center reception

UNIVERSITY RISK MANAGEMENT

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

Jim Bauer, Vice President for Administrative Services, jbauer@willamette.edu

The University Risk Management Office administers 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 alcohol, sexual offense, and sexual harassment).

WILLAMETTE CONFERENCES, SCHEDULING AND EVENTS

Lee House, 503-375-5442 or 503-370-6162

Alice Sorensen, Director, asorensen@willamette.edu

Website: www.willamette.edu/dept/schedule

The Office of Conferences, Scheduling and Events is responsible for scheduling all meeting and event requests for space in campus buildings including the Museum of Art, 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 facility support at TIUA, contact 503-373-3300
- 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

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, and encourages the integration of educational technologies in learning by making available a wide variety of technical resources.

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 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

Instructional Design Center, Gatke Hall, second floor, 503-370-6653.

- Offers graphic design, poster printing, color printing, computer to 35mm slide conversion, dry mounting and lamination
- Instruction on the use of multimedia software including PowerPoint slide production, and equipment including film recorders and scanners available by appointment
- Flatbed scanners, film recorder, and slide scanner are available for self-service use. Advance reservation is advisable WITS Main Office, Smullin 101, first floor, 503-370-6650/6004.
- Bulk-loaded black and white and Ektachrome slide film
- Video duplicates can be made from non-copyright protected originals
- Taping of classes and recitals available by arrangement through the WITS Main Office, Smullin 101, 503-370-6004
- There is a charge for labor and materials on all production services.

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, 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 44 computers, including both Pentium 4 PCs and G4 Macs 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 Pentium 4 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 (except Haseldorf) are wired to the Residential Network (RESNET).
- All students have free access to the network, but must use it responsibly.
- Students can purchase network cards, 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 and the UC.
- 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 Modem Access

- Off-campus students may connect to the network using a computer equipped with a modem.
- Currently, the University's dialup server supports speeds up to 56.6 Kbps using protocols V.34 or V.90.
- Modem Access Numbers: 503-370-6627/6628
Dialup is a sensible option only for residents in Haseldorf Apartments of those living off campus in the Salem area. Other on-campus residents should use ResNet. Students living outside Salem should consider an alternative Internet Service Provider to avoid paying long distance fees.

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
- All students receive an Access Code to be used for making long distance calls. Long distance calls charged to your extension: 7 + (6-Digit Access Code), Wait for Tone, 9 + 1 + number
- Long Distance via Qwest 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: 7 + (Access Code), Wait for Tone, 9 + 1 + (Area Code) + 555-1212 (411 is not activated)
- Important Numbers (dialed from on campus)
 - Campus Switchboard0
 - Campus Safety6000 or 6911
 - Outside Emergency9911 or 911

Students living in campus residences can view their long distance bills on the web. Bills should be paid at the Cashier's window in Waller Hall, first floor.

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: <http://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

Website: 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
- Campus escorts, vehicle jump-starts, assistance with lock outs, etc.

If you are suspicious of any person or incident, call ext. 6911 from campus or 503-370-6911 from off campus including Haseldorf Apartments.

THE WILLAMETTE STORE

University Center, first floor, 503-370-6315
M-F 8:30 a.m.-6 p.m. and Saturday 10 a.m.-4:30 p.m.
Don Beckman, Director, dbeckman@willamette.edu
website: www.thewillamettestore.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 TWS and Mill Stream Market

WILLAMETTE TRAVEL CENTER

University Center, first floor, 503-370-6388
Kindra Jordan, Travel Manager, kjordan@willamette.edu
Judy Mahr, Travel Counselor, jmahr@willamette.edu

For on line services provided to Willamette Students visit our web-site at: www.willamette.edu/dept/travel

You will find information on the following services:

- Assist with overseas study programs
- Discounted student airline tickets (domestic and international)
- Flexible tickets with few restrictions
- International Student Identity Card
- Youth Hostels and other hotel reservations
- Rental car (over 21 years old) and train reservations
- Hut schedule
- Amtrak
- Greyhound Bus Schedules
- Special fares for Parents and Family Weekend/Commencement
- Group travel

