

WILLAMETTE  UNIVERSITY

THE FIRST UNIVERSITY IN THE WEST

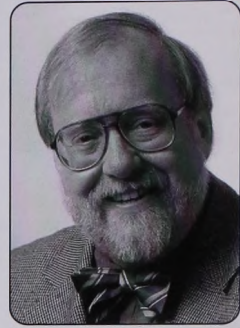
studenthandbook

2002-2003



Dear Willamette Students:

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



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

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

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

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

Best wishes,

A handwritten signature in cursive script that reads "Robert E. Hawkinson". The ink is dark and the signature is fluid and legible.

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

TABLE OF CONTENTS

Willamette Info	4
CLA Academic Calendar	4
Important Contact Numbers	5
History of Willamette	7
Fight Song and Alma Mater	8
Willamette Traditions and Lingo	9
Student Involvement Opportunities	14
Student Governance	14
Greek Life	17
Student Organizations	19
Registration of Student Organizations	31
Publicity Policies for Students and Student Organizations	32
Fundraising Policies for Student Organizations	33
Academic Policies for Student Leaders	33
Campus Life	40
Office of Campus Life, Athletics	40
Campus Card, Campus Judicial, Campus Recreation	41
Campus Safety	42
Career Services, Chaplain	43
Community Service Learning, Counseling Services	44
Disability and Learning Services, Harassment and Sexual Harassment Complaints, Health Services	45
Multicultural Affairs, Residence Life, Scheduling, Events & Conference Services ..	46
Sexual Assault Advisors, Student Academic Grants & Awards	47
Student Activities, Student Health Insurance	48
The Willamette Store	49
Residence Life	52
Office of Residence Life Mission Statement	52
Community Living, Theme Housing, Residence Life Staff	53
Programming, Community Standards	54
Residency Requirement, Roommates	55
Assignments	56
Contracts and Leases	59
Housing Contract Addendums for Theme Housing Programs	61
Campus Services and Facilities	63
Emergency Procedures	63
Student Rights and Responsibilities	64
Facilities and Residential Responsibilities	69
Learning Enhancement Resources	92
Time as an Investment	92
Time Management Record	93
Chart the Journey	94
Finals Countdown	95
Semester on a Page	96
Academic Planner	
Campus Services and Facilities	100-108
Bistro, Bon Appetit Food Service, Copy Center, Language Learning Center, Mark O. Hatfield Library, Mail Services, Montag Center, Physical Plant, Recycling, Sparks Center, WITS, Writing Center	
Campus Resources	112-118
Accounting, Admission, Alumni and Parent Relations, Communications, Dean of the College of Liberal Arts, Financial Aid, Financial Affairs, Human Resources, Institutional Research and Planning Support, International Education, Payroll, President's Office, Registrar, Student Accounts/Student Loans Office, Travel Center, University Development Office, University Information Center, Visual and Performing Arts	

willamette info



WILLAMETTE INFO

CLA ACADEMIC CALENDAR 2002-2003

August

29 Residence halls open for new students. Opening Days begins.

September

- 2 Labor Day, no classes
- 3 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2002.

October

25 Mid-Semester Day, no CLA classes

November

28-Dec.1 Thanksgiving Break

December

- 13 Last Day of Classes
- 14-15 Study days
- 16 Fall Semester final examinations begin.
- 18 Study day
- 21 Fall Semester final examinations end. Winter Break begins.

January

- 20 Registration for new students and for returning students who did not complete Advance Course Selection.
- 20 Classes begin at 8 a.m.

March

24-28 Spring Break

April

9 Student Scholarship Recognition Day

May

- 6 Last day of classes
- 7-8 Study days
- 9 Spring Semester final examinations begin
- 11 Study day
- 14 Spring Semester final examinations end
- 18 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
Admission, CLA	6303
ASWU Office	6058
Athletics	6420
Bistro	6900
Bon Appetit Food Service	6005
Campus Judicial	6112
Campus Life	6447
Campus Recreation	6812
Campus Safety	6911
Career Services	6213
Cashier	4350
Chaplain	6213
Community Service Learning	6807
Copy Center	6717
Counseling Services	6471
Dean's Office, CLA	6285
Disability and Learning Services	6471
Financial Aid	6273
Instructional Design Center (IDC)	6653
Hallie Ford Museum of Art	6855
Hatfield Library	6312
Health Services	6062
Interfraternity Council	6572
International Education	5404
Mail Services	5472
Mill Stream Market	4036
Multicultural Affairs	6265
Panhellenic Council	6572
President's Office	6209
Publications	
<i>Collegian, Chrysalis</i>	6053
<i>Inside Willamette</i>	6014
Recycling Services	4506
Registrar's Office	6206
Residence Life	6212
Scheduling of Facilities	5442
Student Academic Grants and Awards	6607
Student Accounts	6120
Student Activities	6463
Student Payroll	6188
Switchboard	6300

Telephones

Access Numbers, Long Distance Bills	4105/6728
Theatre Box Office	6221
Thetford Lodge Reservations	6267
Tokyo International University of America (TIUA)	3300
TIUA Pool	3315
Travel Center	6388
University Information Center	6300
Van Reservations (Physical Plant)	6003
Wallulah	6755
The Willamette Store	6315
WITS	6004
WITS Help Desk	6767
Work Study	4467
Writing Center	6959

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 each side of campus and the total operation of the residence. 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.

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: Weekly employee newsletter containing information about coming events, guest speakers, etc. You can pick up a copy by the mailboxes in the University Center.

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.

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 two seats 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, cash a check, 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 35 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

Adam Holbrook

President

aholbroo@willamette.edu



Tom Watson

Vice President of the Executive

twatson@willamette.edu



Jacob Berg

Vice President of Administration

jberg@willamette.edu



Emily West

Vice President of Finance

ewest@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 living group), 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

TIUA STUDENT LEADERSHIP PROGRAM (TSLP)

Kaneko Hall, TIUA offices, 503-373-3300



Officers

Masaki Mizobuchi, ASWU Representative, mmizobuc@willamette.edu

Mari Oki, Student Activities Coordinator, moki@willamette.edu

Naoko Kasakoshi, JACE Coordinator, nkasakos@willamette.edu

Satomi Watanabe, Women's Center Representative, swatanab@willamette.edu

Hirotake Kaneko, WISA Representative, hkaneko@willamette.edu

Kiyokazu Chida, Harvest Festival Coordinator, kchida@willamette.edu

Emi Sugawara, WU Intramural Coordinator, esugawar@willamette.edu

Atsuro Tanaka, Community Service Coordinator, atanaka@willamette.edu

Koji Fujiwara, TIUA Yearbook Editor, kfujiwar@willamette.edu

Jeani Bragg, Advisor, 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:

Nick Winn

Executive President

nwinn@willamette.edu



Katherine Eum, Executive Vice President, keum@willamette.edu
TBA, Executive of Records

Jennifer Bunch, Executive of Finance, jbunch@willamette.edu

Dawn Tusso, National Communications Coordinator, dtusa@willamette.edu

Janessa Chastain, Publicity Manager, jchastai@willamette.edu

Advisor, Zea Wood, zwood@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 or 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 \$22 per semester in HHR activity fees and apartment residents pay \$10 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, (ASWU) Senator(s), 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 second floor, 503-370-6463

Officers:

Cal Cruz

President

ccruz@willamette.edu



Lucas Melcon, VP Administration, lmelcon@willamette.edu

Michael Rice, Risk Management, mjrice@willamette.edu

Bryan Ruttkay, VP Recruitment & Membership, bruttkay@willamette.edu

Jeremy Johnson, VP Programming, jdjohnso@willamette.edu

Benjamin Ford, VP Public Relations, bcford@willamette.edu

Derek Morgan, Advisor, demorgan@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, who lives in the chapter and assists with programming, conduct and leadership development
- 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 second floor, 503-370-6463

Officers:

Emily Bonifaci
President
ebonifac@willamette.edu



Julie Brizuela, Vice President of Recruitment, jbrizuel@willamette.edu
Sukhee So, Vice President of Programming, sso@willamette.edu
Miriam Schatz, Vice President of Public Relations, msschatz@willamette.edu
Sherri Mabie, Vice President of Risk Management, smabie@willamette.edu
Jessica Parker, Vice President of Administration, jparker@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's local alumnae advisory board hires a full-time, live-in House Director who is responsible for supervision of the kitchen and housekeeping staff
- 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 organizations
- Educational and service organizations
- Media organizations
- Multicultural organizations
- Performing arts organizations
- Religious organizations
- Social and support organizations
- Sports and recreational organizations

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.

American Chemical Society

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

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 commu-

nity. 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 Program

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 nonacademic 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.

Educational Programs Committee (EPC)

EPC includes students, staff and faculty who strive to develop and support campuswide 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.

French Club

The main purpose of the French Club is to spread awareness about the French culture. The club shall facilitate intellectual discourse – in the French language, one of the most wonderful and beautiful languages in the world.

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-Law

It shall be the purpose of the Pre-Law club to provide a network for students who are interested in continued education in the field of law, or possibly law or law related careers. The goal of this organization will be to cultivate interest in law related fields, gather and share information about careers in law and assist students in gaining admission to law school including deciding on a school and LSAT preparation.

Pre-Medical

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

Pre-Vet Club

The purpose of the Pre-veterinary club is to further the knowledge of the veterinary medicine profession, promote preparation for vet-school applications, provide support to potential applicants, and organize volunteer activities within the community pertaining to the field.

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.

Students for Sexual Awareness

Students for Sexual Awareness will focus on educating the WU community about the sexual assault policy. Also, there will be an emphasis on defining and exploring sexuality and safe sex.

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.

Fresh PRODUCE

Fresh PRODUCE provides an online outlet for the student body to organize, develop, and hash out thoughts and opinions on topics within and outside of the Willamette community.

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 students of Willamette of the diverse and interesting aspects of Alaska. Alaska is a land of many cultures, traditions and is a different place to learn about, yet it always feels like home.

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 in Action (ASIA)

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.

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.

Poi Club

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

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.

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 campuswide 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 campuswide 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 evangelism, discipleship, the study of Scripture and by encouraging student commitment to a local church and to those in need.

Canterbury Club (Episcopal)

Canterbury is a community composed of students, faculty, staff and local clergy that worships, studies and fellowships 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. These meetings also include Bible study with some emphasis on Science and Health with Key to the Scriptures by Mary Baker Eddy – the founder and discoverer 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.

Fellowship of Christian Athletes

FCA is a student-led group that meets weekly to have Bible-based discussions on topics and issues facing college students. Although many sports analogies are used, all students are welcome.

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, intended for all students (Christians and seekers) to experience the presence of God through music, silence and prayer.

International Christian Fellowship

A Christian friendship organization that offers services to international students of all religions and nationalities and also introduces Americans to international students in hopes of building friendships and a "home away from home." A variety of services to international students from airport pick-ups to professional development opportunities are available.

Jewish Student Union

This organization strives to provide a forum and community for Jewish students of WU to practice and talk about Jewish culture.

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

Boffer Club

The Boffer club 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.

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.

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 turntablists will be welcome to learn. The D.J. Club will also throw at least one dance per semester.

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.

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)

The SAAC is the athlete's voice to the athletic department and University. We address the issues that athletes are facing on the playing field, and in the classroom.

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.

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 Pro Board 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.

Willamette 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.

Women's Center

The Women's Center consists of a committed group of men and women who meet to organize activities that educate the campus on a variety of women's issues. The group works together to foster acceptance, community, equality and empowerment. This group also promotes the message of the Women's Center, and searches for ways to strengthen the center and improve relations with other groups both on and off campus.

SPORTS/RECREATIONAL ORGANIZATIONS**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.

JiuJitsu / Self-Defense

The purpose is to study the martial art of jiuJitsu 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.

Outdoor Program

The Outdoor 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.

Racquetball Club

The purpose of the Racquetball Club is to organize people interested in playing racquetball and provide a means to play against each other regularly.

Soccer Club

The Soccer club will practice and play games once a week. They will play games with Willamette students and TIUA students or any other teams. Their purpose is to make many friends through soccer and for everyone to enjoy the sport.

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.

Water Polo Club

It shall be the purpose of the Water Polo Club to teach men and women how to play water polo, to support them in their pursuit of good health and good sportsmanship and to foster teamwork in an aquatic and semi-competitive environment.

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. Use of motorpool vehicles available in 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 Mail Services 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.

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.), and
- 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.

Mail Services Center

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

Residence Halls

All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life. For information on this policy, refer to the Student Handbook page 85.

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 of Oregon "Class B" Raffle License:

Class B - Authorizes raffles with handles NOT to exceed \$5,000 per raffle; Raffles with handles between \$1,000 and \$5,000 may not exceed 12 per license year.

All staff, faculty, students and organizations responsible for the planning and production of a raffle must register their raffle through the Office of Residence Life to assure compliance with state and local laws. Contact the Office of Residence Life at 503-370-6112 for a Raffle Registration Packet.

ACADEMIC POLICIES FOR STUDENT LEADERS

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 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 314 of the 2001-2003 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.

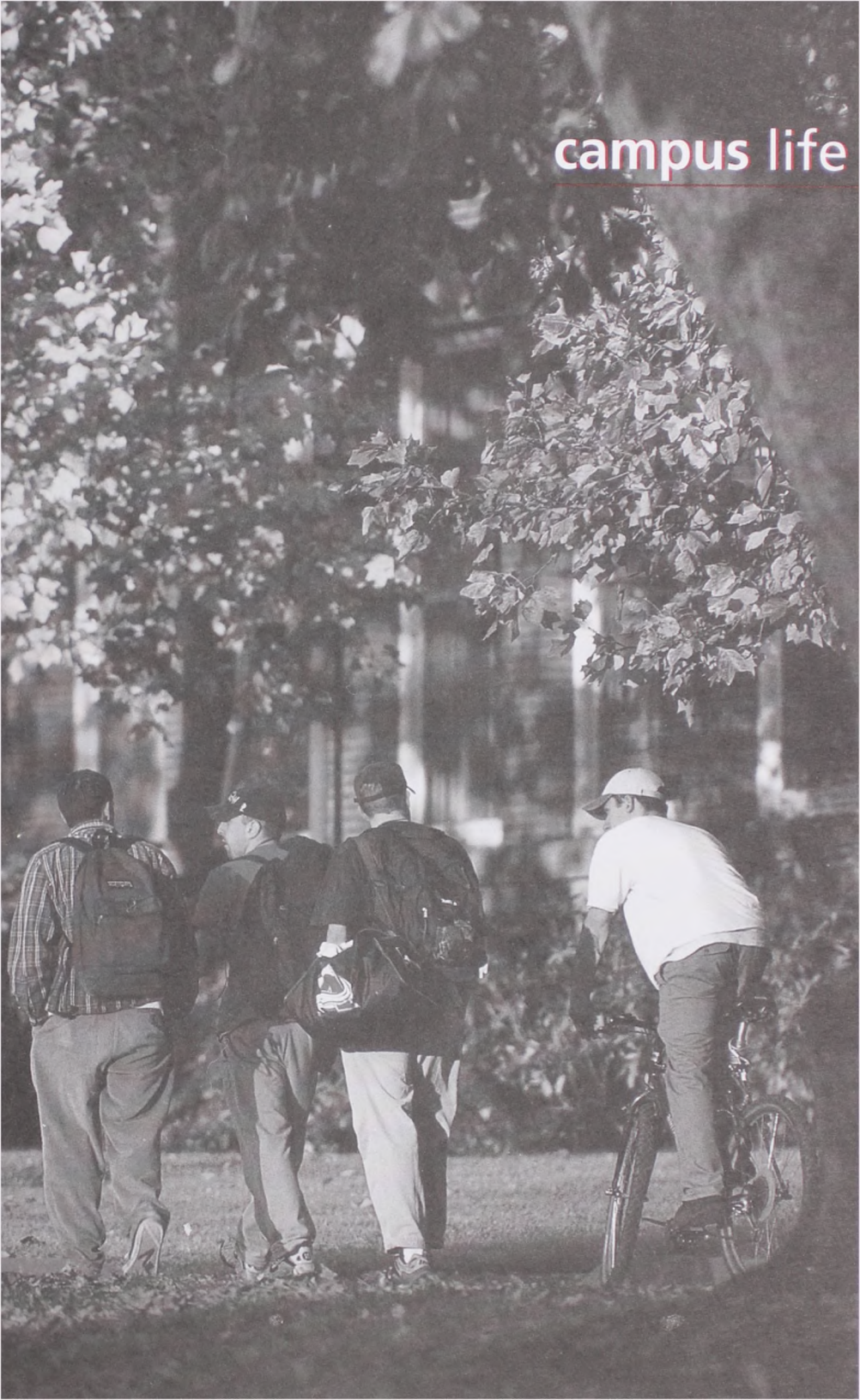
E.g. 3: Professor X assigned a set of homework problems and instructed students that they should neither give nor receive assistance completing the problems because professor X wanted to use the responses to evaluate student understanding of certain concepts. Student D was unable to complete three of 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
- Campus Safety
- Career Services
- Chaplain
- Community Service Learning
- Counseling Services
- Disability and Learning Services
- Multicultural Affairs
- Residence Life and Auxiliary Services
- Scheduling, Events and Conference Services
- Student Academic Grants and Awards
- Student Activities
- Student Health Services
- Willamette Store

ATHLETICS

Sparks Center

Administrative and Ticket 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 CARD OFFICE

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

Ross Stout, Director, rstout@willamette.edu

The Campus 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 that can be used to make purchases of food, sodas, snacks, photocopies, and at The Willamette Store and the Bistro. More information can be found at the Campus Card web site: www.willamette.edu/campuscard.

CAMPUS JUDICIAL

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

Jim Bauer, University Judicial Officer, jbauer@willamette.edu

- 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).
- 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, stunt team, martial arts, racquetball, soccer and cycling.

Outdoor 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. Current options include introduction to indoor climbing, bicycle touring/maintenance, CPR & WFR courses and various styles of dance.

CAMPUS SAFETY

Doney Hall (south side), 503-370-6911, 24-hours
 Ross Stout, Director, rstout@willamette.edu

Campus Safety 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 Haseldorf Apartments.

