



WILLAMETTE UNIVERSITY

**STUDENT
HANDBOOK
1994-1995**

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HISTORY OF WILLAMETTE

In 1834 nearly a dozen farm families in the lower Willamette Valley and a handful of settlers at Astoria constituted the entire white population of what is now Oregon. In this year Jason Lee and several missionary associates started a school for Indian children beside the Willamette River about 10 miles south of Salem.

Within a few years, the slowly growing group of settlers felt the need for a more advanced school to serve their own children "in order to secure the best education of the pupils in science, morality, and piety." To meet this need, a group of earnest citizens met at the home of Jason Lee in what is now Salem. At a second meeting held February 1, 1842, a body of bylaws was adopted and a Board of Trustees appointed.

The stated purpose of the meeting was to establish "a collegiate institution" which would "become a university." The Board thus constituted, has existed as a corporate entity from that day to this and the date of the action is accepted as marking the founding of Willamette University, the oldest college in the West.

The school was known at first as the Oregon Institute. After a territorial government had been established, a charter was granted to the institution in 1854 under the name of "Wallamet University." The original building (first occupied by the Institute in 1844) was a three-story frame structure which served the community as well as

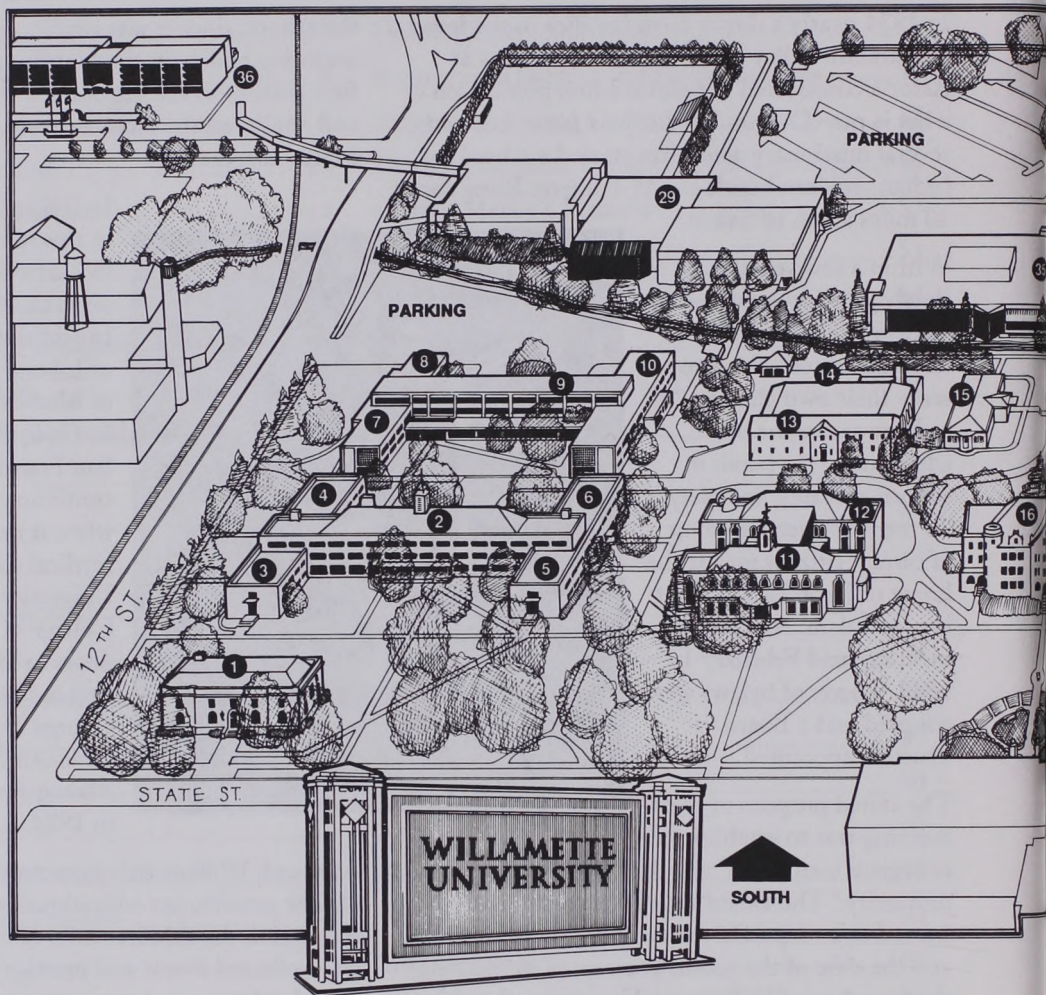
the school, since it was considered the most imposing edifice in the Northwest. It housed the first session of the legislature to meet in Salem and sheltered the first court under United States auspices.