WRITING CENTER

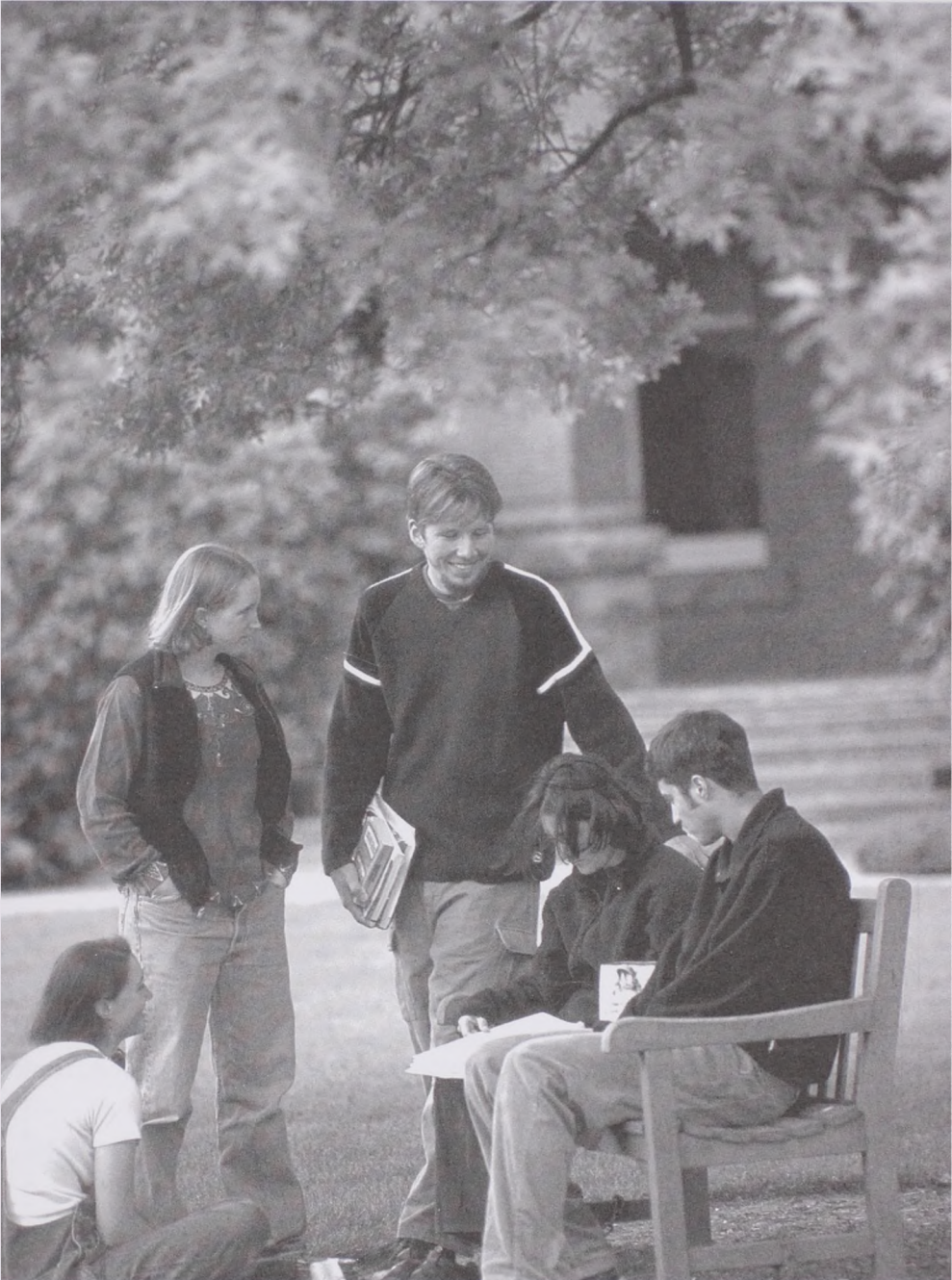
Matthews Hall, first floor, 503-370-6959

Gretchen Flesher Moon, Director, gmoon@willamette.edu

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, and a computer laboratory with 20 PCs.



LEARNING ENHANCEMENT
RESOURCES

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 to 5 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.

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? _____

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 85 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.?

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														

CHART THE JOURNEY

To know if I'm going to arrive at my destination, I need to know where I am.

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

Course _____ Prof. _____

Date Due	Exam/Paper	Possible Grade	My Grade

10 DAY EXAM CRAM

BEWARE: WAITING TIL 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 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 (turn back a page)

Day 9: Attack Mode

- Review the syllabus for the goals to be met in class
- Review the chapter outline at the front of the chapter and the summary at the end as well as the charts and graphs in scientific texts
- Review notes that correspond to the chapters and/or handouts
- Write down any unfamiliar concepts or words and make flash cards
- Go to www.willamette.edu/cla/ler (Memorization: Secondary to comprehension)
- For nonscientific texts with no outlines, review first and last paragraph of each chapter
- If you are clueless, ask for help: the professor, a friend, and/or reread chapter
- 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

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!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 24	25	26	27	28	29	30
31	Sept. 1	2 First day of classes	3	4	5	6
7	8	9	10	11	12	13
14	15 FASC workshop 7:30-9 p.m.	16	17 FASC workshop 7:30-9 p.m.	18 FASC workshop 7:30-9 p.m.	19	20
21	22	23	24	25	26	27
28	29	30	Oct. 1	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 classes	25
26	27	28	29	30	31	Nov. 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 Thanksgiving Break	28 Thanksgiving Break	29
30	Dec. 1	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 days	18	19	20 Fall semester final exams end
21	22	23	24	25	26	27

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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 4	5	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 Martin Luther King Day, no classes after 12:30 p.m.	24
25	26	27	28	29	30	31
Feb. 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	March 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27
28	29	30	31	Apr. 1	2	3
4	5	6	7	8	9	10
11	12	13	14 Student Scholarship Recognition Day	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	May 1
2	3	4 Last day of classes	5 Study day	6 Study day	7 Spring semester Final exams begin	8
9 Study day	10	11	12 Spring semester final exams end	13	14	15
16 Baccalaureate and Commencement	17	18	19	20	21	22



ACADEMIC PLANNER

August 2003-May 2004

August 2003

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															

<p>24 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.</p> <p>– Winston Churchill</p>
<p>25 monday</p>	<p>priorities</p>
<p>26 tuesday</p>	<p>priorities</p>

<p>27 wednesday</p>	<p>priorities</p>
<p>28 thursday</p>	<p>priorities</p>
<p>Opening Days orientation begins. Residences open for new CLA students, 9 a.m.</p>	
<p>29 friday</p>	<p>priorities</p>
<p>30 saturday</p>	<p>reminders</p>
<p>Women's Soccer v. Savannah School of Art and Design, 4 p.m.</p>	

3 wednesday	priorities
Fellowship for England workshop, Autzen Conference Room, 6-7 p.m.	
4 thursday	priorities
<p>WEB movie, Smith, 9 p.m. Convocation, Cone Chapel, 12:45 p.m. Fulbright Grant workshop, Autzen Conference Room, 6-7 p.m.</p>	
5 friday	priorities
<p>Women's Soccer v. Cal State-Hayward, 5 p.m. WEB movie, Smith, 9 p.m. Volleyball - Willamette Invitational (EQU, Evergreen, WBC, WU)</p>	
6 saturday	reminders
<p>Volleyball - Willamette Invitational (EQU, Evergreen, WBC, WU) WEB Mentalist, Smith, 8-10 p.m.</p>	