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 (free to WU students) in the Career Library
- 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
 - Junior Dessert – 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 Morando, Director, mmorando@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
- 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
- Monthly activities to raise awareness and address social justice issues

Stop by the office to learn about current volunteer opportunities and check out the resource library. The COP has 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 Campus Safety 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, and 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 nonprescription 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 Campus Safety at 503-370-6911.

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

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

MULTICULTURAL AFFAIRS

University Center, second floor, 503-370-6265
LaKisha Clark, Interim Director

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
Jim Bauer, Dean of Residential Life and Auxiliary Services
jbauer@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.

SCHEDULING, EVENTS AND CONFERENCE SERVICES

Lee House, 503-375-5442
Alice Sorensen, Director, asorensen@willamette.edu

The Office of Scheduling and Conference Services 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.

- All scheduling requests must be made via the Event Scheduling Request form on the WU web site

- Exception to this process include:
 TIUA 503-373-3300
 Contact Teri Martinez
- For more information or details on the scheduling policy, call
 503-375-5442

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, Professor 503-370-6220; home 503-362-4933
Smullin Hall
- Deborah Cagle, Athletic Trainer 503-370-6672; home 503-581-8461
Sparks Center
- Meredyth Edelson, Professor 503-370-6133; home 503-363-7787
Smullin Hall
- Lisa Holliday, Director of Student Activities 503-370-6574; home 503-587-8795
Putnam University Center
- Charlie Wallace, Chaplain 503-370-6213; home 503-581-1555
Putnam University Center

- Contact any of them directly
- Staff members of the Counseling Services, Health Services and the Chaplain are also available (client/patient 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, Women's Center, 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

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.

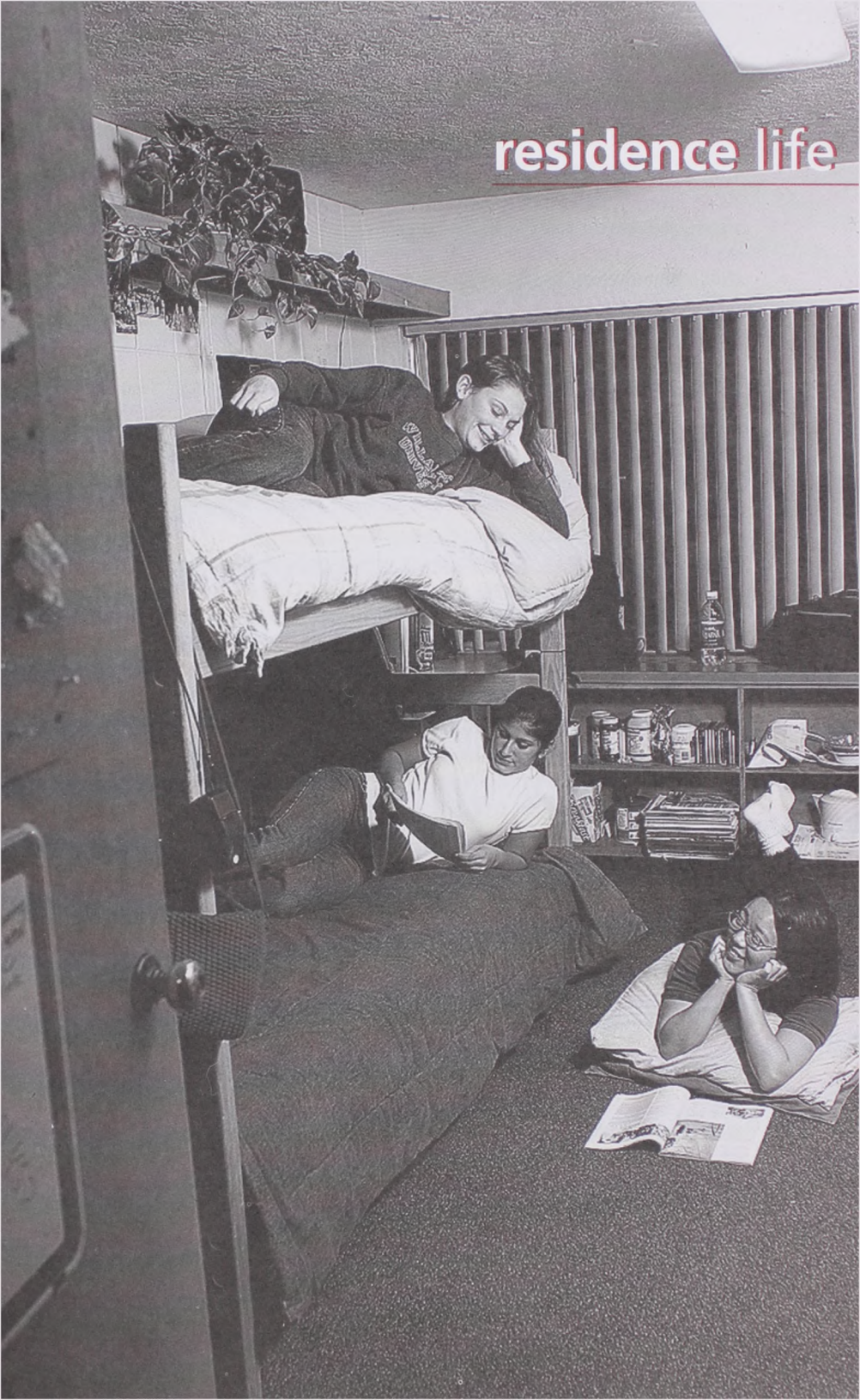
Don Beckman, Director, dbeckman@willamette.edu

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, along with gourmet coffee
- 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, and sundry health and beauty supplies

residence life



RESIDENCE LIFE

OFFICE OF RESIDENCE LIFE MISSION STATEMENT

As an integral part of Willamette University, the Office of Residence Life strives to create a living and learning environment that both challenges and supports the personal, social and academic development of our residents and their communities. To that end, we have developed this mission.

Learning occurs continuously. Therefore, the Office of Residence Life provides a learning environment focused on supporting the academic mission of the institution, developing the educational potential of each student and providing related educational and scholastic support programs.

Respectful and responsible citizenship creates a valued community. Therefore, the Office of Residence Life promotes respect for all people and their belongings, the rights and responsibilities of individuals and all University standards through the development of interpersonal skills, consideration and accountability.

Environmental factors impact behavior. Therefore, the Office of Residence Life provides residents with a living environment that fosters both intellectual and personal growth in the belief that a positive environment promotes positive behavior. The Office of Residence Life, in cooperation with Physical Plant, Custodial Services, Campus Safety and University Food Service, provides a properly designed, comfortable, well-maintained and safe living community and a nutritious food service.

Diversity contributes to an enlightened community. Therefore, the Office of Residence Life celebrates the value of all races, religions, sexual orientations, abilities, national origins, genders and ages. To foster an appreciation of differences and a valuing of individuals, the Office of Residence Life provides programs that educate students about various lifestyles and cultural backgrounds. We also strive to build a diverse team that will bring forth different perspectives and value systems to be more responsive to each individual in our community.

Committed student leadership is central to an involved citizenry. Therefore, the Office of Residence Life provides leadership education and advisor support in developing the leaders and constituents of the Greek and Residence Hall student government systems and provides the student population with a voice in the operation and maintenance of their living communities.

The professional and paraprofessional staff work with integrity. Therefore, the Office of Residence Life follows the ethical guidelines and goals of Willamette University, the Association of College and University Housing Officers-International (ACUHO-I), the National Association of Student Personnel Administrators (NASPA) and the American College Personnel Association (ACPA).

An organization is responsible to its constituents. Therefore, the Office of Residence Life is committed to regularly and effectively communicating with all of its constituents including students, parents, alumni and institutional and

national colleagues. Concerted efforts are made to proactively address the concerns of these constituents and to involve their recommendations in improving operations.

COMMUNITY LIVING

The residential community at Willamette University consists of you, the members of your floor and building, and members of the other residences on campus. Your community will begin to develop from the day residences open in August. The direction your community takes depends largely upon your involvement. Your interaction with others and their interaction with you is the largest factor in the creation of a supportive living environment. The residence environment can offer you support in achieving academic excellence, social maturity, self-reliance and an increased understanding of yourself and others.

THEME HOUSING

Within Willamette's residences, theme housing provides students the opportunity to experience informal education outside of the classroom. Willamette's theme programs include substance-free living, a community free from the influence of alcohol and tobacco (Baxter and Shepard), celebration of international culture (WISH), environmental awareness and outdoor adventure (Terra) and wellness, which focuses on the holistic approach to health and wellness, (Kaneko 4th). Each program provides special activities and the opportunity to interact with faculty and friends who share common interests.

RESIDENCE LIFE STAFF

A Residence Life staff member is available to help you and your neighbors build a positive community that fosters attitudes of respect and personal responsibility for your actions. The staff is available to help you in your adjustment to new people, ideas and freedoms.

One to six **Resident Assistants** (RAs) live in each building. RAs are undergraduate students who have attended Willamette for at least one semester and have an understanding of campus resources and events. They are enthusiastic leaders who strive to help students make their Willamette experience the best it can be. RAs will:

- work to ensure that each member of the community feels welcome and valued
- help residents get to know each other
- assist residents who seek information or assistance with academic or personal concerns
- be one of many community members who develop activities and educational opportunities for residents
- help develop a sense of community and group responsibility
- explain policies and community expectations and respond to violations of these expectations
- perform administrative duties (duty coverage, maintenance requests and weekly staff meetings)

University Representatives (UREps) are students hired by Residence Life to live in the fraternities and represent the University. UREps' primary roles are to inform fraternity residents of their rights and responsibilities and to act as liaisons between fraternity residents and the Office of Residence Life.

Each sorority has a full-time **Sorority House Director** who is responsible for the overall operation of the house. House Directors have an apartment in the sorority house.

Assistant Area Coordinators (AACs) are paraprofessional student staff members with prior Residence Life staff experience who assist the Area Coordinators with administrative duties, programming and staff development. In addition, the AACs are utilized as peer-mentors within the Resident Assistant staff.

Area Coordinators are professional staff members responsible for the total operation of the residences in their area. They supervise the residence life staff, advise hall governments, ensure students' rights and responsibilities, oversee the physical condition of the buildings, support programs and maintain communications with the Office of Residence Life and the rest of the University community. Area Coordinators live in apartments in their respective complexes.

The Residence Life staff is concerned about every person's rights and well-being. If you have any questions, problems or concerns, or if you just want to talk, you should seek out a staff member. They are trained to be of assistance to all students and to handle emergency situations.

PROGRAMMING

Throughout the year you will see posters on campus inviting you to attend events such as time management workshops, study skills seminars, faculty firesides or short study breaks in which students share a talent or travel experience. Learning occurs both inside and outside the classroom and your residence is a living-learning center for discussion of social, political, spiritual and life issues. Faculty and administrators are often invited to your community to get to know you on a more informal basis. Educational programs are for your benefit – to learn and to grow.

COMMUNITY STANDARDS

One of the best ways to help ensure the successful growth of your community is for residents to foster an atmosphere of mutual respect. Before you act, consider the impact your behavior may have upon your fellow community members.

Living within your community, you will have the opportunity to meet people from a variety of backgrounds and lifestyles. The diversity of our community enriches our classes, activities, programs and everyday interactions. Getting to know others in your community may be one of the most rewarding aspects of your college experience. You are encouraged to become well acquainted with community members, to use these experiences to increase your knowledge of

others and to make new and lasting friendships. Share yourself and your experiences as well. Your active involvement in the community and your participation in its activities are essential for its growth and the formation of positive relationships.

RESIDENCY REQUIREMENT

The Board of Trustees of Willamette University has created a residency requirement for all freshmen and sophomores unless they are married, over the age of 21 or living with parents within a commutable distance of 25 miles. In extreme circumstances, the Residency Requirement Waiver Committee may grant an exception. Applications for a waiver of the residency requirement are available in the Office of Residence Life. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release.

We strongly support the Board of Trustees' decision and offer the following information as an explanation of the benefits of living on campus. Research comparing students who have lived on campus to those who have not demonstrates that students with residential living experience:

- 1) have higher expectations of academic achievement
- 2) are more satisfied with their interpersonal relationships and the campus social climate
- 3) participate more in extracurricular activities
- 4) report higher levels of personal growth and development
- 5) have increased interaction with faculty AND
- 6) are more likely to graduate from college

Willamette University believes that students achieve more complete and thorough progress toward the fulfillment of their potential through on-campus living than is accomplished without the benefit of this experience.

ROOMMATES

Willamette University provides varied housing options for its students. The following suggestions apply to all situations in which two or more students live in a room or an apartment. Most also pertain to living in a setting where common space and hallways are shared by many individuals.

Living with a Roommate(s)

You and your roommate(s) will be sharing the same living space for the entire school year. When you are first getting to know each other it may be difficult to talk about differences. To live together you will need to realize and resolve any personal differences early in the relationship. The first step is to discuss the things each of you value, such as your backgrounds and lifestyles. Sharing some of your background information is an easy way to begin to get to know your roommate(s). Topics such as birthdays, hometowns, academic interests and knowledge of Willamette are good starting points.

Communication is the key to successful community living and interactions of all kinds. Always strive to keep communication channels open. Chances are, if something is bothering you, it is bothering your roommate(s). Be honest but tactful when talking to your roommate(s). If you are finding it difficult to express your feelings, ask your Residence Life staff member for help.

One potential area of conflict between roommates is the question of personal cleanliness and tidiness. Decide on what is important to each of you and go from there. If your roommate(s) fails to do his or her part, do not wait around for a change. Talk to your roommate(s) soon.

Understanding Each Other

To get along well with your roommate(s), it is important to understand how he or she feels in certain situations. If you can share your feelings and reactions in some of the following situations, you will be ahead of the game in understanding and empathizing with each other during the ups and downs of college life. Be sure to take some time to talk about:

- The way you react when you're working under pressure
- The way you act when you're depressed
- The way you react to most people when you meet them
- Something that will usually cheer you up when you're down
- How you usually let people know that you're angry
- Some things that make you tense
- Some things that make you easily annoyed

Roommate Conflicts

Because each person is unique, with different needs and lifestyles, conflict may be inevitable when people live or work in close proximity and are interdependent on each other. The process of working through conflict with roommates and community members is an important part of the residential living experience – an opportunity to improve conflict resolution skills.

If you have a conflict with your roommate(s) that you cannot resolve, discuss it with a Residence Life staff member. He or she can help you develop a plan to address the problem or provide mediation. Usually, concerns can be successfully addressed through these methods. However, if after these efforts an assignment isn't working, schedule an appointment with your Area Coordinator to discuss your situation. Requests to change rooms are honored if the residents' and staff's best efforts to resolve the conflict are unsuccessful and more suitable accommodations are available. Residents requesting an assignment change must receive approval from their Area Coordinator and complete the residential transfer process prior to moving.

ASSIGNMENTS

All Residences

Priority for assignments is based on class standing (with preference going to seniors first) and one's current occupancy status. New students are assigned based on the date their enrollment deposit is received by the Admission Office. Specific roommate requests must be mutual and be received by the

Office of Residence Life by the advertised deadline. Mutual roommate requests will be honored as long as all other criteria for residency are met.

Students requesting special accommodations due to a disability must submit acceptable documentation to the Disability Services Office prior to the assignment deadline to be certified. Residence Life will review the recommendation made by Disability Services and make an assignment based on the availability of space, the individual's needs, and the University's ability to reasonably accommodate the student. Any time a student requests and is assigned a single room, regardless of circumstances, the single rate will be charged. In the event that a single room is not available and it is necessary to convert a multiple occupancy room to a single occupancy to accommodate a special need, the student will be charged the single rate (see Contract and Leases section for single occupancy pricing).

Residence Halls

Students are matched on the basis of interests and the information provided on the Preference Card if they do not have a mutually requested roommate.

If a vacancy occurs in a double-occupancy room, the remaining student will be given two days to select one of the following options:

- a) Accept a roommate assigned by Residence Life at any time
- b) Select a roommate from another room that is under/over-assigned
- c) Move into another under assigned room
- d) Move into an available single room, paying the single rate

Under assigned rooms may be consolidated at the end of the fall semester if option (a) above is selected.

If a vacancy occurs in a triple occupancy room, the remaining student(s) will be given two days to select one of the following options:

- a) Select a roommate(s) from another room that is under/over-assigned
- b) Move into another under assigned room
- c) Move into an open double room
- d) Each move into an available single room, paying the single rate

If a portion of a residence needs to be closed or redesignated, residents in that area may be required to move.

Greek Chapters

Affiliates of Greek organizations are required to live in the chapter house unless it is fully occupied and they have signed their chapter's waiting list. Members and pledges will be reassigned to their chapter if a vacancy occurs in the house. Each chapter assigns residents to rooms in its house.

Apartments

Apartment residents are responsible for selecting their own eligible roommate(s). Students in good academic and disciplinary standing with the University are eligible for assignment to the apartments. Priority is given as follows:

- a) students currently under contract/lease with the Office of Residence Life, with first priority given to junior, senior and graduate standing
- b) other Willamette students

- c) students on approved study-abroad programs, of junior, senior or graduate standing
- d) new students of junior, senior or graduate standing

If a vacancy within an apartment other than a designated single occurs, the remaining occupant(s) will be given the following choices:

- a) select an eligible roommate under University contract within two days of the vacancy
- b) occupy the apartment with one less resident at the prevailing rate of the apartment
- c) Willamette University will reassign an occupant to a residence hall or cancel the lease if conditions of (a) or (b) above are not met

Requests to underassign an apartment will only be honored with payment of the full rent by the remaining occupant(s).

Temporary Over-Assignments

Periodically, campus residences may open in the Fall with some students placed in over-assigned rooms or given temporary assignments. Students may be temporarily placed in a guest room, double room with three students, triple room with four students, converted lounge, computer lab, office space, or Greek chapter house (upperdivision nonmembers). Within the first few weeks most students are reassigned to standard occupancy rooms.

Room Transfers

Assignments are considered permanent throughout the academic year. If you have a concern about your living environment, Residence Life staff are available to assist you. If campus residences open over capacity, requests for transfers out of standard spaces will only be considered after all over capacity students are accommodated.

If you have a conflict with your roommate(s) or other community member(s) that you cannot resolve, discuss it with a Residence Life staff member. He or she can help you develop a plan to address the problem or provide mediation. Usually, concerns can be successfully addressed through one of these methods. However, if after these efforts an assignment isn't working, schedule an appointment with your Area Coordinator to discuss your situation. Requests to change rooms/buildings are honored if the residents' and staff's best efforts to resolve the conflict are unsuccessful and more suitable accommodations are available.

Residents requesting an assignment change must receive approval from their Area Coordinator and complete the residential transfer process.

Waiting Lists

The Office of Residence Life offers a waiting list for rate change moves (i.e., double to single, single to double, residence hall to apartment). Priority for rate change moves is given by class standing and one's current occupancy status. The waiting list is started at the time of the Housing Lottery in April for the upcoming academic year. It begins with the first student who does not receive assignment to the chosen rate (i.e., selects a double room and signs the waiting list for an apartment since apartments are already full). The waiting list is then used throughout the next academic year. If you are interested in a rate change move, stop by Residence Life to sign up.

CONTRACTS AND LEASES

Room and Apartment Sizes and Rates

Rooms and apartments differ in exact dimensions and character, even within the same residence. The majority of rooms and apartments on campus are multiple occupancy, housing either two or three students. Requests for single rooms and apartments are honored on a first-come, first-serve basis with upper-class students having priority. Single rooms at Lee House, York House and the fraternities are an additional \$600 per year. Single rooms in other residences are an additional \$730 per year. See the apartment lease for rates.

Canceling Your Housing Contract or Apartment Lease

Housing contracts and apartment leases cover the full academic year for students who enter Fall Semester. Single-semester contracts/leases are only available to Spring Semester entrants. The contract/lease may be terminated without financial penalty for the following reasons:

- graduation
- withdrawal for at least one semester
- participation in a University-sponsored study abroad program
- leave of absence
- ineligibility to continue enrollment due to a failure to meet academic requirements
- failure to enroll second semester
- marriage (must provide proof)

Junior, senior and graduate student residents or those 21 or older who choose to cancel their housing contract/apartment lease to move off campus after the published deadline are assessed a non-negotiable cancellation penalty (\$350 for a housing contract, \$500 for an apartment lease). In addition, residents of a residence hall or Greek house are assessed to-date room and meal plan charges. Apartment residents pay rent charges until the University leases their portion of the apartment to an eligible Willamette student.

Students who are still enrolled and leave the residences during the academic year without a release from the contract/lease continue to be responsible for room and meal plan or rent charges which accrue against their accounts. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release.

Relocation and Termination

Any student who violates the contract/lease and/or rules and regulations covered by the Terms and Conditions for Room and Meal Plan or Terms and Conditions for the Single Student Apartment Lease (including nonpayment) may be required to relocate or withdraw from housing accommodations by the Office of Residence Life.

For the benefit of the individual students and/or the community, behavior that significantly disrupts individuals or the community shall be grounds for notice to relocate to another assignment or to vacate the residence and terminate the contract/lease (e.g., disorderly conduct, harassment, unreasonable noise or violation of a theme living contract).

The University will give the student at least three days notice of termination or reassignment unless the student or someone under the student's control threatens to inflict, or actually inflicts, personal injury or substantial damage to the premises or commits an act which is a significant disruption to the community. In such a case, immediate notice of relocation or 24-hour notice of termination may be delivered to the student.

Failure to comply with instructions from the Office of Residence Life to vacate after termination or relocation by Willamette University will result in the removal and storage of the student's possessions by the University at the student's expense.

Residence Halls and Greek Houses: If the University chooses to cancel a student's contract, the student is required to pay the non-negotiable \$350 cancellation penalty and the to-date accrued room and meal plan charges.

Apartments: If the University chooses to cancel a student's lease, the student is required to pay the to-date accrued rent charges, the non-negotiable \$500 cancellation penalty and rent charges until the University leases your portion of the apartment to an eligible Willamette student.

Terms and Conditions

The following information covers only a few of the most frequently asked questions. For complete information, please refer to your copy of the 2002-2003 Terms and Conditions for Room and Meal Plan or 2002-2003 Terms and Conditions for the Single Student Apartment Lease. If you need a copy or have additional questions, contact the Office of Residence Life.

- **Health and Services**
If a student's behavior causes University staff to be concerned for his/her health or safety, the University may require that the student meet with a staff member in the Bishop Wellness Center for discussion, evaluation and/or treatment.
- **Gambling**
Gambling is not permitted.
- **Occupancy**
By moving into campus housing without a signed contract/lease, the student obligates him/herself to all of the terms and conditions.
- **Payment**
The student agrees to pay room and meal plan fees and properly billed charges (e.g., for damage, guests, lost keys, etc.) at the time(s) scheduled by the University. Room and meal plan charges are to be paid each semester in advance unless a deferred payment plan is arranged with the Business Office.
- **Vacation Periods**
Campus residences (except sororities) are open during Thanksgiving and spring vacations, although meals are not provided. Only Willamette University students may reside in campus living organizations during these vacation periods. All residences (except Haseldorf and the University Apartments) must be vacated during semester break. Unauthorized individuals found within secured residences during vacation periods will be considered trespassers.

HOUSING CONTRACT ADDENDUMS FOR THE HOUSING PROGRAMS

Baxter Contract Addendum - Substance Free Community

The Baxter community is designated as a Substance Free living environment. It is a community free of tobacco, alcohol and/or other substances. Residents and staff work cooperatively to provide substance-free alternatives. The community represents a lifestyle in which members of the community have chosen to live without the first- and second-hand effects of substance use and/or abuse.

In choosing to reside in the Baxter community, I agree:

- 1) To make a positive, personal commitment to maintain the community norms outlined above. The choice to not use substances in the Baxter community is my statement of affirmation toward supporting a community that has made the commitment to refrain from the use of substances while in the Baxter community.
- 2) Not to be in possession of tobacco, alcohol and/or other substances while in the Baxter community as set forth in this agreement.
- 3) Not to return to the Baxter community while under the influence of alcohol and/or other substances. "Under the influence" means behavior which indicates the use of alcohol and/or other substances. This could include but is not limited to: (a) the smell of alcohol and/or other substances on me, (b) staggering, slurring or other behaviors indicative of substance use, or (c) becoming sick due to use of alcohol and/or other substances. If a member of the community has reason to believe I am in the community in an intoxicated state, he or she will discuss the concern with me and speak to a Residence Life staff member. At all times, it is the community's expectation that I am respectful, honest and cooperative with all members of the Willamette community.
- 4) Not to display or be in possession of any materials that symbolize the support, encouragement or use/abuse of any substances within the Baxter community. This could include but is not limited to: (a) displays of empty alcohol containers, (b) advertisement such as neon signs, posters or billboards, or (c) drug paraphernalia.
- 5) To support a programming fee of \$15 per semester that will be charged to my student account. These funds will be used for substance-free alternative programming in the Baxter community.
- 6) To abide by the sanctions imposed should I choose to violate the conditions of this agreement. These sanctions may include my reassignment from the Baxter community. If I choose to use any substances in the Baxter community, I understand I may be relocated to another residence hall. Removal from the community will result in forfeiture of my programming fee for the semester.

Kaneko Wellness Floor Contract Addendum

Mission Statement

The Wellness Floor is more than just a substance-free community. Although it is free of tobacco, alcohol and other drugs, the Wellness Floor is best known

for its tight-knit community. Members of the Wellness Floor share a common tie: their choice not to live with the first- and secondhand effects of substance abuse. They also choose to make positive choices regarding the well-being of the body, mind and spirit. Residents take responsibility for their own actions and community; thus each member has an active role in defining their living environment. Willamette University is committed to providing the resources and guidance necessary for residents to comfortably make wellness a part of their life.

Community Description

The Wellness Floor is located on the fourth floor of Kaneko Hall. Like the rest of the hall, Wellness Floor residents enjoy having access to Bon Appetit food service, tennis and volleyball courts and much more. The fourth floor has its own TV lounge, study tables and kitchens. The Wellness Floor has a programming budget that funds floor activities. While the Office of Residence Life provides partial funding for the program, resident fees of \$15 per semester contribute the additional funding necessary to maintain high-quality programs.

Terms and Conditions

In choosing to reside on the Wellness Floor, I agree:

- 1) To make a positive, personal commitment to maintain the community norms and values established by the Mission Statement.
- 2) To uphold the following alcohol/drug-related policies:
 - a. No alcohol, drugs and/or tobacco will be brought onto or used on the Wellness Floor by any resident, guest and/or visitor.
 - b. I will not return to the floor in an intoxicated or "high" state.
- 3) Not display or be in possession of any materials that symbolizes the support, encouragement or use/abuse of any substances within the community. This could include, but is not limited to:
 - a. displays of empty alcohol containers
 - b. advertisement such as neon signs, posters or billboards
 - c. drug paraphernalia.
- 3) To pay a programming fee of \$15 per semester, charged to my student account. This money is used directly to fund Wellness Floor programs and activities.
- 4) To abide by the sanctions imposed should I violate the above terms and conditions. These sanctions may include removal from the Wellness Floor. Removal from the floor will result in forfeiture of my programming fee for the semester.

Shepard House Contract Addendum - Substance Free Community

The Shepard community is designated as a Substance Free living environment. It is a community free of tobacco, alcohol and/or other substances. Residents and staff work cooperatively to provide substance-free alternatives. The community represents a lifestyle in which members of the community have chosen to live without the first- and second-hand effects of substance use and/or abuse.

In choosing to reside in the Shepard community, I agree:

- 1) To make a positive, personal commitment to maintain the community norms outlined above. The choice not to use substances in the Shepard

- community is my statement of affirmation toward supporting a community that has made the commitment to refrain from the use of substances while in the Shepard community.
- 2) Not to be in possession of tobacco, alcohol and/or other substances while in the Shepard community as set forth in this agreement.
 - 3) Not to return to the Shepard community while under the influence of alcohol and/or other substances. "Under the influence" means behavior which indicates the use of alcohol and/or other substances. This could include, but is not limited to: (a) the smell of alcohol and/or other substances on you; (b) staggering, slurring, or other behaviors indicative of substance use; (c) becoming sick due to use of alcohol and/or other substances. If a member of the community has reason to believe you are in the community in an intoxicated state, he or she will discuss the concern with you and speak to a Residence Life staff member. At all times, it is the community's expectation that I am respectful, honest, and cooperative with all members of the Willamette community.
 - 4) Not to display or be in possession of any materials that symbolize the support, encouragement or use/abuse of any substances within the Shepard community. This could include, but is not limited to (a) displays of empty alcohol containers; (b) advertisement such as neon signs, posters, or billboards; (c) drug paraphernalia.
 - 5) To abide by the sanctions imposed should I choose to violate the conditions of this agreement. These sanctions may include my reassignment from the Shepard community. If I choose to use any substances in the Shepard community, I understand I may be relocated to another residence hall.

Terra House Contract Addendum - Environmental Awareness and Outdoor Adventure

I agree to participate in and promote the environmental/outdoors theme of Terra House. I understand that Terra House is a residence hall dedicated to environmental awareness and outdoor adventure. I will be expected to recycle, attend hall retreats and become active in the Willamette community. I understand that I will be required to pay a \$15 programming fee per semester in order to fund environmental/outdoors programming in Terra House.

CAMPUS SERVICES AND FACILITIES

EMERGENCY PROCEDURES

Emergency Phone Numbers

Campus Safety (from on campus)	x6911
Campus Safety (from off campus)	503-370-6911
Salem Police business line	503-588-6123

Medical Emergencies

In the event of a medical emergency, notify Campus Safety (503-370-6911) immediately. Identify yourself, give the location and name of the ill or injured

person and explain the problem. Stay with the ill or injured person until help arrives.

Fire

All alarms are to be treated as an emergency and it is your responsibility to leave the building when an alarm sounds. Failure to evacuate the building during a fire alarm will result in a \$50 fine. Fire alarms in all residences (excluding Haseldorf Apartments) and the smoke detectors in student rooms at Lausanne and Kaneko are connected to the Fire Department.

Fire Evacuation Procedures

In the event of a fire:

- Pull the alarm if it is not already ringing.
- In a burning building, keep close to the floor, cover your head with a towel or an item of clothing to provide protection from heat and smoke. Feel doors with the back of your hand. If they are hot, do not open them.
- If the door is warm or the hallway is impassable, place towels or a blanket (wet, if possible) at the base of the door. Call Campus Safety (503-370-6911) with your name and room/apartment number, go to the window and make your presence known.
- If the door is cool and the hallway is clear, close your door behind you and evacuate the building immediately.
- If the hallway is filled with smoke, cover your nose and mouth, stay low to the ground and move quickly to the nearest exit. If it is blocked, return to your room/apartment, close the door and signal for help.
- If the clothes you are wearing are on fire, do not run. Drop to the floor and roll up in a rug or bedspread. Remove smoldering clothing.
- Residence Life staff members will clear their floors and continue to clear people from the building as they proceed to the nearest exit.
- Do not attempt to fight the fire. Wait for the Fire Department. Stay away from the building, main sidewalk and entrance area. Meet your fellow residents at the designated location.
- No one is to re-enter the building without the Fire Department's permission. The Fire Department has legal control of the building whenever an alarm is activated. Anyone who interferes with the firefighters or who fails to cooperate in any way is subject to a fine and/or arrest.

Fire Extinguisher Safety

Do not use water on electrical fires or on fires involving grease or oil; use the carbon dioxide or ABC extinguishers. If a grease fire develops in a container or on a stove, eliminate the source of heat by turning off the stove and cover the container by slipping a lid across the top from the side. Wash extinguisher chemicals off the skin as soon as possible.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights (from the *Willamette University Selected Policies Manual*)

- 1) Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, political creed, marital status, age, sexual orientation or disability.

- 2) Students have a right to fair and impartial academic evaluation.
- 3) Students have a right to be free from involuntary disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors.
- 4) Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.
- 5) Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
- 6) Students have a right to organize and join associations to promote interests held in common with others.
- 7) Students have a right to peaceful protest on University premises. These protests may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process or damage property.
- 8) Individual students, student groups and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.
- 9) Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the University, subject to the Non-Discrimination Policy and requirements for the use of University facilities.
- 10) Students have a right to a press free of any censorship, subject to state, local and federal laws and University policies.
- 11) Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
- 12) Students have a right to a confidential disciplinary process, as outlined in the University Standards of Conduct.

Residents' Primary Rights

Every resident is entitled to the following rights:

- 1) The right to read and study free from undue interference in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- 2) The right to sleep, the right to one's personal belongings, the right to access one's room or apartment, and the right to a certain environment in which to live. Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
- 3) The right to be treated with dignity and respect. The University affirms the value of each person. All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect.
- 4) The right to identify and seek resolution of grievances. If the academic and residential communities are to function in the most educationally beneficial manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from fair procedure.

Residents' Secondary Rights

Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

- 1) The right to personal privacy. All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.
- 2) The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures given in the Standards of Conduct for Willamette University.

Student Responsibilities

- 1) Students are responsible for acting in a manner that does not infringe upon the rights of other members of the University community.
- 2) Students are responsible for maintaining an atmosphere that promotes respect for learning and human dignity.

Civility

Community, civility, comity and stewardship, and the search for knowledge and truth, are the essence of Willamette University life.

A community is a group of people that hold values in common. Civility springs from the concept of accepting and respecting the rights of individuals. Comity is the friendly spirit that supports and surrounds us as we learn and celebrate the unique contributions that each of us brings to our community called Willamette University. Stewardship is the responsibility we accept that makes this a great community, for now and for future generations. These principles are of little use as definitions on paper. The principles must be in practice to sense the magical transforming qualities they bring to each of us and to humanity.

The primary participants in this community are administrators, students, faculty, staff and alumni. All gather here from a variety of external communities. We all have agreed to participate as a member of this community of scholars. We ask that all members of community participate by practicing and promoting civility, comity and stewardship.

Communities derive their strength from each individual. Each individual must sustain the community in order for the community to protect and sustain the individual. We believe that tolerating an individual is not the same as supporting the individual. Willamette discourages behavior that threatens the freedom and respect that each member deserves. Behaving civilly implies acting in a manner consistent with the principles of courtesy, honesty and integrity, and encouraging the practice of these behaviors in others.

Ideally, the adherence to these principles is voluntary although these principles are a part of the University's Standards of Conduct. Choosing to accept the direction of the principles strengthens the individual and the community. Discovering the natural benefit of these principles is a virtue.

General Student Conduct Regulations (from the *Willamette University Selected Policies Manual*)

The University may take disciplinary action against a student or student organization that willfully engages or attempts to engage in any of the actions listed below. The University may take disciplinary action against a student organization when the alleged violation may reasonably be held to be a collective act of that organization.

- 1) Falsification, forgery, unauthorized alteration or misuse of University documents, records, keys, student identification or combination door locks;
- 2) Disruption, obstruction or material interference with the process of instruction, research, administration, career placement, discipline or any other service or activity provided or sponsored by the University;
- 3) Lying, withholding of information or misrepresentation in any transaction with the University, whether oral or written;
- 4) Damage, destruction, theft or misuse of University property or personal property located on the University campus;
- 5) Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;
- 6) Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;
- 7) Aiding and abetting another in a violation of the Standards of Conduct;
- 8) Failure to comply with a directive from a University staff member in the performance of his/her duty;
- 9) Lewd or indecent conduct on University property or at University-sponsored activities;
- 10) Acts that threaten, intimidate, harass, degrade or disgrace another;
- 11) Sexual harassment (quid pro quo and hostile work environment) – see Prohibition of Harassment Selected Policies Manual, 2002-2003;
- 12) Sexual harassment (peer) – Unwelcome sexual advances, requests for sexual favors and other verbal, physical or written activity of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive living or academic environment, regardless of whether the alleged harasser or person being harassed are members of the same or opposite sex;
- 13) Non-sexual harassment – Includes harassment on the basis of race, ethnicity, national origin, gender, religion, sexual orientation, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated or left uncorrected (see Standards of Conduct, IV, A. I. for the inclusive list);

The University standard for differentiating between an isolated instance and harassment is "... when the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment." Each incident is to be judged individually and is subject to a "reasonable person" standard, which would include such criteria as whether a reasonable person would subjectively feel harmed, or if a reasonable person would actually incur harm.²

The following examples are intended to clarify where harassment is not severe enough to create a hostile environment:

- Single comment (e.g., "You have a nice figure")
- Single request for a date, even if unwelcome
- Single gift of flowers, even if unwelcome
- Single incident or comment regarding student's muscles, even if sexual in nature and unwelcome
- Student actively participates in sexual banter and gives no indication that he/she doesn't like it

- 14) Sexual offenses – the following are sexual offenses when the alleged victim does not consent or is incapable of consenting.*
- a) Intercourse – penetration of the penis into the vagina, sodomy, oral sex and/or penetration with a foreign object.
 - b) Sexual contact – any touching of intimate parts of the alleged victim or causing the alleged victim to touch the intimate parts of the alleged perpetrator for the purpose of arousing or gratifying sexual desire of either party.