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

September 2003

7 sunday	priorities
	<p>Quote of the Week:</p> <p>Shoot for the moon. Even if you miss, you will land among the stars.</p> <p>– Les Brown</p>
8 monday	priorities
9 tuesday	priorities
Activities Fair, Quad, 2 a.m.-5 p.m. Women's Soccer v. Western Baptist, 5 p.m. Student Activities Poster Sale, UC 2nd floor deck	

<p>10 wednesday</p>	<p>priorities</p>
<p>Rhodes/Marshall/Mitchell Scholarship applications due Senior Celebration, Cat Cavern, 5:30 – 7 p.m. Student Activities Poster Sale, UC 2nd floor deck</p>	
<p>11 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. Watson Fellowship workshop, Autzen Conference Room, 6-7 p.m.</p>	
<p>12 friday</p>	<p>priorities</p>
<p>Fulbright Grant applications due Last day to change Meal Plan Points for fall semester</p>	
<p>13 saturday</p>	<p>reminders</p>
<p>TIUA Harvest Festival Football v. Mary Hardin-Baylor, 1:30 p.m.</p>	

September 2003

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	

<p>14 sunday</p>	<p>priorities</p>
<p>Women's Soccer v. Lakeland (Wis.), 11 a.m.</p>	<p>Academic Tip:</p> <p>Active listening and participation in lectures will improve your learning; use preparation, risk, questions, connections, thinking, challenging, interpreting, writing and anticipating.</p>
<p>15 monday</p>	<p>priorities</p>
<p>Last day to add first-half and full-semester courses. Last day to drop first-half and semester courses without a grade of "W." Freshman Athlete Strategic Coaching Workshop, 7:30-9 p.m., Sparks Center</p>	
<p>16 tuesday</p>	<p>priorities</p>
<p>Junior Dessert, Cat Cavern, 6-7 p.m.</p>	

<p>17 wednesday</p>	<p>priorities</p>
<p>Freshman Athlete Strategic Coaching Workshop, 7:30-9 p.m., Sparks Center IM League Registration for Fall Sports I ends, Office of Student Activities Volleyball v. Pacific, 7 p.m.</p>	
<p>18 thursday</p>	<p>priorities</p>
<p>IM Mandatory Managers Meeting, Montag Den, 4:30 p.m. Freshman Athlete Strategic Coaching Workshop, 7:30-9 p.m., Sparks Center Graduate Fellowship workshop, Autzen Conference Room, 6-7 p.m. Sweets for Sophomores, Cat Cavern, 6-7 p.m.</p>	
<p>19 friday</p>	<p>priorities</p>
<p>Volleyball v. Pacific Lutheran, 7 p.m. Homecoming Weekend</p>	
<p>20 saturday</p>	<p>reminders</p>
<p>Homecoming Weekend Football v. Eastern Oregon, 1:30 p.m.</p>	

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

September 2003

<p>21 sunday</p>	<p>priorities</p>
<p>Homecoming Weekend</p>	<p>Quote of the Week:</p> <p>Many of life's failures are people who did not realize how close they were to success when they gave up.</p> <p>- Thomas A. Edison</p>
<p>22 monday</p>	<p>priorities</p>
<p>Last day to choose Credit/No Credit grading option for first-half semester courses. IM League play begins</p>	
<p>23 tuesday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith, 8 p.m.</p>	

<p>24 wednesday</p>	<p>priorities</p>
<p>25 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. WEB Drive-In Movie</p>	
<p>26 friday</p>	<p>priorities</p>
<p>Watson Fellowship applications due</p>	
<p>27 saturday</p>	<p>reminders</p>
<p>Choral Leadership Workshop, Hudson Hall and Rehearsal Halls, 8 a.m. to 10 p.m. FLY Leadership Conference Rosh Hashanah</p>	

Sept./Oct. 2003

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

28 sunday	priorities
	<p>Academic Tip:</p> <p>Doing assignments before lectures instead of after is the secret to success. This way you know exactly where you are having trouble and what you need to learn.</p>
29 monday	priorities
Internship and Volunteer Fair, Cat Cavern, 2-5 p.m.	
30 tuesday	priorities
Panhellenic Blood Drive, Sparks Center Oregon Symphony, Smith, 8 p.m.	

<p>1 wednesday</p>	<p>priorities</p>
<p>Volleyball v. Warner Pacific, 7 p.m.</p>	
<p>2 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. Graduate Fellowship workshop, Autzen Conference Room, 6-7 p.m. <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. WEB Movie, Smith, 9 p.m.</p>	
<p>3 friday</p>	<p>priorities</p>
<p>WEB Movie, Smith, 9 p.m. Volleyball v. Linfield, 7 p.m. <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. Last day to withdraw from first-half semester courses.</p>	
<p>4 saturday</p>	<p>reminders</p>
<p>Women's Soccer v. Puget Sound, noon Football v. Chapman, 1:30 p.m. <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. Into the Streets, 9 a.m.-3 p.m.</p>	

October 2003

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

<h2 style="margin: 0;">5 sunday</h2>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>Remove failure as an option.</p> <p>– Joan Lunden</p>
<p><i>Cupid and Psyche</i> theatre production matinee, Kresge Theatre, 2 p.m. Women's Soccer v. Pacific Lutheran, noon</p>	
<h2 style="margin: 0;">6 monday</h2>	<p>priorities</p>
<p>IM League Registration for Fall Sports II begins, Office of Student Activities</p>	
<h2 style="margin: 0;">7 tuesday</h2>	<p>priorities</p>
<p>Yom Kippur</p>	

<p>8 wednesday</p>	<p>priorities</p>
<p>9 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. Stephen Zunes, Salem Peace Lecture, Cone Chapel, 7:30 p.m.</p>	
<p>10 friday</p>	<p>priorities</p>
<p>"Guess the Straight Person" sponsored by Angles <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. Parents and Family Weekend begins Jazz Night, Smith, 7:30 p.m. Volleyball v. Puget Sound, 7 p.m.</p>	
<p>11 saturday</p>	<p>reminders</p>
<p>Volleyball v. George Fox, 7 p.m. Football v. Whitworth, 1:30 p.m. <i>Cupid and Psyche</i> theatre production, Kresge Theatre, 8 p.m. Parents Weekend Concert, Smith, 7 p.m. featuring Bands, Choirs and the University Chamber Orchestra</p>	

October 2003

October

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November

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<h2 style="margin: 0;">12 sunday</h2>	priorities
	<p>Academic Tip:</p> <p>Don't wait until you're totally lost to get help. See the instructor or get a tutor right away.</p>
<p><i>Cupid and Psyche</i> theatre production matinee, Kresge Theatre, 2 p.m. Salem Chamber Orchestra, Willamette Master Chorus and Chamber Choir Concert, Hudson Hall, 2 p.m. and 7 p.m. Parents and Family Weekend ends</p>	
<h2 style="margin: 0;">13 monday</h2>	priorities
<p>Last day to choose Credit/No Credit grading option for full-semester courses</p>	
<h2 style="margin: 0;">14 tuesday</h2>	priorities
<p>Oregon Symphony, Smith, 8 p.m. Women's Soccer v. Allegheny (Mass.), 5 p.m.</p>	

15 wednesday

priorities

Gilman International Scholarship Deadline

16 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.

17 friday

priorities

18 saturday

reminders

October 2003

October

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November

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<p>19 sunday</p>	<p>priorities</p> <hr/> <p>Quote of the Week:</p> <p>Laughter is the closest distance between two people.</p> <p>– Victor Borge</p>
<p>Grace Goudy Distinguished Artists Series – Zephyros Wind Quintet, Hudson Hall, 7:30 p.m.</p>	
<p>20 monday</p>	<p>priorities</p>
<p>21 tuesday</p>	<p>priorities</p>
<p>IM League Registration for Fall Sports II ends "Etiquette Dinner" Alumni Lounge, 6-9 p.m.</p>	

<p>22 wednesday</p>	<p>priorities</p>
<p>IM Mandatory Managers Meeting, Montag Den, 4:30 p.m. End of first half-semester courses</p>	
<p>23 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. Beginning of second half-semester courses Atkinson Lecture Series featuring NPR regular David Sedaris, Smith, 8 p.m.</p>	
<p>24 friday</p>	<p>priorities</p>
<p>Mid-Semester Day – no classes Volleyball v. Whitman, 7 p.m.</p>	
<p>25 saturday</p>	<p>reminders</p>
<p>Volleyball v. Whitworth, 1 p.m. Women's Soccer v. George Fox, noon</p>	

Oct./Nov. 2003

October	1	2	3	4	November	1
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26 sunday	priorities
	<p>Academic Tip:</p> <p>Sit near the front of the classroom, keep up with the lecture, watch for clues that something might be important; for example: repetition, introductory and transition words.</p>
Women's Soccer v. Pacific, 11 a.m.	
27 monday	priorities
IM League play begins	
28 tuesday	priorities

29 wednesday

priorities

30 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.

31 friday

priorities

Women's Soccer v. Whitworth, 11 a.m.

1 saturday

reminders

Volleyball v. Lewis and Clark, 7 p.m.
Women's Soccer v. Whitman, 11 a.m.
Admissions Fall Open House
Football v. Pacific Lutheran, 1 p.m.

November 2003

November

December

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<p>2 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>A rock pile ceases to be a rock pile the moment a single man contemplates it, bearing within him the image of a cathedral.</p> <p>– Antoine De Saint-Exupery</p>
<p>3 monday</p>	<p>priorities</p>
<p>4 tuesday</p>	<p>priorities</p>

<p>5 wednesday</p>	<p>priorities</p>
<p>Carson Grant Information Session, Hatfield Room, 4-5 p.m.</p>	
<p>6 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>7 friday</p>	<p>priorities</p>
<p>Goldwater Scholarship Applications due Last day to withdraw from full semester courses Last day to add/drop second half-semester courses Musical Theatre Workshop, Hudson Hall, 8 p.m.</p>	
<p>8 saturday</p>	<p>reminders</p>
<p>Women's Soccer v. Linfield, 11 a.m. Musical Theatre Workshop, Hudson Hall, 8 p.m. Music Scholarship Auditions, Rehearsal Halls, 10 a.m. to 2 p.m.</p>	

November

December

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November 2003

<p>9 sunday</p>	<p>priorities</p>
<p>Musical Theatre Workshop, Hudson Hall, 3 p.m.</p>	<p>Academic Tip:</p> <p>When taking notes, record important points by dividing your page, use an outline form, key words or phrases, pictures or diagrams, use clear abbreviations. See www.willamette.edu/cla/ler</p>
<p>10 monday</p>	<p>priorities</p>
<p>11 tuesday</p>	<p>priorities</p>

<p>12 wednesday</p>	<p>priorities</p>
<p>Mentor Day Chamber Music Concert, Hudson Hall, 7:30 p.m.</p>	
<p>13 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m. <i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m.</p>	
<p>14 friday</p>	<p>priorities</p>
<p><i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m. Jack Kent Cooke Scholarship Applications due Last day to choose Credit/No Credit grading on second half-semester courses</p>	
<p>15 saturday</p>	<p>reminders</p>
<p><i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m. Senior Service Day Football v. Linfield, 1 p.m. Athletic Hall of Fame; Basketball and Swimming Reunions</p>	

<p>19 wednesday</p>	<p>priorities</p>
<p>20 thursday</p>	<p>priorities</p>
<p><i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m. Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>21 friday</p>	<p>priorities</p>
<p>Jazz Night, Smith, 7:30 p.m. Last day to withdraw from second half-semester courses <i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m.</p>	
<p>22 saturday</p>	<p>reminders</p>
<p><i>Our Country's Good</i> theatre production, Kresge Theatre, 8 p.m.</p>	