If a student is found responsible for violation of Standard 14, he/she is subject to minimum sanctions that must include one of the following:

- disciplinary probation
- education, assessment and treatment programs at the student's expense

* Incapacity to consent – if at the time of the alleged offense, the alleged victim is rendered incapable of making or communicating a decision to the alleged perpetrator for any of the following reasons:

- i) the alleged victim is under the influence of a controlled substance or other intoxicating substance;
- ii) the alleged victim is unconscious;
- iii) the alleged victim has a mental disability;
- iv) consent is obtained by force or threat of force;
- v) for any other reason the alleged victim is unable to communicate his/her intentions.

- 15) Possession, use or threatened use of firearms, ammunition, explosives or any other objects on University property or at University-sponsored activities (see Firearms/Weapons Policy);
- 16) Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
- 17) Violation of the University Alcohol Policy (see Alcohol Policy);
- 18) Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise or behavior which results in material inconvenience, annoyance or alarm;
- 19) Tampering with fire equipment, turning in a false alarm or engaging in behavior which constitutes a fire hazard;
- 20) Making harassing phone calls, misuse or abuse of University telephone equipment, computer access lines, mail services or telecommunication resources;
- 21) Failure to abide by any published University policy or procedure, applicable local, state and federal laws (e.g., including, but not limited to Residence Life policies, catalogs);

- 22) Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

FACILITIES AND RESIDENTIAL RESPONSIBILITIES

Each policy in the Facilities and Residential Responsibilities section of this handbook was developed to address one or more of the following compelling community interests:

- Health and safety
- Property, property loss or damage
- Legitimate educational purpose
- Disruption of the educational living environment

The University has the responsibility to establish policies and procedures that safeguard the health and safety of its community members. Policies and procedures were designed to protect students against incidents or behavior that may jeopardize the physical, mental and emotional health and/or safety of either the group or the individual. At first glance, some of these policies may seem unduly restrictive. However, given the potential for damage, injury and/or loss of life, certain rights of the individual may be limited for the common good of the community.

Care and protection of both community and personal property is a shared responsibility of all its members. Policies were developed to create an environment where students respect and protect their own property as well as the property of their neighbors and the University.

A student's primary purpose in attending Willamette University is to attain a degree. Any behavior that directly or indirectly interferes with the accomplishment of this goal goes against the legitimate educational purpose of the University and of the Residence Life system. Therefore, Willamette University's policies were established to ensure that the campus living environment is conducive to students' personal development and academic success.

Gathercoal, Forrest, Judicious Leadership for Residence Hall Living, 1991.

Abandonment

At the end of your contract/lease, be sure to take all belongings with you or store them properly in designated storage rooms. Bicycles, furniture, carpet and other items stored improperly or left on campus will be considered abandoned and are subject to donation or disposal at the student's expense (See Storage).

Alcohol

As educators, our goals are:

- to promote legal and responsible use of alcohol for those who choose to drink
- to take appropriate action to stop minors who are drinking
- to confront legal drinkers who are drinking irresponsibly

These goals are based on (a) our concern about alcohol use which is detrimental to the physical, social or academic well-being of the students involved or is inconsiderate of the rights of others and (b) on our responsibility to uphold state laws and University policies.

The use or possession of alcoholic beverages is only permitted in accordance with Oregon State law and as outlined in the University's alcohol policy (see Willamette University Selected Policies Manual for the complete policy).

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy. Individuals not of legal drinking age (not yet 21 years old) are not permitted to consume alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- Consistent with Oregon State law, private gatherings in individual student rooms will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all University policies.
- Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University defines "safe and manageable occupancy" as no more than three (3) times the residential occupancy for that room.
- Regardless of the number of persons in an individual student room, a University employee may enter a room to ensure compliance with health and safety standards, or if there is reason to believe that there have been violations of University policy or state and federal law.
- Alcohol may not be served or consumed in any outdoor areas of the campus.
- Willamette University community members are responsible for their guests.
- Kegs, party balls and other common-source containers are not permitted on campus without the written permission of the Dean of Residential Life.

- **University Trips and Off-Campus University Events**

The University alcohol policy is in force on all University travel and at off-campus University functions, as applicable. All participants will be held responsible for their behavior during University travel and at off-campus University functions.

- **Minor in Possession**

University staff have the responsibility to confront behavior which appears to violate the Willamette University Standards of Conduct and State and Federal law. When Campus Safety officers encounter individuals who appear to be violating such standards, including the University Alcohol Policy, they have a duty to confront such behavior and may issue citations which can result in fines up to \$50. An administrative hearing will then be scheduled following the procedures outlined in the Standards of Conduct. At that time the fine may be assessed, remanded or reversed. The fine, if assessed, will then be billed to the student's account.

- Sanctions will be administered under the policies and procedures of the Standards of Conduct, or as outlined in the Employee Handbook, whichever is appropriate. Sanctions will be administered for the abusive

use of alcohol. Sanctions will always include an educational component. Students should expect a required alcohol education class for first time violations of the Alcohol Policy. The University may require additional sanctions such as, but not limited to, Risk Management and liability or leadership education programs. Repeat or egregious behavior will require more comprehensive educational sanctions including outpatient treatment and assessment. Repeated violations may require that the University contact a parent under FERPA guidelines. Repeated violations may lead to suspension.

- Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities. The University may require students to be absent from functions where alcohol is served or consumed including, but not limited to, their own private residences.

¹²Fed.Reg. 61, 194, 52173.

Please consult the *Willamette University Selected Policies Manual* and Office of Residence Life for information regarding permitted alcohol use in public areas of the residences.

Appliances

Residences and Greek Houses: Refrigerators must have a UV label, draw 1.5 amps or less of electricity and be no larger than 3 cubic feet. One refrigerator for each room occupant is permitted. Appliances with any type of exposed burner or open flame device are prohibited. Examples include but are not limited to space heaters, toaster ovens, toasters, woks, fry pans, sun lamps, electric grills and hot plates. Hot pots and hot air poppers are permitted. Microwave ovens are only permitted in the student kitchens.

Apartments: Microwave ovens and cooking devices with exposed burners are permitted. Please use extreme caution and do not leave them unattended while in use.

Balconies at Kaneko

Student rooms at Kaneko have balconies. A \$50 fine will be issued to anyone putting anything on or throwing anything off a balcony at Kaneko. Oregon Fire Code states that balconies are emergency exits and cannot be used for storage of personal belongings. Oregon Fire Code violations will result in disciplinary action.

Bathrooms

Bathrooms in the residences are single-sex facilities. Because some coed floors have only one bathroom, some residents are required to use bathroom facilities on another floor.

Bikes

Riding your bike inside of any campus building is prohibited. Any damage caused (i.e., to the walls, carpet, etc.) by bringing your bike in and out of the building is your responsibility. Bikes must be stored in student rooms/apartments or locked to bike racks.

Biohazard (Bodily Fluid) Cleanup

If you or your guest(s) vomit or leave bodily fluids in common areas, you are responsible for contacting a Residence Life or Custodial Services staff member to obtain a bodily fluid cleanup pack to clean up the fluids. The area should be cleaned within half an hour of the incident. If you are incapacitated, then any other individuals involved or accompanying you may be responsible for cleaning up the fluids within half an hour or contacting a Residence Life staff member to do so. If the responsible party cannot be found, residents have half an hour to clean up the fluids. If it is necessary for a Residence Life staff member or Housekeeping to clean the area, the living unit will be charged a \$50 biohazard cleanup fee. If the responsible party is identified after the fluids have been cleaned up, the person will be charged a \$50 biohazard cleanup fee.

Building Access

Campus residences are open when the University is in session. Except for the sororities, residences are also open during both Thanksgiving and spring breaks. Residences are closed during semester break (except Haseldorf and the University Apartments). All residences are locked 24 hours a day and all buildings have a card-lock access system for entry. Your Compass ID Card is your "outside door key." Nonresident students have access to your residence from 7 a.m. to 11 p.m. with the use of their Compass ID Cards. After 11 p.m., only those assigned to the building have card-lock access.

Check-In

When you move into your room or apartment, you will find that Residence Life has provided you with a Room/Apartment Inventory Card. For your protection, it is essential that you ensure that damages to your room/apartment prior to your occupancy are documented on the card. You are responsible for reviewing your inventory card and contacting your Residence Life staff member within 48 hours of moving into your room/apartment if you wish to make any corrections/additions. You will be held responsible for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

Check-Out

Occupancy ends 24 hours after your last final exam or commencement for participants. This 24-hour time allowance may vary with the last day of each semester. You are responsible for returning your room/apartment to its original state, scheduling a time with your RA or URep to inventory your room/apartment and returning your key. Failure to follow these guidelines constitutes improper check-out of your room/apartment. Students will be responsible for all damages and assessed a \$25 fine. The \$150 cleaning deposit for the apartments is refundable provided the apartment meets all cleaning expectations at check-out and is ready for occupancy by the next student. No partial refunds are given. In addition to a Residence Life staff member doing an inventory of your living space at check-out, the Physical Plant and Custodial Services staff will inspect rooms, apartments and common areas after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damages, missing furnishings, extra

cleaning charges (including common areas), a damaged, dirty or missing phone and the removal/disposal of abandoned furniture, carpet or other personal property not properly stored.

Civility

Behaving civilly implies acting in a manner consistent with the principles of courtesy, honesty and integrity and encouraging the practice of these behaviors in others. All members of the Willamette University community are expected to practice and promote civility.

Common Areas

To reserve common space for a program in a residence hall lounge, contact Scheduling.

Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. Removal of furniture from the common areas is considered theft. Furniture that is removed, damaged or stolen is the financial responsibility of the individuals involved, if known, or the residents in the community.

Common Area Event

Out of concern for the safety of all residents, any activity in a residence or Greek chapter house must be registered with Scheduling seven (7) working days prior to the event if expected attendance will exceed one-and-a-half times the building's capacity. This will allow for proper coordination among the many constituents needed to execute a large-scale event.

Cooking

It is a violation of the Oregon Fire Code to cook in your room, bathrooms and hallways, or on the balconies of Kaneko (i.e., no barbecues). Food left out in your room or in the common area also tends to attract pests and bugs. Cooking is only permitted in the student kitchens and the apartments. It is the responsibility of the residents to keep the student kitchens clean. If it is necessary for Housekeeping staff to clean the kitchen area, the living organization will be responsible for any additional cleaning charges.

Damage or Loss of University Property

Student rooms/apartments and the furnishings provided are to be used in the manner for which they are designed. If you lose or damage University property, even accidentally, you will be billed for the cost of replacement or repair. If a window is broken in your room/apartment and the responsible party is unknown, you are responsible for 50 percent of the cost. Residents are responsible for the actions of any guests they invite to campus and for any costs they incur. A minimum \$25 charge will be assessed for damages caused by vandalism (\$50 minimum for vandalism of laundry and vending machines). Charges for repairs or property replacement will be assessed to your University account.

Damage or loss within student rooms is the joint responsibility of the students assigned. Students are responsible for reporting any room damages or maintenance needs to their Residence Life staff member immediately so repairs can be made in a timely manner.

Because all residents share responsibility for damage or loss to public areas of their building, an entire living group or floor/wing may be charged for damages or losses to public areas of the building when the person(s) responsible is unknown. If it is necessary to bill an entire living group or portion thereof, a service charge will be added to the cost of repairs. Refer to section H of the Terms and Conditions for Room and Meal Plan or to sections L and M of the Apartment Lease.

If you are aware of others damaging property, ask them to stop and advise a University staff member immediately. Damages and the resulting charges are reduced when everyone in a community works to ensure that residents and guests respect others' property.

Decorations in Student Rooms and Apartments

Because your room/apartment is your home away from home, you may prefer to bring your own decorations to give it a personal touch. Furniture may be added if it does not create a health or fire hazard. However, all current furnishings must remain in the room/apartment. Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors and must be fire retarded. Lights cannot be covered, tampered with nor have the bulbs removed. Oregon's Fire Code does not permit the use of live holiday decorations (i.e., trees, wreaths, holly, etc.) in student rooms.

While you are encouraged to personalize your living space, possessions or displays which are inconsistent with accepted standards or University policies should not be displayed on the outside of room doors or in general view of the public. This includes your room windows. For example, collections of alcoholic beverage containers, posters of nude persons and harassing or intimidating visual materials are generally considered inappropriate. It is our goal to ensure that people feel welcomed and comfortable in their living environment and are not threatened or offended. If you display an item in public view which is incongruent with this goal, a Residence Life staff member will discuss the concern with you. Be aware that some items displayed in public view may constitute a violation of University policies regarding harassment. Check with a Residence Life staff member if you have questions about what may or may not be appropriate.

Decorations for Community Events and Programs in and around Campus Residences

For the health and safety of Willamette residents and their guests, the following fire safety guidelines are provided to assist all living organizations on campus with planning for community events or programs in and around the campus residences. These include holiday celebrations, parties, Greek Recruitment, etc.

- Paper decorations cannot cover more than 10 percent of wall space.
- If decorative material could ignite, it cannot be used unless treated effectively with a flame retardant purchased through Campus Safety. (Examples are: paper, streamers, etc.) Hay bales, cornstalks and the like are not permitted as decorative material. Campus Safety will provide the retardant at cost between 8 a.m. to 5 p.m. Monday-Friday (\$5 per quart which will cover 125 square feet).

- As stated in the Oregon Uniform Fire Code, “Decorative Materials shall include all materials such as curtains, draperies, streamers, surface coverings applied over the building interior, cotton batting, straw, vines, leaves, trees and moss used for decorative effect, but it shall not include floor coverings, ordinary window shades, nor materials 1/40 of an inch or less in thickness applied directly to and adhering tightly to a base.”
- 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.
- Keep stairways and hallways free of clutter and handrails clear of decorations. Doorways, corridors, stairways or other passageways cannot be obstructed by decorative materials or displays. Movement through these areas cannot be impaired.
- Exit signs or fire protection equipment must not be obscured or obstructed.
- Tunnels or other passageways cannot be constructed to serve as a means of entering, moving through or exiting a building, hallway or room.
- Decorative materials of any kind are not permitted on exit doors, light fixtures, fire sprinkler heads, smoke detectors, fire extinguisher cabinets or electrical fans. In addition, hallway and room lights cannot be covered, tampered with or have the bulbs removed.
- Use of extension cords must meet the requirement listed under Electrical Extensions.
- Candles or any flame-producing devices are not permitted. With prior approval from a Residence Life professional staff member, residents 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.
- Smoke and simulated smoke cannot be used as it obstructs vision and sets off the smoke detectors.
- Mini lights are the only type of light strands permitted. If you use mini 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. No more than two strands of lights can be strung together. Do not use staples to suspend lights; use painter’s masking tape only.
- Use painter’s masking tape whenever possible to attach decorations to walls. Small quantities are available through the Residence Life staff. Larger quantities can be purchased at The Willamette Store or local hardware stores. Very small pins are an acceptable alternative. Do not use duct tape, masking tape, cellophane tape, nails or staples.
- If a stage is being constructed as part of the event, it must be preapproved through Physical Plant with a final inspection done by a Campus Safety officer prior to its use. Physical Plant hours are 7:30 a.m.-4 p.m., Monday-Friday. Any stage that is constructed for an event must be disassembled and removed within seventy-two (72) hours.

- Painting on windows and tiled bathroom walls is permitted if the materials are washable, leaving no permanent damage. Be sure to use plastic under the window to prevent damage to the wall or carpet. Let custodial staff know in advance that you are planning to paint and when the paint will be removed.

A Campus Safety officer must inspect all event decorations. Please schedule your inspection with Campus Safety 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 Campus Safety officer will verify that decorative materials have been flame retarded.

Campus Safety 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.

- Halloween

Be careful handling dry ice. Handle it only while wearing heavy-duty gloves.

Small flashlights can be purchased for use in pumpkins.

Black (visquene) plastic is not allowed on campus. 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.

Flame-retardant polyvinyl is similar to plastic and is available in a variety of colors from:

Anderson's Party
4875 White Bear Parkway
White Bear Lake, MN 55110
1-800-848-7168

Matte Cinefoil is a matte black aluminum material similar to aluminum foil. It is available from:

Rosco
1135 N. Highland Avenue
Hollywood, CA 90038
E-mail: info@rosco.com
213-462-2233 or 1-800-ROSCO-LA
fax: 213-462-3338

- Winter Holidays

Live holiday trees in lounges 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 pine 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 should be put on windows before any artificial snow is applied. Snow leaves stains on wood and painted surfaces. There will be a charge if Housekeeping needs to clean or the Physical Plant needs to repaint these surfaces.

Cleanup and removal of decorations must be completed before students leave for the semester. Living organizations will be charged if extra cleanup is required.

Drugs

The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia is illegal as defined by Oregon state law and is prohibited on campus. Also, the manufacture, sale, delivery, possession or use in any amount of any controlled substance, drug, chemical, product or material for the purpose of use as an intoxicant is not permitted. A student who chooses to violate this policy or other University policies while under the influence of a drug will be required to attend an educational workshop on alcohol and other drugs at the student's expense. Additional sanctions may also be imposed.

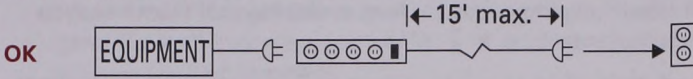
Duty Coverage

Duty coverage in the residences (except sororities) is provided by the Residence Life Staff after normal working hours (Monday through Friday from 8 a.m.-5 p.m.). The Resident Assistant or University Representative on duty carries a pager and can respond in case of a lock-out or other concern from 5 p.m.-8 a.m. A Coordinator is also on call for the campus and can be paged in case of an emergency from 8 a.m.-5 p.m. on weekends. The Coordinator on call does not have access to master keys for lock-outs. Pager numbers are listed on page 82.

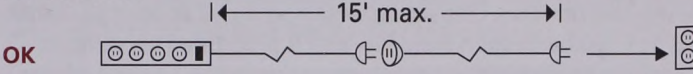
Electical Extentions

Please use caution in the use of electrical extensions. Their improper use can start fires. The Oregon Fire Code requires adherence to the following guidelines. All electrical equipment must be plugged into: a) an outlet, b) a single-use, heavy-gauge, grounded (three-pronged plug) extension cord, or c) a UL-approved, grounded and fused power strip. These extension cords and power strips are available at The Willamette Store. The maximum cord length between an outlet and a fused power strip is 15 feet. Without a power strip, the maximum cord length between an outlet and an electrical appliance is 15 feet (including the appliance cord). We recommend for computers and peripherals students use surge protected power strips. See the following diagrams on page 78 for clarification of legal use.

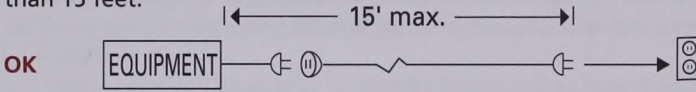
A fused power strip should be plugged directly into an outlet. The maximum cord length on a power strip is 15 feet.



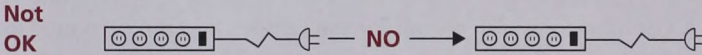
A fused power strip can be plugged directly into a single-use, heavy-gauge, grounded extension cord as long as the combined cord length is not longer than 15 feet.



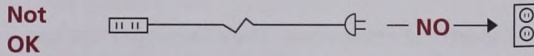
An electrical appliance can be plugged directly into a single-use, heavy-gauge, grounded extension cord as long as the combined cord length is not longer than 15 feet.



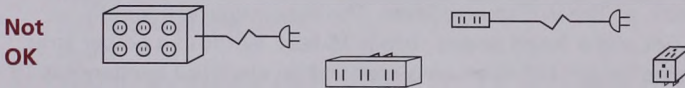
Power strips may not be plugged into other power strips.



Residential-type, low-gauge extension cords, called 'zip cords,' are not permitted.



Nonfused multi-use extension cords and nonfused multi-use plug adapters are not permitted.



Electrical extensions cannot be strung through doorways or across hallways. Keep power strips away from heat sources and moisture and do not use paper around electrical outlets. Fines are issued by the Oregon fire marshall for noncompliance with these regulations.

Energy Conservation

In an effort to conserve energy, the University participates in a program of replacing older fixtures with energy-efficient ones. In addition, low-flow shower heads are in use to regulate the amount of water used.

Entry of Rooms/Apartments

It is the University's policy to respect your right to maximum privacy in your room/apartment. When possible, notice is given prior to entering your room/

apartment for routine maintenance and inspection. You will not reasonably withhold consent to Willamette University or its designee to enter your room/apartment/residence in order to inspect the premises or make reasonable or agreed-upon repairs or improvements. University personnel and their authorized designee(s) may enter your room/apartment without notice for an emergency, maintenance work, fire safety inspections, fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of University policy, state or federal law. University Physical Plant personnel may also enter your room/apartment without notice in case of maintenance needs. A note should be left if your room/apartment has been entered. Your room/apartment may be entered during semester and spring breaks without prior notice by University personnel when they are conducting building inspections and doing maintenance work. University staff members are not to enter a student room/apartment unaccompanied.

Your signature on your contract/lease authorizes Physical Plant and WITS staff members to enter your room/apartment to complete any work order that you submit.

Fireworks, Explosives and Dangerous Chemicals

Due to their potential to start a fire or otherwise endanger members of the campus community, explosives, fireworks, compressed gas and dangerous chemicals are prohibited on University property. Equipment and vehicles that use combustible fuel are also prohibited in the residences.

Fire Safety

Fire extinguishers are located throughout each building and in staff apartments. Fire doors close automatically when an alarm sounds to prevent a fire from spreading. If fire doors do not operate properly, notify your Residence Life staff member. Fire doors, hallways and stairwells must be clear of obstructions at all times. Know the location of all fire exits, fire alarms and extinguishers.

All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.). In Lausanne, Kaneko and the University Apartments, the sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. If smoke detectors or sprinkler heads have been tampered with, a \$50 fine will be assessed to each occupant.

All fire doors and a portion of room/apartment doors are equipped with automatic door closures. Tampering with a closure is a violation of the fire code and carries a \$50 fine and labor costs to repair. Doorstops can only be used if the propped door is attended.

Pulling the fire alarm in a nonemergency situation or tampering with fire safety or firefighting equipment will result in a fine of up to \$250, referral for further disciplinary action and possible eviction from campus housing. This equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting and automatic door closures. If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living unit or portion thereof will be responsible for payment of up to \$250 fine.

In the event of a fire alarm, you are expected to close all windows or balcony doors, leave your room/apartment, close the door behind you and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return. Anyone who fails to cooperate with these expectations is subject to disciplinary action and a fine of \$50. See Emergency Procedures under Safety in Residences.

Furniture in Rooms and Apartments

Residences and fraternity chapter houses: Furniture cannot be removed from your room and/or switched between rooms. Physical Plant personnel will remove any extra furniture that is set up to accommodate an overassigned room.

Haseldorf and University Apartments: University furniture cannot be removed from the apartments.

Raising beds off the floor may be unsafe and/or void the manufacturer's warranty. Therefore, requests to alter the original configuration of the beds needs to be submitted in writing to the Area Coordinator for approval. Due to limited storage on campus, it is not an option to remove any of the original room/apartment furniture. Your room/apartment is to be left in the same condition as upon your arrival. Permanent additions are not permitted.

Tape cannot be applied to furniture or carpet due to the sticky residue that is left behind.

Guests

All members of the campus community have responsibility for helping secure the community welfare by communicating to visitors and/or guests the expectations of the Student Handbook and Selected Policies Manual. Students are not to permit a nonresident or guest to remain in or use the campus facilities, including rooms/apartments, for more than three consecutive nights on campus. As a host, you must obtain permission from your roommate(s) before a guest is permitted to stay in a shared room/apartment. Rooms should not exceed a safe and manageable occupancy that may be determined by the University.

Public areas of the residences are not available as sleeping space without permission from the Area Coordinator. However, guest rooms can be rented through the Office of Residence Life for a nominal cost.

Because students are responsible for the behavior of their guests and incidents which occur in their rooms or apartments, guests must have a host or be escorted while in the building. This responsibility includes charges for any damages incurred. If you are concerned about a guest's behavior, you may need to assert yourself or contact a Residence Life staff member for assistance.

Hallways

Fire doors, hallways and stairwells must be clear of obstructions at all times. When an alarm sounds, fire doors need to be free to close automatically to prevent a fire from spreading.

Hanging Decorations in Student Rooms and Apartments

Use painter's masking tape, pins or very small nails to hang items on the walls. Do not use duct tape, cellophane tape, double-sided mounting tape, regular

masking tape, stickers, staples, screws or large nails. Do not hang items from the ceiling.

Halogen Lights

Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

Identification

The Compass Card (Willamette ID card) is for the sole use of the person to whom it is issued. Do not lend it to anyone. If you lose your Compass Card, report it promptly to Campus Safety. The replacement cost for a new Compass Card is \$10.

If, in the performance of their duty, a University staff member requests to see your Compass Card or another form of identification, you must present it promptly.

Insurance

The University assumes no responsibility for damage, loss or theft to residents' personal property from any cause. Items you place in a University storage room are left at your own risk. Therefore, students are responsible for obtaining their own personal property insurance and liability coverage for damage, loss/theft of property or fire. If you do not have coverage under your family's homeowner's insurance, another resource is:

National Student Services Inc. 1-800-256-NSSI (6774)
P.O. Box 2137
Stillwater, OK 74076
<http://www.nssinc.com>

Keys and Building Security

All living organizations have a card-lock access system for entry and are locked 24 hours a day. The residences are only as safe and secure as residents help to keep them. To protect the safety and security of all residents, do not prop an outside door to a residence unless it is attended. The student responsible (or living organization if the responsible individual is unknown) will be fined \$25 for an unattended propped door. If a door closure has been tampered with or disabled, a \$50 fine will be assessed to each occupant (or living organization if the responsible individual is unknown). Repeat offenses double the fine and may result in disciplinary action against the student or living organization.

Compass Cards are used for the card-lock system. At check-in you are issued a key to your room/apartment. You are responsible for your key until check-out. All keys are picked up at the Office of Residence Life and returned to your staff member at check-out. If you lose a key or do not return it at check-out, it is your responsibility to pay for the lock to be changed to ensure the security of the next resident. If you fail to return a room/apartment key at check-out, the lock will be changed at your expense. A lock change and new keys cost \$50.

For the security of all campus residents, students may not lend their key or Compass Card to anyone. If you live in Haseldorf or the University Apartments and circumstances require that another student have access to your apart-

ment over the semester break, contact the Office of Residence Life for additional information. In addition, the unauthorized possession, use, reproduction or sale of keys to University facilities is a violation of the Standards of Conduct and is prohibited.

Kitchenettes in Residences

Most of the residences have kitchens for student use. Cooking is not permitted in student rooms, bathrooms or hallways, or on the balconies at Kaneko.

Laundry Facilities

Each residence and the Montag Center has coin/card-operated washers and dryers. Most laundry rooms have ironing boards, but you will need to use your own iron. If a laundry machine is broken or takes your money, report it to your Residence Life staff member. Refunds will be ordered by your Area Coordinator.

Lockouts

Residence Life staff members and Campus Safety will open your room/apartment if you get locked out. This service is provided to you free of charge three times during the academic year. Each time you are let into your residence/apartment/room you will be given a notice that explains that there is a three-time limit and this is one of those times. You will be required to present your student Compass Card and sign a form. Staff will turn these notices in to Residence Life to be logged. If you receive three notices you will be sent a memo stating that the service is no longer free and there will be a \$10 charge assessed to your student account for each subsequent entry.

If you lock yourself out of your room:

8 a.m.-5 p.m.	Try to find your roommate or a Residence Life staff member in your building; if unsuccessful, call Campus Safety at 503-370-6911
5 p.m.-midnight	Page the RA or URep on duty
Midnight-8 a.m.	Call Campus Safety at 503-370-6911

Pager numbers:

Cornerstone (WISH, Shepard, Lee, York)	503-918-3261
West Side (Doney, Lausanne)	503-918-2486
East Side (Baxter, Belknap, Matthews, Terra)	503-918-2488
Haseldorf and University Apartments	503-918-2489
Kaneko	503-918-4222
Fraternities	503-918-2121
Area Coordinator	503-918-2120

Lofts

Lofts or other constructed additions are not permitted on campus due to the danger of added fire load (combustible material).

Maintenance and Phone Repairs

Physical Plant and WITS staff make every effort to keep the residences and phone system in good condition. However, normal wear and tear does occur and repairs are necessary. To order repairs in your room/apartment, contact your Residence Life staff member to submit a Maintenance or WITS Request Form. Your signature on your contract/lease authorizes a Physical Plant or WITS staff member to enter your room/apartment to complete any work

order that you submit throughout the contract period. Please report emergency situations to a Residence Life staff member immediately.

Names of Residence Halls and Apartment Buildings

Residence hall and facility names are the property of Willamette University along with the University's name, symbols and identity. Therefore, use of Willamette University, its symbols or the names of residence hall and apartment buildings on t-shirts, posters or other materials must be approved by the Area Coordinator and the Department of Auxiliary Services. An application for t-shirt design approval can be obtained at the Office of Residence Life and Auxiliary Services.

Noise

Courtesy Hours: To ensure an environment where all students can study or sleep free from outside noise distractions 24 hours a day, campus Courtesy Hours are always in effect. In other words, the right to quiet always supersedes the privilege to make noise. Students are expected to discuss concerns about noise with their neighbors and to reduce their noise if asked to do so. Being responsive to each other's needs can significantly reduce tension and conflict in the community. Amplified sound instruments and drums need to be modified or used with headphones; otherwise they are incompatible with 24-hour Courtesy Hours.

Campus residences are close to each other and to academic buildings. Therefore, residents need to ensure that noise does not emanate outside of their building. If a community wants to plan an event which could disturb other residences/classes in the area, they need to get approval from those other communities in advance. Also, the event must conclude at least 30 minutes prior to Quiet Hours so that departing guests do not disturb others during Quiet Hours.

The Eastside community must be particularly attentive to noise because any sound generated in the quad area (between Baxter and Matthews) is amplified by reverberating off of the surrounding residences. Students congregating in the Eastside quad must be especially aware of their noise level, as even a small group of people can unintentionally generate sufficient noise to disturb others. If University staff receive complaints about noise generated from individuals outside of a residence, they will be asked to go inside or leave the area.

Quiet Hours: In addition to 24-hour Courtesy Hours, students are expected to observe the University-wide Quiet Hours: Sunday through Thursday 11 p.m. to 7 a.m.; Friday and Saturday 1 a.m. to 9 a.m. In Matthews, quiet hours are Sunday through Thursday 10 p.m. to 7 a.m.; Friday and Saturday 1 a.m. to 9 a.m. In Lausanne, quiet hours are Sunday through Thursday 9 p.m. to 7 a.m.; Friday and Saturday 11 p.m. to 9 a.m. During Quiet Hours, residents are expected to ensure that noise does not disturb even their next-door neighbors. Generally, if sound can be heard in the hallway one to two doors away, it is too loud. Because sound travels differently in each residence, residents should talk with their staff member for clarification on acceptable levels of noise during quiet hours.

Individual residences, by action of their hall council, may choose to establish more restrictive guidelines for Quiet Hours if they so desire.

During study days and finals, Quiet Hours are extended to 23 hours a day. Twenty-three hour Quiet Hours begin at 11 p.m. (10 p.m. at Matthews, 9 p.m. at Lausanne) the night before the first CLA study day and continue through finals for the entire University. During a designated hour in the evening, residents do not need to observe Quiet Hours unless the residence is in close proximity to an academic building in which students are studying or taking a final exam. Staff will inform residents of the Quiet Hour expectations for their residence during study days and finals. A fine of \$25 will be imposed for repeated violations of Quiet Hours after 23-hour Quiet Hours have begun.

Notice

All required notices shall be delivered to a student's University mailbox. Students need to check their mailboxes regularly because notice is considered effective once it is deposited in the mail.

Occupancy

Rooms/apartments shall not exceed a safe and manageable occupancy that may be determined by the University.

Open Flames

As a means of fire prevention, burning candles, potpourri, incense, smoking or any open flames are not permitted in or outside the residences, apartments or Greek chapter houses. Smoking is permitted outside.

Exceptions to these guidelines will only be considered for specific celebrations or ceremonies, such as candles on a birthday cake or a menorah for Hanukkah. Any exception to the open flame policy needs to be approved in advance through a Residence Life professional staff member.

Painting

Residents are not permitted to paint their rooms/apartments. Students who paint their rooms/apartments are responsible for the cost of repainting the space and will be subject to disciplinary action. Common area painting requests must be submitted to the Office of Residence Life for advance approval.

Pesticides, Notification of Use

If there are pests or bugs in your room/apartment, turn in a request to your Residence Life staff member to have the area treated. Notices from Physical Plant will be posted 24 hours in advance of the treatment.

Pets

Fish are the only animals residents may keep as pets in University residences (tanks are limited to 15 gallons). Animals carry diseases, irritate allergies, may not have had the required immunizations, may offend others and can cause damage. Animals without homes (strays) can be taken to the Humane Society of the Willamette Valley, 4246 Turner Road SE, Salem, OR, 503-585-5900.

Physical Harm

Physical harm or the threat of physical harm to any person, including sexual misconduct (e.g., sexual assault, sexual harassment), assault, battery and

physical fights, will result in serious disciplinary action. You and your guests are expected to resolve differences in a mature, constructive manner.

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:

- Eighteen copies will provide one in the lobby of each residential building (except sororities).
- Thirty-three 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.

Propped Doors

All fire doors including resident's rooms equipped with an automatic door closure are not to be tampered with or disabled. Doorstops can only be used when the propped door is attended.

Roofs, Porches and Fire Escapes

In order to reduce the potential for injury to individuals and damage to University property, the roof areas of buildings, ledges, porches, fire escapes and covered walkways are not to be used for storage, to be walked on, or to be otherwise occupied except as an exit from the building in the event of an emergency. Violators will be subject to disciplinary action and assessed a \$50 fine.

Sidewalk Chalking

Writing on sidewalks and buildings is prohibited.

Skating

Roller skating, roller blading or skateboarding is prohibited in the residences. See Selected Policies Manual for additional guidelines.

Smoke Detectors/Sprinklers

All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.). If smoke detectors have been tampered with, a \$50 fine will be assessed to each occupant(s). In Lausanne, Kaneko and the University Apartments, the sprinkler heads must also have 18 inches of clearance and cannot be used to hang things.

Smoking

All University buildings and residences (including Kaneko balconies) are designated "No Smoking" areas. A nonsmoking roommate will not be paired with a smoking roommate unless the nonsmoker does not object. In general, the rights of nonsmokers take precedence over the rights of smokers. Smoking is permitted outside and it is a smoker's responsibility to ensure that their smoke does not disturb other people. Smokers are responsible for proper disposal of their cigarette butts.