November

December

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November 2003

<p>23 sunday</p>	<p>priorities</p>
<p><i>Our Country's Good</i> theatre production matinee, Kresge Theatre, 2 p.m.</p>	<p>Academic Tip:</p> <p>Review your notes, immediately within 10 minutes after class again within 24 hrs and at weekly intervals. If you review your notes sooner rather than later, the chances of the information moving from short-term memory to long-term memory are greatly increased.</p>
<p>24 monday</p>	<p>priorities</p>
<p>25 tuesday</p>	<p>priorities</p>
<p>Women's Basketball v. Western Baptist, 7 p.m.</p>	

<p>26 wednesday</p>	<p>priorities</p>
<p>27 thursday</p>	<p>priorities</p>
<p>Thanksgiving Vacation Residences remain open (except sororities) No meals served after luncheon Nov. 26 until breakfast on Monday, Dec. 1</p>	
<p>28 friday</p>	<p>priorities</p>
<p>Thanksgiving Vacation</p>	
<p>29 saturday</p>	<p>reminders</p>

Nov./Dec. 2003

November								December						
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30 sunday	priorities
	<p>Quote of the Week:</p> <p>Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists in the elimination of non-essentials.</p> <p>– Lin Yutang</p>
1 monday	priorities
2 tuesday	priorities

3 wednesday	priorities
Hector Olivera, Organist, Hudson Hall, 7 p.m.	
4 thursday	priorities
Convocation, Cone Chapel, 12:45 p.m.	
5 friday	priorities
Willamette Star Tree Lighting and Holiday Concert, Smith, 7:30 p.m. Women's Basketball v. Concordia, 7 p.m.	
6 saturday	reminders

December 2003

December

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January

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 18 19 20 21 22 23 24
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<p>7 sunday</p>	<p>priorities</p> <p>Academic Tip:</p> <p>When writing a paper, begin by choosing a topic of genuine interest to you, plan a rough outline including a thesis statement, while considering your audience, purpose and content.</p>
<p>Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m.</p>	
<p>8 monday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith, 8 p.m.</p>	
<p>9 tuesday</p>	<p>priorities</p>
<p>Kwanzaa</p>	

<p>10 wednesday</p>	<p>priorities</p>
<p>11 thursday</p>	<p>priorities</p>
<p>Christmas in Hudson Hall – A Service of Readings and Carols, Hudson Hall, 8 p.m. Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>12 friday</p>	<p>priorities</p>
<p>Last day of classes for CLA Christmas in Hudson Hall – A Service of Readings and Carols, Hudson Hall, 8 p.m. Carnegie Jr. Fellows applications due</p>	
<p>13 saturday</p>	<p>reminders</p>
<p>CLA Study Day</p>	

December 2003

December

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14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

January

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 18 19 20 21 22 23 24
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<p>14 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>Success seems to be largely a matter of hanging on after others have let go.</p> <p>– William Feather</p>
<p>CLA Study Day A Victorian Christmas with John Doan, Hudson Hall, 7 p.m.</p>	
<p>15 monday</p>	<p>priorities</p>
<p>CLA Final Exams</p>	
<p>16 tuesday</p>	<p>priorities</p>
<p>CLA Final Exams</p>	

<p>17 wednesday</p>	<p>priorities</p>
<p>CLA Study Day</p>	
<p>18 thursday</p>	<p>priorities</p>
<p>CLA Final Exams</p>	
<p>19 friday</p>	<p>priorities</p>
<p>CLA Final Exams TIUA Closing Ceremony</p>	
<p>20 saturday</p>	<p>reminders</p>
<p>CLA Final Exams Hanukkah begins Willamette Master Chorus Holiday Concert, Hudson Hall, 7 p.m. Last board meal of the semester is brunch</p>	

December 2003

December

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21 22 23 24 25 26 27
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January

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<p>21 sunday</p>	<p>priorities</p>
<p>Willamette Master Chorus Holiday Concert, Hudson Hall, 3 p.m. Greek houses and residences closed at noon, University & Haseldorf apartments remain open to current residents</p>	<p>RELAX</p>
<p>22 monday</p>	<p>priorities</p>
<p>23 tuesday</p>	<p>priorities</p>

24 wednesday

priorities

25 thursday

priorities

Christmas

26 friday

priorities

27 saturday

reminders

Dec. 2003/Jan. 2004

December						January						
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21	22	23	24	25	26	27	19	20	21	22	23	24
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							31					

28 sunday	priorities
	Read or do an activity that is different from the usual.
29 monday	priorities
30 tuesday	priorities
Women's Basketball v. Cascade, 7 p.m.	

31 wednesday

priorities

1 thursday

priorities

2 friday

priorities

3 saturday

reminders

January 2004

January

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February

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4 sunday	priorities
	ENERGIZE
5 monday	priorities
6 tuesday	priorities

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

January 2004

January

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February

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11 sunday	priorities
	Enthusiasm will take you into new experiences.
12 monday	priorities
13 tuesday	priorities

14 wednesday	priorities
15 thursday	priorities
16 friday	priorities
17 saturday	reminders
Women's Basketball v. Lewis and Clark, 6 p.m. Men's Basketball v. Lewis and Clark, 8 p.m. Greek houses and residence halls open at noon	

January 2004

January

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February

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<p>18 sunday</p>	<p>priorities</p>
	<p>Academic Tip:</p> <p>When researching, keep track of your sources/ information found. It may be useful to use note-cards including author, title, publisher, date and place of publication. Identify the theme/idea in the right hand corner for reference purposes.</p>
<p>19 monday</p>	<p>priorities</p>
<p>First day of classes for CLA IM League Registration, Spring Sports I begins, Office of Student Activities Sorority Recruitment begins</p>	
<p>20 tuesday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith, 8 p.m. Fraternity Recruitment begins</p>	

21 wednesday	priorities
22 thursday	priorities
Convocation, Cone Chapel, 12:45 p.m.	
23 friday	priorities
MLK Day Campus Celebrations (no classes after 12:30 p.m.) Women's Basketball v. Puget Sound, 6 p.m. Men's Basketball v. Puget Sound, 8 p.m.	
24 saturday	reminders
Sorority and Fraternity Recruitment ends Women's Basketball v. Pacific Lutheran, 6 p.m. Men's Basketball v. Pacific Lutheran, 8 p.m.	