Solicitation

To protect your privacy, no one is permitted to solicit door-to-door in campus living organizations. This policy applies to sororities and fraternities as well. However, newspaper carriers, sportswear representatives, scout groups and other organizations may be granted permission by the Dean of Residential Life to set up tables at designated times in lounges. You are advised not to pay for merchandise in advance.

To protect our residential population from unwanted requests to purchase goods or services as well as to protect the University from any association with suspect businesses, residents may not operate a business from their room/apartment. Therefore, students are not able to use University room numbers, phone numbers or e-mail addresses as contacts for a place of business. However, students are able to use University box numbers and phone numbers if they are labeled as home contact information. You can also use your room as a meeting place as long as it doesn't infringe on your roommate's rights or create a disruption in your community.

Sports within Buildings

For the safety of residents and to eliminate the potential of damage, sports are prohibited inside the residences.

Stolen Property

The possession and/or display of stolen property (i.e., street signs, etc.) is prohibited. All stolen property will be collected and returned to its rightful owner by Campus Safety.

Storage

A locked storage room is available in some residences, but space is limited. Storage space in residences, fraternities, sororities and apartments is not guaranteed for students. All items must be stored in a designated storage room and clearly marked with your name, address and the date stored. Only current on-campus students may store items during the academic year, and only students who have reserved a room/apartment for the following academic year may store items over the summer. Storage areas are for items to be stored for long periods of time. Keep items that you need periodically in your room/apartment. Items left in designated storage rooms over one year will be subject to donation and/or disposal. Items left in common areas at any time are subject to donation and/or disposal.

STORED ITEMS ARE LEFT AT YOUR OWN RISK! The University does not accept responsibility for the damage, loss or theft of personal property.

Items that CANNOT be stored on campus include but are not limited to: motor

vehicles (such as scooters), gasoline, oil, paint, hazardous chemicals or chemicals that are a potential fire danger, weapons, compressed gas, animals, empty cardboard boxes*, student-owned furniture or carpet, and other items that may be deemed unsafe by the Fire Marshal or the University.

*Cardboard computer boxes can be stored in designated storage areas but must be broken down and clearly labeled with the resident's name.

Television

Community living rooms have satellite access television. Antenna service to student rooms/apartments is only available in Haseldorf, University Apartments and portions of Lausanne and Shepard. Installation of or tampering with outside antennas, cables of any kind or Digital Satellite System equipment, except as authorized by the Office of Residence Life, are not permitted.

Vending Machines

Food and beverage machines are provided in most residences. Should a machine be empty, broken, or keep your money without returning goods, report it to a Residence Life staff member. Refunds may be ordered by your Area Coordinator.

Verbal Abuse and Harassment

All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect. Therefore, verbal abuse and harassment of another individual will not be tolerated. This includes but is not limited to threats, malicious pranks, abusive name calling, and racial, gender or sexual orientation harassment. You and your guests are expected to resolve differences in a mature, constructive manner. Refer to the General Student Conduct Regulations (page 67) or contact a Residence Life staff member for more information and/or clarification.

Waterbeds

Due to the potential for flooding and extensive damage to the facilities, waterbeds are not permitted in University residences.

Weapons

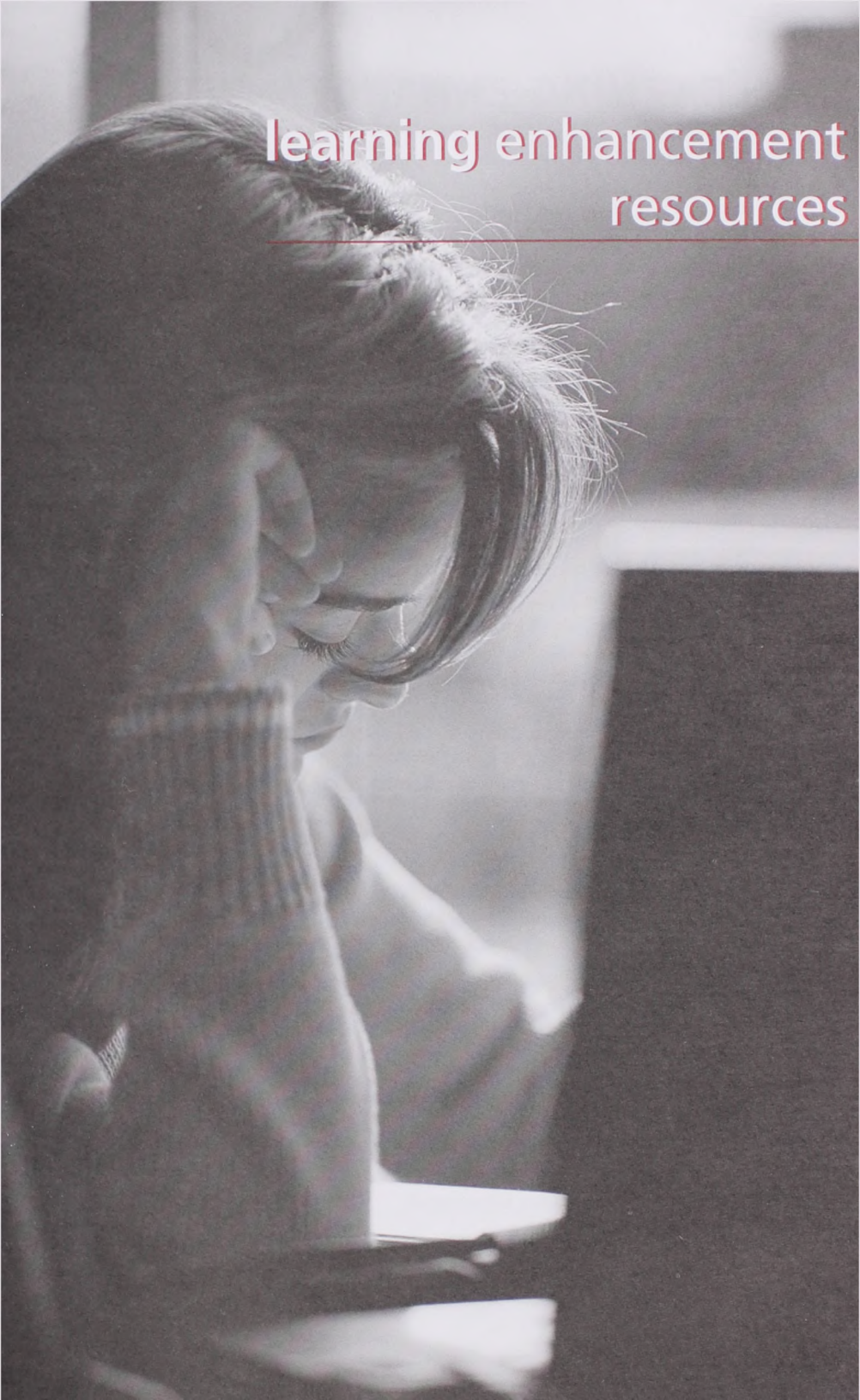
The possession of dangerous weapons, explosives, fireworks, dangerous chemicals or launching/propulsion devices is prohibited on University property. A weapon includes:

- any item or instrument defined as a weapon by local, state or federal law
- any item designed to cause injury or incapacitate another person
- any item used to harass, threaten, intimidate, assault or batter another person
- any item the University deems dangerous.

The University has a zero tolerance policy regarding dangerous weapons and may summarily dismiss students for weapons possession. If you plan to bring a hunting weapon to campus, you must store it at Campus Safety.

Windows

Using windows for exits (except in emergencies) and/or for throwing anything outside is prohibited and will result in a \$50 fine and possible disciplinary action. Hanging items out of windows also creates a hazard and is therefore not permitted.

A black and white photograph of a person with long hair, wearing a sweater, looking down at a laptop screen in a dimly lit room. The person's face is partially obscured by their hand, and the lighting is soft and focused on the person's head and shoulders. The background is dark and out of focus.

learning enhancement
resources

LEARNING ENHANCEMENT RESOURCES

TIME AS AN INVESTMENT

The college years can be considered a full time job in which you invest your 40 hours per week (and usually more) to get a profitable return at the end of four years. Unlike going to work from 8 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.

Time Commitment Analysis

Step 1: What are my time commitments?

How many hours per week do I:

Attend Class _____

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

Work _____

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

Religious Activities _____

Organizations _____

Relationships _____

Family _____

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

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

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

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

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

Time Management Self-Determination Plan

A behavior or plan cannot be modified if you don't know what is happening. It is helpful to use a form such as the one on page 81 or any other system that is easiest for you.

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

Step 2: Include planned study time as well.

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

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

Step 5: Analyze and make adjustments.

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

TIME MANAGEMENT RECORD

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

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

FINALS COUNTDOWN

If you haven't been doing these activities all semester there is still time for a last minute cram

Fall 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov. 24 Write dates for exams and papers	25 Review each chapter for key concepts/formulas & make note cards Make a list of questions for professor	26 Meet with professors to ask questions	27 If you haven't been studying with a peer, find 1 or 2 now	28 Thanksgiving	29 Weekend	30
Dec. 1 Now that you had a relaxing weekend, bear down	2 Read, Review and Recite Practice problems out of order	3 Anticipate questions and practice writing answers	4 Check the library for old exams to review	5 Planning helps avoid panic	6 Anxious? It is not too late to ask for help. Go to willamette.edu/cla/ler	7
8	9 Follow a routine of sleep, exercise, eating and studying	10	11	12	13 Last day of classes	14 Get a good night's rest and relax Study Day
15 Study Day	16 Don't skip breakfast Finals Begin	17 TAKE A	18 RELAXING Study Day	19 DEEP	20 BREATH	21 PERIODICALLY!

Spring 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 20 Write dates for exams and papers	21 Review each chapter for key concepts/formulas & make note cards Make a list of questions for professor	22 Meet with professors to ask questions	23 If you haven't been studying with a peer, find 1 or 2 now	24 Read, Review and Recite Practice problems out of order	25 Anticipate questions and practice writing answers	26
27 Now that you had a relaxing weekend, bear down	28 Check the library for old exams to review	29 Anxious? It is not too late to ask for help. Go to willamette.edu/cla/ler	30	May 1 Planning helps avoid panic	2 Follow a routine of sleeping, eating, exercising and studying	3
4	5	6 Classes End	7 Study Day	8 Get a good night's rest and relax Study Day	9 Don't skip breakfast Finals Begin	10 TAKE A
11 RELAXING Study Day	12 DEEP	13 BREATH	14 PERIODICALLY!			

Fall 2002 – Semester on a page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 25	25	26	27	28	29	30
Sept. 1	2	3 Classes begin at 8 a.m. Registration for courses.	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	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	25 Mid-semester day, no classes	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	28 Thanksgiving Break	29 Thanksgiving Break	30
Dec. 1	2	3	4	5	6	7
8	9	10	11	12	13 Last day of classes	14 Study day
15 Study day	16 Final exams begin	17	18 Study days	19	20	21 Final exams end
22	23	24	25	26	27	28

3 SIMPLE STEPS FOR ACADEMIC SUCCESS AT WILLAMETTE UNIVERSITY

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

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

Spring 2003 – Semester on a page

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

academicplanner

August 2002-May 2003



Aug./Sept. 2002

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

25 sunday	priorities
26 monday	priorities
OHANA begins	
27 tuesday	priorities

28 wednesday

priorities

29 thursday

priorities

Opening Days orientation begins. Residences open for new CLA students, 9 a.m.

30 friday

priorities

31 saturday

reminders

Football at Eastern Oregon University, 1:30 p.m.

September 2002

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

<p>1 sunday</p>	<p>priorities</p>
<p>Greek houses, residence halls and apartments open for returning CLA students, 10 a.m.</p>	
<p>2 monday</p>	<p>priorities</p>
<p>Labor Day. First contract meal is breakfast. Selected offices open.</p>	
<p>3 tuesday</p>	<p>priorities</p>
<p>CLA classes begin IM league registration for fall sports begins, Office of Student Activities Helpful Hint: The best day to start studying for finals is the first day of classes!</p>	

4 wednesday	priorities
5 thursday	priorities
6 friday Beta Beach Blast, 9 p.m.	priorities
7 saturday Rosh Hashanah Football vs. Redlands, 1:30 p.m.	reminders

September 2002

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

8 sunday	priorities
9 monday	priorities
10 tuesday	priorities
Informational study abroad meeting, call x5493 for more information Senior Celebration, Cat Cavern, 5:30-7 p.m.	

<h1>11 wednesday</h1>	<p>priorities</p>
<p>IM league registration ends Helpful Hint: Persistently strive towards success!</p>	
<h1>12 thursday</h1>	<p>priorities</p>
<p>Men's Soccer vs. Western Baptist, 4:30 p.m. IM mandatory managers meeting, Montag, 5 p.m. Rhodes, Marshall, and Mitchell Scholarships campus deadline Poster Sale, UC, 10 a.m.-4 p.m.</p> <p>Activities Fair, Quad, 2-5 p.m. WEB movie, Smith, 9 p.m.</p>	
<h1>13 friday</h1>	<p>priorities</p>
<p>Last day to change Meal Plan Points for fall semester Poster sale, UC, 10 a.m.-4 p.m. WEB movie, Smith, 9 p.m.</p>	
<h1>14 saturday</h1>	<p>reminders</p>
<p>IM tournament, Sparks Center tennis courts</p>	

September 2002

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

15 sunday	priorities
TIUA Harvest Festival	
16 monday	priorities
Yom Kippur IM's begin	
17 tuesday	priorities

18 wednesday

priorities

Sorority Open Houses, chapter houses, 7-8:30 p.m.
Junior Jumpstart Dessert, Cat Cavern, 6-7 p.m.

19 thursday

priorities

Application deadline for Spring 2003 study abroad
Sweets and Suggestions for Sophomores, Cat Cavern, 6-7 p.m.

20 friday

priorities

Watson Fellowship campus deadline
Helpful Hint: Truth is subjective and personal, therefore, accept some ideas as questions.
Volleyball vs. Whitworth, 7 p.m.

21 saturday

reminders

Into the Streets sponsored by Community Outreach Program
Volleyball vs. Whitman, 2 p.m.

September 2002

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

22 sunday	priorities
Teatro Milagro presents "Frida - un retablo," Smith, 2 p.m. Outdoors Program hike	
23 monday	priorities
Helpful Hint: Look ahead in the planner to keep track of upcoming deadlines.	
24 tuesday	priorities
Oregon Symphony, Smith, 8 p.m. Panhellenic blood drive, Sparks Center, 11 a.m.-4 p.m.	

25 wednesday

priorities

Internship and Volunteer Fair, The Den, 2-5 p.m.
Volleyball vs. George Fox 7 p.m.

Women's Soccer vs. Linfield, 3 p.m.
Men's Soccer vs. Linfield, 5 p.m.

26 thursday

priorities

IM tournament, Montag, 6:30-10 p.m.
WEB outdoor movie, Brown Field, 8 p.m.
Fulbright Grant campus deadline

27 friday

priorities

Homecoming/Reunion Weekend

28 saturday

reminders

Homecoming/Reunion Weekend
Football vs. Menlo, 1:30 p.m.
Women's Soccer vs. Whitman, noon

Men's Soccer vs. Whitman, 2:30 p.m.

Sept./Oct. 2002

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

29 sunday	priorities
Homecoming/Reunion Weekend Andover Duo, Hudson, 7:30 p.m. Women's Soccer vs. Whitworth, noon Men's Soccer vs. Whitworth, 2:30 p.m.	
30 monday	priorities
1 tuesday	priorities
Helpful Hint: Gather relevant information, discover meaningful answers.	

October 2002

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

<p>6 sunday</p>	<p>priorities</p>
<p>"The Diviners" theatre matinee, Kresge Theatre, 2 p.m.</p>	
<p>7 monday</p>	<p>priorities</p>
<p>Helpful Hint: Review your notes within the first 6-8 hours of class</p>	
<p>8 tuesday</p>	<p>priorities</p>
<p>"What I did with my major in...", Alumni Lounge, 4:30-5:30 p.m., sponsored by Career Services</p>	

<p>9 wednesday</p>	<p>priorities</p>
<p>10 thursday</p>	<p>priorities</p>
<p>"The Diviners" theatre production, Kresge Theatre, 11 a.m. & 8 p.m.</p>	
<p>11 friday</p>	<p>priorities</p>
<p>"The Diviners" theatre production, Kresge Theatre, 8 p.m.</p>	
<p>12 saturday</p>	<p>reminders</p>
<p>"The Diviners" theatre production, Kresge Theatre, 8 p.m. IM tournament, Kaneko volleyball court Women's Soccer vs. UPS, noon Men's Soccer vs. UPS, 2:30 p.m.</p>	

October 2002

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

<p>13 sunday</p>	<p>priorities</p>
<p>"The Diviners" theatre matinee, Kresge Theatre, 2 p.m. Women's Soccer vs. PLU, noon Men's Soccer vs. PLU, 2:30 p.m.</p>	
<p>14 monday</p>	<p>priorities</p>
<p>15 tuesday</p>	<p>priorities</p>
<p>IM tournament, Montag, 7-10 p.m. WEB movie, Smith, 9 p.m.</p>	

16 wednesday

priorities

WEB movie, Smith, 9 p.m.

Helpful Hint: Know your mental habits.

17 thursday

priorities

18 friday

priorities

Parents & Family Weekend

Jazz Night, Smith, 7:30 p.m.

19 saturday

reminders

Parents & Family Weekend

Concert, Smith, 7 p.m.

Women's Soccer vs. George Fox, noon

Willamette 4-Way (Cross Country)

Football vs. UPS, 1:30 p.m.

Men's Soccer vs. George Fox, 2:30 p.m.

October 2002

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

<p>20 sunday</p>	<p>priorities</p>
<p>Parents & Family Weekend Salem Chamber Orchestra Concert, Hudson, 7 p.m. Women's Soccer vs. Pacific, noon Men's Soccer vs. Pacific, 2:30 p.m.</p>	
<p>21 monday</p>	<p>priorities</p>
<p>22 tuesday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith, 8 p.m.</p>	

23 wednesday

priorities

IM mandatory managers meeting, Montag, 4:30 p.m.
Climbing speaker, Montag 6:30-10 p.m.
Volleyball vs. Lewis and Clark, 7 p.m.