January 2004

January	1	2	3	February	1	2	3	4	5	6	7
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<p>25 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>Wear a smile and have friends; wear a scowl and have wrinkles.</p> <p>– George Elliot</p>
<p>26 monday</p>	<p>priorities</p>
<p>27 tuesday</p>	<p>priorities</p>

28 wednesday

priorities

29 thursday

priorities

IM League Registration, Spring Sports I ends, Office of Student Activities
Convocation, Cone Chapel, 12:45 p.m.
IM Mandatory Managers Meeting, Montag Den, 4:30 p.m.

30 friday

priorities

WU Founder's Day observed
Udall Scholarship applications due
Last day to add/drop full and first half-semester courses
Last day to change Meal Plan Points for spring semester

31 saturday

reminders

Music Scholarship Auditions, Hudson Hall and Rehearsal Halls, 8 a.m. to 5 p.m.

February 2004

February

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March

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<p>1 sunday</p>	<p>priorities</p>
<p>Founder's Day – 162 years IM League play begins</p>	<p>Academic Tip:</p> <p>You will remember material better if you make it meaningful to yourself, look for interesting things, make links with other experiences, and become aware of any negative or positive attitude you may have about what you are learning.</p>
<p>2 monday</p>	<p>priorities</p>
<p>Grace Goudy Distinguished Artist Series – Arnaldo Cohen, pianist, Hudson Hall, 8 p.m. School of Theological Studies, 7 – 9 p.m.</p>	
<p>3 tuesday</p>	<p>priorities</p>

4 wednesday	priorities
Carson Grant workshop, Autzen Conference Room, 6-7 p.m.	
5 thursday	priorities
Convocation, Cone Chapel, 12:45 p.m.	
6 friday	priorities
<p>Women's Basketball v. Whitman, 6 p.m. Men's Basketball v. Whitman, 8 p.m. Last day to choose Credit/No Credit grading on first half-semester courses Study Abroad applications for the fall 2004/spring 2005 semesters due</p>	
7 saturday	reminders
<p>Jazz Festival XXIII, Smith, all day Women's Basketball v. Whitworth, 6 p.m. Men's Basketball v. Whitworth, 8 p.m. Jazz Concert, Smith, 8 p.m.</p>	

February 2004

February

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March

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<p>8 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>I have learned silence from the talkative; tolerance from the intolerant and kindness from the unkind. I should not be ungrateful to those teachers.</p> <p>– Kahlil Gibran</p>
<p>9 monday</p>	<p>priorities</p>
<p>School of Theological Studies, 7-9 p.m. Arrival of TIUA students</p>	
<p>10 tuesday</p>	<p>priorities</p>

11 wednesday

priorities

12 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.
Spring Dance Concert, Kresge Theatre, 8 p.m.

13 friday

priorities

Spring Dance Concert, Kresge Theatre, 8 p.m.
Women's Basketball v. George Fox, 6 p.m.
Men's Basketball v. George Fox, 8 p.m.

14 saturday

reminders

Spring Dance Concert, Kresge Theatre, 8 p.m.

February 2004

February

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March

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<p>15 sunday</p>	<p>priorities</p>
<p>Spring Dance Concert Matinee, Kresge Theatre, 2 p.m. Salem Chamber Orchestra Family Concert, Smith, 2 p.m.</p>	<p>Academic Tip:</p> <p>To promote concentration through internal factors, prepare your mind to study, take regular breaks every hour, be active with a pen or pencil in your hand and approach studying effectively.</p>
<p>16 monday</p>	<p>priorities</p>
<p>Music Scholarship Auditions, Hudson Hall and Rehearsal Halls, 8 a.m.-4 p.m. School of Theological Studies, 7 – 9 p.m.</p>	
<p>17 tuesday</p>	<p>priorities</p>

18 wednesday

priorities

19 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.

20 friday

priorities

Last day to withdraw from first half-semester courses
4th Annual Black History Celebration
Lilly Student Research Grant Proposals due

21 saturday

reminders

Choir Concert, Hudson Hall, 7 p.m.

February 2004

February

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March

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<p>22 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>Everything that irritates us about others can lead us to an understanding of ourselves.</p> <p>– Carl Jung</p>
<p>23 monday</p>	<p>priorities</p>
<p>School of Theological Studies, 7-9 p.m.</p>	
<p>24 tuesday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith, 8 p.m. Women's Basketball v. Pacific, 6 p.m. Men's Basketball v. Pacific, 8 p.m.</p>	

25 wednesday

priorities

Ash Wednesday Service, Cone Chapel, noon

26 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.

27 friday

priorities

Sophomore Retreat for Vocational Discernment at Silver Falls State Park begins
Women's Basketball v. Linfield, 6 p.m.
Men's Basketball v. Linfield, 8 p.m.

28 saturday

reminders

Band and University Chamber Orchestra Concert, Hudson Hall, 7 p.m.

<p>3 wednesday</p>	<p>priorities</p>
<p>4 thursday</p>	<p>priorities</p>
<p>Men's Basketball NCAA Regionals Convocation, Cone Chapel, 12:45 p.m. <i>The Promise</i> theatre production, Kresge Theatre, 8 p.m.</p>	
<p>5 friday</p>	<p>priorities</p>
<p><i>The Promise</i> theatre production, Kresge Theatre, 8 p.m. Rotary Scholarship applications due Musical Theatre Workshop, Smith, 8 p.m. Lilly Internship Applications due</p>	
<p>6 saturday</p>	<p>reminders</p>
<p><i>The Promise</i> theatre production, Kresge Theatre, 8 p.m. Musical Theatre Workshop, Smith, 8 p.m.</p>	

March

April

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 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

March 2004

<h2 style="margin: 0;">7 sunday</h2>	priorities
	<p>Quote of the Week:</p> <p>Slow down and enjoy life. It's not only the scenery you miss by going too fast – you also miss the sense of where you are going and why.</p> <p>– Eddie Cantor</p>
<p>Men's Basketball NCAA Regionals Musical Theatre Workshop, Smith, 3 p.m. <i>The Promise</i> theatre production matinee, Kresge Theatre, 2 p.m.</p>	
<h2 style="margin: 0;">8 monday</h2>	priorities
<p>IM Registration for Spring Sports II begins, Office of Student Activities</p>	
<h2 style="margin: 0;">9 tuesday</h2>	priorities
<p>End of first half-semester courses</p>	

<p>10 wednesday</p>	<p>priorities</p>
<p>Beginning of second half-semester courses Truman Scholarship Information session</p>	
<p>11 thursday</p>	<p>priorities</p>
<p><i>The Promise</i> theatre production, Kresge Theatre, 8 p.m. Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>12 friday</p>	<p>priorities</p>
<p><i>The Promise</i> theatre production, Kresge Theatre, 8 p.m. Presidential Senior Scholarship applications due "Puttin' on the Ritz," Dinner and Dance, UC Cat Cavern, 7 p.m.</p>	
<p>13 saturday</p>	<p>reminders</p>
<p><i>The Promise</i> theatre production, Kresge Theatre, 8 p.m. "Puttin' on the Ritz," Dinner and Dance, UC Cat Cavern, 7 p.m. 2nd Annual NAEA Powwow</p>	

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

April

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

March 2004

<h2 style="margin: 0;">14 sunday</h2>	priorities
	<p>Academic Tip:</p> <p>Handle complex reading material by reading it again, looking for the "meat" of the sentence, read material aloud; avoid marathon sessions and find the material in another book.</p>
<p>Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m. <i>The Promise</i> theatre production matinee, Kresge Theatre, 2 p.m.</p>	
<h2 style="margin: 0;">15 monday</h2>	priorities
<h2 style="margin: 0;">16 tuesday</h2>	priorities
<p>Oregon Youth Symphony, Smith, 8 p.m.</p>	

<p>17 wednesday</p>	<p>priorities</p>
<p>18 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>19 friday</p>	<p>priorities</p>
<p>Office of Admissions SOA, Tour Guide, and Host Coordinator applications due</p>	
<p>20 saturday</p>	<p>reminders</p>
<p>Take A Break, alternative spring break students leave Spring Break begins – residences remain open, no meals served after lunch on Friday March 19 until breakfast on Monday, March 29</p>	

March 2004

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

April

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

21 sunday	priorities
	<p>Quote of the Week:</p> <p>You don't get to choose how you're going to die, only how you're going to live.</p> <p>– Joan Baez</p>
	priorities
22 monday	priorities
	priorities
23 tuesday	priorities

24 wednesday

priorities

25 thursday

priorities

26 friday

priorities

27 saturday

reminders

Take A Break, alternative spring break students return

March/April 2004

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

April

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

<p>28 sunday</p>	<p>priorities</p>
<p>Spring Break ends</p>	<p>Academic Tip:</p> <p>Time management is: knowing what you want to accomplish, making priorities, planning, harmonizing study with personal and social activities and knowing that you are in charge of your time. See P. 79 "10 Day Exam Cram"</p>
<p>29 monday</p>	<p>priorities</p>
<p>30 tuesday</p>	<p>priorities</p>
<p>Oregon Symphony Pops, Smith, 8 p.m. IM Registration for Spring Sports II ends, Office of Student Activities IM Mandatory Managers Meeting, Montag Den, 4:30 p.m. Last day to add/drop second half-semester courses</p>	

31 wednesday

priorities

1 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.

2 friday

priorities

Last day to withdraw from full semester courses

3 saturday

reminders

Fly Fishing Fair, Sparks Center, 9 a.m.-4 p.m.
BSO Celebration of Color

April 2004

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

<h2 style="margin: 0;">4 sunday</h2>	priorities
	<p>Quote of the Week:</p> <p>What seems to us bitter trials are often blessings in disguise.</p> <p>– Oscar Wilde, <i>The Importance of Being Earnest</i></p>
Palm/Passion Sunday	
<h2 style="margin: 0;">5 monday</h2>	priorities
<h2 style="margin: 0;">6 tuesday</h2>	priorities
Passover begins Greek housing selection for 2004-2005 begins	

7 wednesday

priorities

2005 Truman Scholarship applications due
Last day to choose Credit/No Credit on second half-semester courses

8 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.
Labyrinth Walk, Alumni Lounge

9 friday

priorities

Good Friday Service, Cone Chapel, noon
Labyrinth Walk, Alumni Lounge

10 saturday

reminders

April 2004

April	1	2	3	May	1
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		

<p>11 sunday</p>	<p>priorities</p>
<p>Easter</p>	<p>Academic Tip:</p> <p>On exams: When stuck on a question, write what you know and move on. This may get you some points while a blank space is worth nothing.</p>
<p>12 monday</p>	<p>priorities</p>
<p>13 tuesday</p>	<p>priorities</p>
<p>Campus Life Honors and Awards Program Greek housing selection ends</p>	

<p>14 wednesday</p>	<p>priorities</p>
<p>Students staying in their current residence hall/apartment – sign-up for 2004-2005 begins Student Scholarship Recognition Day</p>	
<p>15 thursday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 12:45 p.m.</p>	
<p>16 friday</p>	<p>priorities</p>
<p>Last day to withdraw from second half-semester courses Office of Admissions Spring Preview Day</p>	
<p>17 saturday</p>	<p>reminders</p>
<p>15th Annual Hawaii Club Lu'au, Cone Field House</p>	

April 2004

April	1	2	3	May	1
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		

<p>18 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>I believe that unarmed truth and unconditional love will have the final word in reality. That is why right, temporarily defeated, is stronger than evil triumphant.</p> <p>– Martin Luther King, Jr.</p>
<p>Spring Choir Concert, Hudson Hall, 7 p.m.</p>	
<p>19 monday</p>	<p>priorities</p>
<p>Current hall/apartment sign-up ends</p>	
<p>20 tuesday</p>	<p>priorities</p>

21 wednesday

priorities

22 thursday

priorities

Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.
Convocation, Cone Chapel, 12:45 p.m.
Housing Selection Lottery for 2004-2005, Montag Den

23 friday

priorities

Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.