24 thursday

priorities

Helpful Hint: Take a few moments to relax.

25 friday

priorities

Mid-semester Day. No CLA classes.
Outdoor Program mid-semester break trip through Oct. 27

26 saturday

reminders

October

November

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

Oct./Nov. 2002

<p>27 sunday</p>	<p>priorities</p>
<p>28 monday</p>	<p>priorities</p>
<p>IM's begin</p>	
<p>29 tuesday</p>	<p>priorities</p>

30 wednesday	priorities
31 thursday	priorities
Halloween Helpful Hint: Laughter is the best medicine.	
1 friday	priorities
2 saturday	reminders

November 2002

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

December

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

3 sunday	priorities
4 monday	priorities
Helpful Hint: Learn from criticism.	
5 tuesday	priorities
Oregon Symphony, Smith, 8 p.m.	

<p>6 wednesday</p>	<p>priorities</p>
<p>IM tournament, Montag, 7-10 p.m. Carson and Presidential Grants informational meeting, Hatfield Room, 5 p.m. Ramadan begins Hunger Banquet sponsored by Community Outreach Program</p>	
<p>7 thursday</p>	<p>priorities</p>
<p>WEB movie, Smith, 9 p.m</p>	
<p>8 friday</p>	<p>priorities</p>
<p>Musical Theatre Workshop, Hudson, 8 p.m. Outdoor Program bike trip through Nov. 10 WEB movie, Smith, 9 p.m Volleyball vs. Lewis and Clark, 7 p.m.</p>	
<p>9 saturday</p>	<p>reminders</p>
<p>Musical Theatre Workshop, Hudson, 8 p.m. Admission Fall Open House Music Scholarship Auditions, Rehearsal Hall, 10 a.m.-2 p.m. GRE subject exams, Law School Football vs. Lewis and Clark, 1 p.m. Volleyball vs. UPS, 7 p.m.</p>	

November

December

1 2

1 2 3 4 5 6 7

3 4 5 6 7 8 9

8 9 10 11 12 13 14

10 11 12 13 14 15 16

15 16 17 18 19 20 21

17 18 19 20 21 22 23

22 23 24 25 26 27 28

24 25 26 27 28 29 30

29 30 31

November 2002

<p>10 sunday</p>	<p>priorities</p>
<p>Musical Theatre Workshop, Hudson, 3 p.m. Sorority Open Houses, chapter houses, 2-3:30 p.m.</p>	
<p>11 monday</p>	<p>priorities</p>
<p>Veteran's Day "The important thing is not to stop questioning... never lose a holy curiosity." - Albert Einstein</p>	
<p>12 tuesday</p>	<p>priorities</p>
<p>Helpful Hint: Practice active listening in class: respond to the speaker.</p>	

13 wednesday

priorities

Chamber Music Concert, Hudson, 7:30 p.m.
Mentor Day sponsored by Career Services and Alumni Relations

14 thursday

priorities

"Big Love" theatre preview, Kresge Theatre, 8 p.m.

15 friday

priorities

"Big Love" theatre production, Kresge Theatre, 8 p.m.
Jazz Night, Smith, 7:30 p.m.

16 saturday

reminders

"Big Love" theatre production, Kresge Theatre, 8 p.m.
Mr. Willamette, Smith, sponsored by IFC

November

December

1 2

1 2 3 4 5 6 7

3 4 5 6 7 8 9

8 9 10 11 12 13 14

10 11 12 13 14 15 16

15 16 17 18 19 20 21

17 18 19 20 21 22 23

22 23 24 25 26 27 28

24 25 26 27 28 29 30

29 30 31

November 2002

<p>17 sunday</p>	<p>priorities</p>
<p>"Big Love" theatre matinee, Kresge Theatre, 2 p.m.</p>	
<p>18 monday</p>	<p>priorities</p>
<p>Oregon Youth Symphony, Smith, 8 a.m.</p>	
<p>19 tuesday</p>	<p>priorities</p>
<p>Helpful Hint: Accept personal responsibility.</p>	

<p>20 wednesday</p>	<p>priorities</p>
<p>Grace Goudy Distinguished Artists Series, Hudson, 8 p.m.</p>	
<p>21 thursday</p>	<p>priorities</p>
<p>"Big Love" theatre production, Kresge Theatre, 11 a.m. & 8 p.m. WEB movie, Smith, 9 p.m.</p>	
<p>22 friday</p>	<p>priorities</p>
<p>"Big Love" theatre production, Kresge Theatre, 8 p.m. WEB movie, Smith, 9 p.m. Udall and Goldwater Scholarships campus deadline</p>	
<p>23 saturday</p>	<p>reminders</p>
<p>"Big Love" theatre production, Kresge Theatre, 8 p.m. IM tournament, Sparks Center, 10 a.m.-5 p.m.</p>	

November

December

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

Nov./Dec. 2002

24 sunday	priorities
<p>"Big Love" theatre matinee, Kresge Theatre, 2 p.m. Willamette Master Chorus - Messiah Sing Together, Hudson, 3 & 7 p.m.</p>	
25 monday	priorities
26 tuesday	priorities
<p>IM league activities end for Fall "Whatever we believe about ourselves and our ability comes true for us." - Susan L. Taylor</p>	

27 wednesday

priorities

Helpful Hint: Give yourself permission to take a real holiday!

28 thursday

priorities

Thanksgiving Vacation. Residences remain open (except sororities). No meals are served after lunch on Wednesday, Nov. 27th, until breakfast on Monday, Dec. 2.

29 friday

priorities

Thanksgiving Vacation. Residences remain open (except sororities).
Hanukkah begins

30 saturday

reminders

Thanksgiving Vacation. Residences remain open (except sororities).

December 2002

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

<p>1 sunday</p>	<p>priorities</p>
<p>Thanksgiving Vacation ends</p>	
<p>2 monday</p>	<p>priorities</p>
<p>IM registration for winter sports begins, Office of Student Activities Oregon Symphony, Smith, 8 p.m.</p>	
<p>3 tuesday</p>	<p>priorities</p>

<p>4 wednesday</p>	<p>priorities</p>
<p>Helpful Hint: Achieve goals, strive for dreams.</p>	
<p>5 thursday</p>	<p>priorities</p>
<p>WEB movie, Smith, 9 p.m.</p>	
<p>6 friday</p>	<p>priorities</p>
<p>WEB movie, Smith, 9 p.m. Ramadan ends</p>	
<p>7 saturday</p>	<p>reminders</p>
<p>Willamette Star Tree Lighting and Holiday Concert, Smith, 7 p.m. TIUA auction/flea market Hanukkah ends</p>	

December

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

January

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

December 2002

8 sunday

priorities

Helpful Hint: Believe in yourself.**9** monday

priorities

10 tuesday

priorities

IM tournament, Sparks Center, 6:30-10 p.m.
2nd Annual Kwanzaa Celebration, Goudy, 5 -7 p.m.

11 wednesday

priorities

IM tournament, Sparks Center, 6:30-10 p.m.

12 thursday

priorities

Christmas in Hudson Hall, Hudson, 8 p.m.

13 friday

priorities

Last day of CLA classes
Christmas in Hudson Hall, Hudson, 8 p.m.
Oregon Symphony Pops, Smith, 8 p.m.

Carnegie Junior Fellows campus deadline

14 saturday

reminders

CLA Study Day
GRE subject exams, Law School
Helpful Hint: When taking exams, be physically and emotionally prepared.

December 2002

December

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

January

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

15 sunday	priorities
CLA Study Day A Victorian Christmas with John Doan, Hudson, 7 p.m.	
16 monday	priorities
CLA final exams begin	
17 tuesday	priorities
Midnight Breakfast, Goudy, 10 p.m.	

<p>18 wednesday</p>	<p>priorities</p>
<p>CLA Study Day</p>	
<p>19 thursday</p>	<p>priorities</p>
<p>20 friday</p>	<p>priorities</p>
<p>TIUA closing ceremonies "For fast acting relief, try slowing down." - Lily Tomlin</p>	
<p>21 saturday</p>	<p>reminders</p>
<p>CLA final exams end. Brunch is the last contract meal of the semester. Willamette Master Chorus Holiday Concert, Hudson, 7 p.m. Winter vacation begins</p>	

December

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

January

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

December 2002

<p>22 sunday</p>	<p>priorities</p>
<p>Greek houses and residence halls close at noon Haseldorf and University Apartments remain open to current residents Willamette Master Chorus Holiday Concert, Hudson, 3 p.m.</p>	
<p>23 monday</p>	<p>priorities</p>
<p>24 tuesday</p>	<p>priorities</p>
<p>Willamette University offices closed for Winter Break through Jan. 1.</p>	

25 wednesday

priorities

Christmas Day

26 thursday

priorities

Kwanzaa begins

27 friday

priorities

28 saturday

reminders

December

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

January

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

Dec. 2002/Jan. 2003

<p>29 sunday</p>	<p>priorities</p>
<p>30 monday</p>	<p>priorities</p>
<p>31 tuesday</p>	<p>priorities</p>
<p>New Year's Eve</p>	

1 wednesday	priorities
New Year's Day Kwanzaa ends	
2 thursday	priorities
3 friday	priorities
4 saturday	reminders

January 2003

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

5 sunday	priorities
6 monday	priorities
7 tuesday	priorities

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

January 2003

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

12 sunday	priorities
13 monday	priorities
14 tuesday	priorities
Oregon Symphony Pops, Smith, 8 p.m.	

15 wednesday	priorities
16 thursday	priorities
17 friday	priorities
18 saturday	reminders
<p>Greek houses and residence halls open at noon. The first contract meal of the semester is dinner on Sunday, Jan. 19.</p>	

January 2003

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

<p>19 sunday</p>	<p>priorities</p>
<p>Registration for entering CLA students Helpful Hint: Use a planner.</p>	
<p>20 monday</p>	<p>priorities</p>
<p>CLA classes begin MLK, Jr's birthday observed</p>	
<p>21 tuesday</p>	<p>priorities</p>
<p>Fraternity and sorority recruitment begins Oregon Symphony, Smith, 8 p.m.</p>	

<p>22 wednesday</p>	<p>priorities</p>
<p>IM registration for winter sports ends WEB movie, Smith, 9 p.m.</p>	<p>priorities</p>
<p>23 thursday</p>	<p>priorities</p>
<p>IM mandatory managers meeting, Montag, 4:30 p.m. WEB movie, Smith, 9 p.m.</p>	<p>priorities</p>
<p>24 friday</p>	<p>priorities</p>
<p>MLK, Jr. celebrations Jack Kent Cooke Scholarship campus deadline</p>	<p>reminders</p>
<p>Fraternity and Sorority recruitment ends</p>	

Jan./Feb. 2003

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

26 sunday	priorities
27 monday	priorities
IM leagues begin	
28 tuesday	priorities

February 2003

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

2 sunday	priorities
Helpful Hint: Discover self-motivation.	
3 monday	priorities
4 tuesday	priorities

5 wednesday

priorities

IM tournament, Montag, 6:30-10 p.m.

6 thursday

priorities

WEB movie, Smith, 9 p.m.

7 friday

priorities

WEB movie, Smith, 9 p.m.
Datatel Scholarship campus deadline

8 saturday

reminders

Jazz Festival XXII, Smith, all day
Concert, Smith, 8 p.m.

12 wednesday	<p>priorities</p>
<p>"What I did with my major in...", Alumni Lounge, 4:30-5:30 p.m.</p>	
13 thursday	<p>priorities</p>
<p>Application deadline for Fall 2003, Spring 2004, and academic year '03-'04 study abroad</p>	
14 friday	<p>priorities</p>
<p>Helpful Hint: Sometimes you just need to laugh. Valentine's Day</p>	
15 saturday	<p>reminders</p>
<p>Black Tie</p>	

February 2003

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

<p>16 sunday</p>	<p>priorities</p>
<p>17 monday</p>	<p>priorities</p>
<p>Music Scholarship Auditions, Rogers, all day Operation Dream Week begins School of Theological Studies, UC, 7:30-9 p.m.</p>	
<p>18 tuesday</p>	<p>priorities</p>
<p>Helpful Hint: Adopt lifelong learning.</p>	

<p>19 wednesday</p>	<p>priorities</p>
<p>20 thursday</p>	<p>priorities</p>
<p>"Savage in Limbo" theatre preview, Kresge Theatre, 8 p.m. ACUI Regional recreational tournament through Feb. 22, Seattle</p>	
<p>21 friday</p>	<p>priorities</p>
<p>"Savage in Limbo" theatre production, Kresge Theatre, 8 p.m. 3rd Annual Black History Celebration, Smith, 7 p.m. Carson Grant application deadline IM Tournament, Sparks Center Pool</p>	
<p>22 saturday</p>	<p>reminders</p>
<p>"Savage in Limbo" theatre production, Kresge Theatre, 8 p.m. Operation Dream Week ends Choirs Concert, Hudson, 7 p.m. IM Tournament, Sparks Center Pool</p>	

February

March

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

Feb./March 2003

<p>23 sunday</p>	<p>priorities</p>
<p>"Savage in Limbo" theatre matinee, Kresge Theatre, 2 p.m.</p>	
<p>24 monday</p>	<p>priorities</p>
<p>School of Theological Studies, UC, 7:30-9 p.m.</p>	
<p>25 tuesday</p>	<p>priorities</p>
<p>Helpful Hint: The answers you get depend on the questions you ask.</p>	

<p>26 wednesday</p>	<p>priorities</p>
<p>Grace Goudy Distinguished Artists Series Concert, Hudson, 8 p.m.</p>	
<p>27 thursday</p>	<p>priorities</p>
<p>"Savage in Limbo" theatre production, Kresge Theatre, 11 a.m. & 8 p.m.</p>	
<p>28 friday</p>	<p>priorities</p>
<p>"Savage in Limbo" theatre production, Kresge Theatre, 8 p.m. Helpful Hint: Avoid procrastination.</p>	
<p>1 saturday</p>	<p>reminders</p>
<p>"Savage in Limbo" theatre production, Kresge Theatre, 8 p.m. Band and UCO Concert, Hudson, 7 p.m. Rotary Scholarship campus deadline</p>	<p>IM tournament, Sparks Center</p>

March 2003

March	1	2	3	4	5	
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			

2 sunday	priorities
"Savage in Limbo" theatre matinee, Kresge Theatre, 2 p.m.	
3 monday	priorities
IM registration for spring sports begins, Office of Student Activities School of Theological Studies, UC, 7:30-9 p.m.	
4 tuesday	priorities

<p>5 wednesday</p>	<p>priorities</p>
<p>6 thursday</p>	<p>priorities</p>
<p>7 friday</p> <p>Puttin' on the Ritz, Cat Cavern, 7 p.m. WEB movie, Smith, 9 p.m.</p>	<p>priorities</p>
<p>8 saturday</p> <p>Puttin' on the Ritz, Cat Cavern, 7 p.m. WEB movie, Smith, 9 p.m.</p>	<p>reminders</p>

March 2003

March	April
	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	

9 sunday	priorities
Salem Chamber Orchestra, Hudson, 7 p.m.	
10 monday	priorities
Helpful Hint: Gain self-awareness.	
11 tuesday	priorities
Oregon Youth Symphony, Smith, 8 a.m.	

<p>12 wednesday</p>	<p>priorities</p>
<p>13 thursday</p>	<p>priorities</p>
<p>Spring Dance Concert, Kresge Theatre, 8 p.m. IM tournament, Montag, 7-10 p.m. Helpful Hint: Break large projects into parts.</p>	
<p>14 friday</p>	<p>priorities</p>
<p>Spring Dance Concert, Kresge Theatre, 8 p.m. Presidential Senior Scholar application deadline</p>	
<p>15 saturday</p>	<p>reminders</p>
<p>Spring Dance Concert, Kresge Theatre, 8 p.m.</p>	

March 2003

March

April

							1		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
Spring Dance Concert matinee, Kresge Theatre, 2 p.m.	
17 monday	priorities
Helpful Hint: Recognize opinions, then test them by evaluating the evidence.	
18 tuesday	priorities
Oregon Symphony Pops, Smith, 8 p.m.	

<p>19 wednesday</p>	<p>priorities</p>
<p>IM winter leagues end WEB movie, Smith, 9 p.m.</p>	
<p>20 thursday</p>	<p>priorities</p>
<p>IM registration for spring sports ends Helpful Hint: Support your goals and dreams. WEB movie, Smith, 9 p.m.</p>	
<p>21 friday</p>	<p>priorities</p>
<p>22 saturday</p>	<p>reminders</p>
<p>Spring Break begins. Residences remain open (except sororities). No meals are served after lunch on March 15th until breakfast on March 31. Take a Break alternative spring break program departs</p>	

March

April

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

March 2003

<p>23 sunday</p>	<p>priorities</p>
<p>Spring Break</p>	
<p>24 monday</p>	<p>priorities</p>
<p>Spring Break</p>	
<p>25 tuesday</p>	<p>priorities</p>
<p>Spring Break</p>	

26 wednesday	priorities
Spring Break	
27 thursday	priorities
Spring Break	
28 friday	priorities
Spring Break	
29 saturday	reminders
Take a Break alternative spring break program returns	

2 wednesday

priorities

IM leagues begin
WEB movie, Smith, 9 p.m.

3 thursday

priorities

WEB movie, Smith, 9 p.m.

4 friday

priorities

Admission Spring Preview Day
2004 Truman Scholarship campus nomination deadline
Musical Theatre Workshop, Smith, 8 p.m.

5 saturday

reminders

Musical Theatre Workshop, Smith, 8 p.m.
Great Oregon Spring Beach Cleanup
Fly Fishing Fair, Sparks Center, 9 a.m.-4 p.m.

April 2003

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

May

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

6 sunday	priorities
Musical Theatre Workshop, Smith, 3 p.m.	
7 monday	priorities
"Life is change. Growth is optional. Choose wisely." - Karen Kaiser Clark	
8 tuesday	priorities
Campus Life Honors & Awards Ceremony, Cat Cavern, 6:30 p.m. Dist. IV Choral Festival, Hudson, 8 a.m.-5 p.m. Oregon Symphony, Smith, 8 p.m.	

<p>9 wednesday</p>	<p>priorities</p>
<p>CLA Student Scholarship Recognition Day (no CLA classes) Academic Awards Evening, Cat Cavern</p>	
<p>10 thursday</p>	<p>priorities</p>
<p>Helpful Hint: Apply self-discipline.</p>	
<p>11 friday</p>	<p>priorities</p>
<p>12 saturday</p>	<p>reminders</p>
<p>Band and UCO Concert, Hudson, 7 p.m.</p>	

April 2003

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

13 sunday	priorities
14 monday	priorities
15 tuesday	priorities

16 wednesday	<p>priorities</p>
<p>WEB movie, Smith, 9 p.m.</p>	
17 thursday	<p>priorities</p>
<p>"The Taming of the Shrew" theatre preview, Kresge Theatre, 8 p.m. WEB movie, Smith, 9 p.m.</p>	
18 friday	<p>priorities</p>
<p>"The Taming of the Shrew" theatre production, Kresge Theatre, 8 p.m.</p>	
19 saturday	<p>reminders</p>
<p>"The Taming of the Shrew" theatre production, Kresge Theatre, 8 p.m. 14th Annual Lu'au, Cone Field House, 5:30 p.m. Choirs Concert, Hudson, 7 p.m.</p>	

April 2003

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

May

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

20 sunday	priorities
Easter Sunday "The Taming of the Shrew" theatre matinee, Kresge Theatre, 2 p.m.	
21 monday	priorities
Helpful Hint: Valuable lessons and wisdom can be learned in nearly every experience you have.	
22 tuesday	priorities

23 wednesday

priorities

Chamber Music Concert, Hudson, 7:30 p.m.
"Success brings its own self-confidence." - Lillian Vernon Katz

24 thursday

priorities

Housing Selection Lottery for 2003-2004
"The Taming of the Shrew" theatre production, Kresge Theatre, 11 a.m. & 8 p.m.

25 friday

priorities

"The Taming of the Shrew" theatre production, Kresge Theatre, 8 p.m.

26 saturday

reminders

"The Taming of the Shrew" theatre production, Kresge Theatre, 8 p.m.

April/May 2003

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

May

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

<p>27 sunday</p>	<p>priorities</p>
<p>"The Taming of the Shrew" theatre matinee, Kresge Theatre, 2 p.m. Salem Chamber Orchestra, Hudson, 7 p.m.</p>	
<p>28 monday</p>	<p>priorities</p>
<p>29 tuesday</p>	<p>priorities</p>
<p>IM league activities end "Consider this: if at first you don't succeed, something is blocking your way." - Michael Ray and Rochelle Myers</p>	

<p>30 wednesday</p>	<p>priorities</p>
<p>1 thursday</p>	<p>priorities</p>
<p>WEB movie, Smith, 9 p.m. Helpful Hint: Master self-management.</p>	
<p>2 friday</p>	<p>priorities</p>
<p>Jazz Night, Smith, 7:30 p.m.</p>	
<p>3 saturday</p>	<p>reminders</p>
<p>WEB movie, Smith, 9 p.m. Willamette Master Chorus Concert, Smith, 7 p.m.</p>	

May 2003

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

4 sunday	priorities
Willamette Master Chorus Concert, Smith, 7 p.m. IM tournament, Brown Field, noon-4 p.m.	
5 monday	priorities
"Nobody but nobody can make it out here alone." - Maya Angelou	
6 tuesday	priorities
Last day of CLA classes	

<p>7 wednesday</p>	<p>priorities</p>
<p>CLA Study Day Midnight Breakfast, Smith, 9 p.m.</p>	<p>priorities</p>
<p>CLA Study Day Helpful Hint: Critical thinking entails reflecting on the meaning and significance of observations and the reasonableness of ideas.</p>	<p>priorities</p>
<p>9 friday</p>	<p>priorities</p>
<p>CLA final exams begin</p> <p>10 saturday</p>	<p>reminders</p>

May 2003

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

11 sunday	priorities
CLA Study Day	
12 monday	priorities
13 tuesday	priorities
Oregon Symphony Pops, Smith, 8 p.m.	

14 wednesday

priorities

CLA final exams end. Lunch is the last contract meal of the semester.
"What lies behind us and what lies before us are tiny matters compared to what lies within us." - Ralph Waldo Emerson

15 thursday

priorities

Greek houses, residence halls and apartments (CLA lease) close at noon.
Senior Party, 4-7 p.m.

16 friday

priorities

Senior Brunch 11 a.m.-1 p.m.

17 saturday

reminders

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

campus services and facilities



CAMPUS SERVICES AND FACILITIES

BISTRO

University Center, first floor, 503-370-6900

Management:

Lindsey Butler, General Manager, lbutler@willamette.edu

Claire Pichette, Financial Manager, cpichett@willamette.edu

Amanda Early, Assistant Manager, aearly@willamette.edu

Hunter Berns, Head Supervisor, hberns@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

Sia Mohsenzadegan, General Manager



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 disciplinary action

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. Box lunches do not require additional Bon Appetit staff for preparation or serving.

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. Off-site meal orders are limited to one per group per semester. Box lunches do not require Bon Appetit staff supervision and are not limited to one order per semester.

COPY CENTER

Waller Hall, first floor, 503-370-6717

Mark Wade, Supervisor, mwade@willamette.edu

The Copy Center offers the following services:

- standard black or color printing on paper sizes including 8-1/2 x 11, 8-1/2 x 14 and 11x17
- paper available in a variety of colors depending on size
- black or color transparencies
- hot binding and comb binding, stapling, folding and cutting

LANGUAGE LEARNING CENTER

Walton Hall, 503-375-5492

Natalia Shevchenko, Director, nshevche@willamette.edu

The Language Learning Center (LLC) is a high-end Macintosh lab and a traditional audio facility. The computer lab includes 11 DVD edition iMacs, each able to accommodate two users of multimedia software, a G3 Macintosh, 2 PC workstations and a high-end G4 Macintosh teaching stations connected to a multi-standard VCR and DVD players, laser disc player and projection system. Satellite dish receives broadcasts from the stations throughout the world. The LLC facilities accommodate both classes and individual visits.

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, offering a collection of more than 260,000 volumes and 1,400 current journal subscriptions.

Other services provided for students include:

- a collection of more than 300,000 books, journals, newspapers, CD-ROMs, video recordings, sound recordings and musical scores
- partial depository for federal government documents
- Hatfield Library home page is found at <library.willamette.edu>
- numerous individual and group study rooms and audiovisual rooms
- photocopy machines, microfilm readers and printers, computers and audiovisual equipment
- Hatfield Room can be reserved for lectures, readings and recitals
- 24-hour study room equipped with vending machines remains available during the hours the library is closed
- materials not owned by the Hatfield Library usually can be obtained

directly through Orbis <orbis.uoregon.edu>, the unified catalog of 18 Pacific Northwest colleges and universities and through interlibrary loan

- individual research consultations with librarians
- programs of course-related library instruction are available in which librarians teach students search strategies and research methods
- access to a Web-based catalog of Mark O. Hatfield Library materials <library.willamette.edu> and to the Orbis union catalog <orbis.uoregon.edu> of 18 Pacific Northwest colleges and universities
- direct borrowing of books through Orbis
- web access to over 60 electronic indexes and databases that provide a wealth of research-quality information
- electronic course reserves and exam files in addition to non-digital reserve materials
- useful online subject guides and handouts

MAIL SERVICES

University Center, first floor, 503-375-5472

Connie Ames, Supervisor, coames@willamette.edu

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

Student Mailboxes:

- students must ensure mail is addressed showing the name as it is on file with the Registrar's Office
- students must have their mailbox key, as Mail Services staff will not check mail
- if a student loses a mailbox key, Mail Services will order a replacement key at a \$12 charge

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 Mail Services by 2 p.m.

Hours of operation

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

Saturday 10 a.m.-1 p.m. (package pick-up only)

MONTAG CENTER

Baxter Quad: Located between Matthews/Belknap & Baxter residence halls
montagfeedback@willamette.edu

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

The features of the Montag Center include:

- big screen television
- pool table
- laundry facilities
- late-night food
- DVD rentals
- recreation/activity room
- student art gallery
- comfortable furniture for small social gatherings or studying
- convenience store
- ping pong table
- conference 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 stop by Residence Life.

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 and Grounds Maintenance and Facilities Services. Facilities Services is comprised of Custodial Services, Recycling and Waste, and 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
- providing repairs to campus facilities (for instructions on submitting a work order for repairs in your room/apartment or for reporting an emergency, see Residential Facilities)

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.

SPARKS CENTER

503-370-6063

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:

- individual and team sports
- two full-court basketball courts, three volleyball courts, handball, racquetball, weight room, natatorium, indoor climbing wall, multipurpose room, classrooms, training room and locker room with showers
- equipment room available for towel exchange and limited equipment rentals
- use of Sparks Center is limited to WU students (CLA, MAT, Law, Atkinson, TIUA), faculty and staff, dependents of faculty and staff, emeritus faculty, 2001 graduates, and CRT members

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	7 p.m.-9 p.m. Recreational
Saturday-Sunday	4 p.m.-6 p.m. Lap/Recreational

Fitness Center Hours

Monday-Thursday	6:30 a.m.-9 a.m. 11:30 a.m.-1:30 p.m. 6 p.m.-10 p.m.
Friday	6:30 a.m.-3:30 p.m. 6 p.m.-10 p.m.
Saturday-Sunday	11 a.m.-6 p.m.

Update of hours: 503-370-6976

The racquetball courts can be reserved for play Monday through Friday. Saturday and Sunday are open play. Reservations may be made 24 hours in advance; call 503-370-6219. Monday court times may be reserved on Friday. Monday through Friday from 12:30-1:30 p.m. is for faculty and staff only.

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 <http://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 camera, overhead projectors, slide projectors, sound equipment, conference phone, and more. Contact the WITS Main Office or go to <http://www.willamette.edu/wits/guide/equiplist.html> for more information

General Access Computer Lab

Smullin 119, first floor

- Houses 44 computers, including both Pentium III PCs and iMacs as well as 2 laser printers
- Accessible 24 hours a day, 7 days a week during the academic year (holiday and summer hours may vary)
- Student Lab Assistants on duty during the morning, afternoon, and most nights until 1 a.m.
- Offers most software commonly used by students

Electronic Classroom

Collins Science Center 407, third floor

- Equipped with 30 Pentium III 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

Residence Hall Computers

- Computers for student use are available in the following residences: Baxter, Belknap, Beta Theta Pi, Doney, Kaneko, Lausanne, Lee, Matthews, Phi Delta Theta, Shepard, Terra House, and WISH
- Include a mix of Macintosh and PC machines to provide access to network accounts for email and the internet
- Limited software is offered to support other uses such as word processing
- Open 24 hours a day, 7 days a week, but the residence halls themselves are locked to non-residents from late evening to early morning

Campus Network Access

- All student rooms/apartments (except Haseldorf) are wired for campus network access
- 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
- 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 56.6K bps protocols V.34 or V.90
- Point to Point Protocol (PPP) is supported for connections made via modem
- Modem Access Numbers:

503-370-6627/6628

The modem pool is often very busy, and support for setup is limited. Off-campus students may wish to find a commercial internet service provider to offer more reliable access to the internet and the campus network

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 Switchboard	0
Campus Safety	6000 or 6911
Outside Emergency	9911 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

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

campus resources



CAMPUS RESOURCES

ACCOUNTING

Waller Hall, first floor, 503-370-6104

Bob Olson, Controller, bolson@willamette.edu

Laura Hildebrandt, Accounting Office Manager, lhildebr@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
- deposits to Compass Card account

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 and the Master of Arts in Teaching (MAT) program.

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
- recruiting local alumni to host an Opening Days dinner and provide mentoring

- providing opportunities to connect with regional events/activities
- maintaining website for alumni

COMMUNICATIONS

Waller Hall, fourth floor, 503-370-6014

Janis J. Nichols, Interim Associate Vice President for Communications,
jjnichol@willamette.edu

The Office of Communications is responsible for the University's media relations and publications directed to off-campus constituencies. This includes developing, designing, preparing and coordinating publications and, in conjunction with WITS, overseeing the University's website. The staff offers consultation to departments and programs.

DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin 108, first floor, 503-370-6285

Tori Haring-Smith, Dean, tharings@willamette.edu

David Douglass, Associate Dean, ddouglas@willamette.edu

Don Negri, Associate Dean, dnegri@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

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

FINANCIAL AFFAIRS

Waller Hall, first floor, 503-370-6728

Jeffery G. Eisenbarth, Vice President for Financial Affairs

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

Services provided include:

- overseeing Physical Plant, Accounting and Finance, Human Resources, Word Processing, Mail Services, Copy Center, Travel Center, and Facility Planning and Construction
- handling long-distance telephone access codes and bills

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:

- coordinating the search process for new employees
- overseeing administration, faculty and staff employment records and benefits
- providing 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 purpose of the Office of Institutional Research and Planning Support is to support University planning activities, enrollment management and assessment.

Services provided for the University include:

- primary source for current and historical data about student enrollments, demographics and outcomes
- responding to the information and planning needs of Willamette
- serving as a resource for institutional analysis and self-study efforts
- coordinating reporting to government agencies

INTERNATIONAL EDUCATION

Smullin 155, 503-375-5493

Director TBA

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

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

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

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.

REGISTRAR

University Center, third floor, 503-370-6206

Paul Olsen, University Registrar, polsen@willamette.edu

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

Services provided to students include:

- addressing 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

STUDENT ACCOUNTS/STUDENT LOANS OFFICE

Waller Hall, first floor, 503-375-5308

Joe Johnston, Assistant Controller, jjohnsto@willamette.edu

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

Services provided to students include:

- disbursing bank loans and Perkins loans
- awarding and collecting emergency loans up to \$500

TRAVEL CENTER

Student hours: Tuesday, Thursday, Friday 10 a.m. to 4:30 p.m. (closed 1 p.m. to 2 p.m.)

University Center, first floor, 503-370-6388

Kindra Jordan, Manager, kjordan@willamette.edu

Judy Mahr, Travel Counselor, jmahr@willamette.edu

Services provided by the Travel Center to students are:

- airline tickets, domestic and international
- student discount fares
- Eurail passes
- vacation packages
- international student identification cards
- cruises

You are encouraged to make an appointment with one of the travel counselors.

UNIVERSITY DEVELOPMENT OFFICE

Waller Hall, fourth floor, 503-370-6740

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 University Center
- University switchboard operation
- University Center reception

VISUAL AND PERFORMING ARTS

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 second-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 Room, 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.

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

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

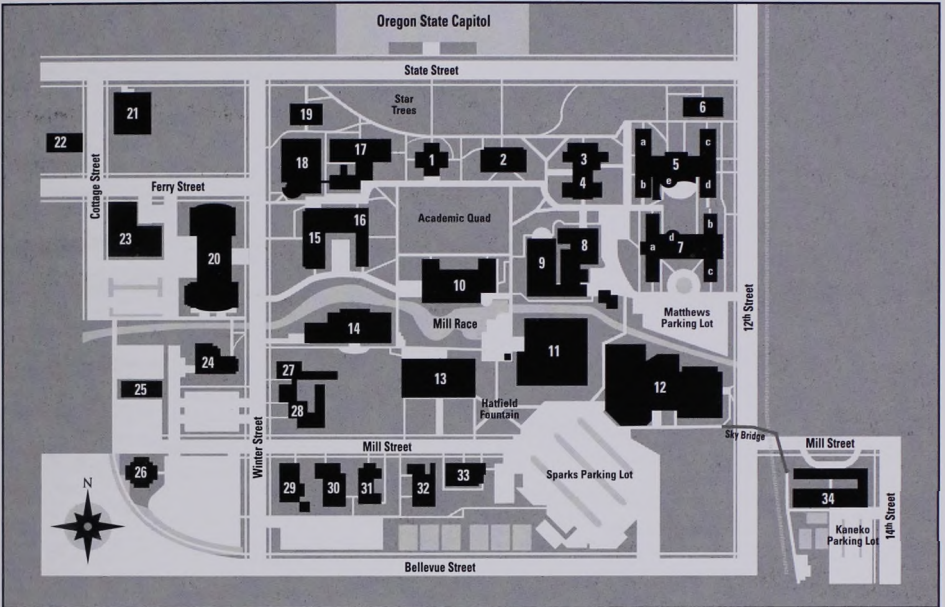
The Theatre Department is very proud of its creative endeavors. Working with visiting guest artists, the department provides the opportunity for students to be involved in undergraduate theatre of an unusually high quality, in an environment of exploration, artistic risk, challenge, and joy. In the theatre 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

Map of Willamette University



- | | | |
|-----------------------|--|---|
| 1 Waller Hall | 8 Theatre | 21 Hallie Ford Museum of Art |
| 2 Eaton Hall | 9 Mary Stuart Rogers Music Center | 22 Haseldorf Apartments |
| 3 Smullin Hall | 10 G. Herbert Smith Auditorium and Fine Arts | 23 School of Education |
| 4 Walton Hall | 11 Mark O. Hatfield | 24 George H. Atkinson Graduate School of Management |
| 5 Baxter Complex | 12 Lestle J. Sparks Center | 25 Physical Plant Shops |
| a Beta Theta Pi | 13 Putnum University Center | 26 University Apartments |
| b Sigma Chi | 14 Goudy Commons | 27 York House |
| c Phi Delta Theta | 15 Lausanne Hall | 28 Lee House |
| d Sigma Alpha Epsilon | 16 Doney Hall | 29 Shepard House |
| e Montag Center | 17 Collins Science Center | 30 Pi Beta Phi |
| 6 Gatke Hall | 18 FW. Olin Science Center | 31 Delta Gamma |
| 7 Matthews/Belknap | 19 Art Building | 32 Alpha Chi Omega |
| a Belknap Hall | 20 Truman Wesley Collins Legal Center | 33 WISH |
| b Kappa Sigma | | 34 Kaneko (Tokyo International University of America) |
| c Terra House | | |
| d Writing Center | | |



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*