24 saturday

reminders

Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.
Band and UCO Concert, Hudson Hall, 7 p.m.

April/May 2004

April	1	2	3	May	1
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		

25 sunday	priorities
	Academic Tip: OVERCOME procrastination, it isn't helping you! Do this by having a positive attitude, setting realistic goals and reward yourself for accomplishing tasks.
Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m. <i>Three Farces and a Funeral</i> theatre production matinee, Kresge Theatre, 2 p.m.	
26 monday	priorities
27 tuesday	priorities

28 wednesday

priorities

Chamber Music Concert, Hudson Hall, 7 p.m.

29 thursday

priorities

Convocation, Cone Chapel, 12:45 p.m.
Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.
Grace Goudy Distinguished Artists Series – Fred Sherry, cello, with Anita King, piano,
Hudson Hall, 8 p.m.

30 friday

priorities

Jazz Night, Smith, 7:30 p.m.
Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.

1 saturday

reminders

Three Farces and a Funeral theatre production, Kresge Theatre, 8 p.m.
OSAA State Solo Ensemble Festival

May 2004

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

<p>2 sunday</p>	<p>priorities</p>
	<p>Quote of the Week:</p> <p>People seem not to see that their opinion of the world is also a confession of character.</p> <p>– Ralph Waldo Emerson</p>
<p><i>Three Farces and a Funeral</i> theatre production matinee, Kresge Theatre, 2 p.m.</p>	
<p>3 monday</p>	<p>priorities</p>
<p>4 tuesday</p>	<p>priorities</p>
<p>Last day of CLA classes</p>	

5 wednesday

priorities

CLA Study Day

6 thursday

priorities

CLA Study Day

7 friday

priorities

CLA Final Exams
Oregon Symphony Concert, Smith, 8 p.m.

8 saturday

reminders

CLA Final Exams
Willamette Master Chorus Concert, Hudson Hall, 7 p.m.

May 2004

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

<p>9 sunday</p>	<p>priorities</p>
<p>CLA Study Day Willamette Master Chorus Concert, Hudson Hall, 3 p.m.</p>	<p>Academic Tip:</p> <p>When studying for an exam, prepare your material carefully starting with reasonable portions, think positively and get a good night's sleep beforehand!</p>
<p>10 monday</p>	<p>priorities</p>
<p>CLA Final Exams</p>	
<p>11 tuesday</p>	<p>priorities</p>
<p>CLA Final Exams</p>	

12 wednesday

priorities

CLA Final Exams

Lunch is the last board meal of the semester

13 thursday

priorities

Senior Party

All residences close at noon for non-commencement participants

14 friday

priorities

Senior Brunch

15 saturday

reminders

Senior Honors Recital, Hudson Hall, 2:30 p.m.

May 2004

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

16 sunday	priorities
	<p>Quote of the Week:</p> <p>We judge ourselves by what we feel capable of doing, while others judge us by what we have already done.</p> <p>– Henry Wadsworth Longfellow</p> <p>Good Luck Graduates!!</p>
Baccalaureate/Commencement	
17 monday	priorities
Residences close at noon for commencement participants	
18 tuesday	priorities

19 wednesday

priorities

20 thursday

priorities

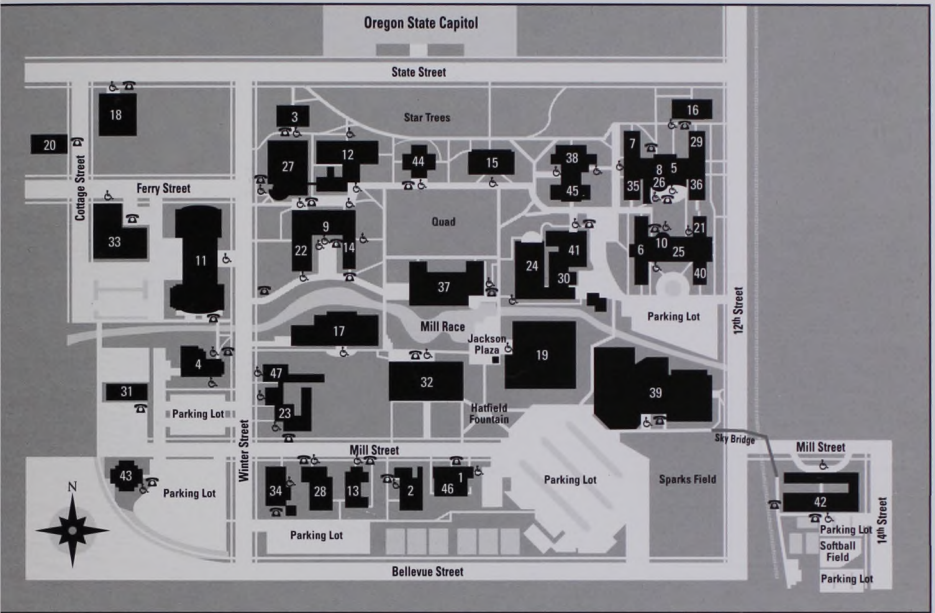
21 friday

priorities

22 saturday

reminders

Map of Willamette University



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

Handicapped Access
Campus Telephone



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.*