In facing its responsibilities in this remote area, Willamette attempted to serve the needs of the time. In addition to the College of Liberal Arts, a College of Medicine was established in 1866, the first north of San Francisco. It operated continuously until 1913, when it merged with the medical school of the University of Oregon. The College of Law opened its doors in 1883 and was the first in the Northwest. The George H. Atkinson Graduate School of Management began classes in 1974.

Although Willamette's first century was a period of slow growth, her educational strength was revealed in the achievements of her graduates, who reflected honor and prestige on the pioneer school. More recent years are marked by the development of academic programs and facilities. Many new study opportunities and options and many new buildings have been added to a campus that has expanded to 57 acres. In the years ahead, Willamette will not only be regarded as the "oldest in the west," she will also be recognized as one of the best in the nation.

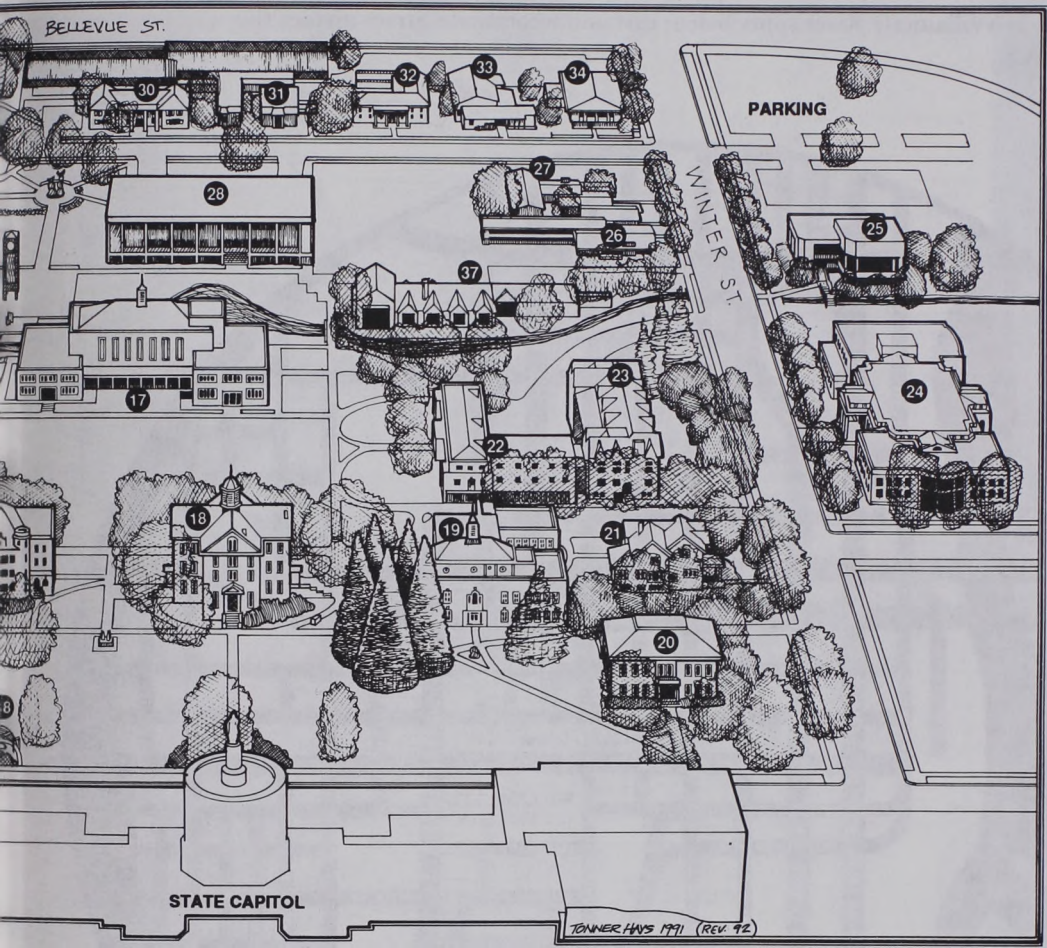
WILLAMETTE UNIVERSITY MAP



1. Gatke Hall
2. Baxter Hall
3. Phi Delta Theta
4. Sigma Alpha Epsilon
5. Beta Theta Pi
6. Sigma Chi
7. Kappa Sigma
8. Delta Tau Delta
9. Matthews Hall
10. Belknap Hall

11. Smullin Hall
12. Walton Hall
13. Willamette Playhouse
14. Maintenance Shops
15. Bishop Center
16. Eaton Hall
17. Smith Auditorium and Fine Arts Building
18. Waller Hall
19. E.S. Collins Science Center
20. Art Building

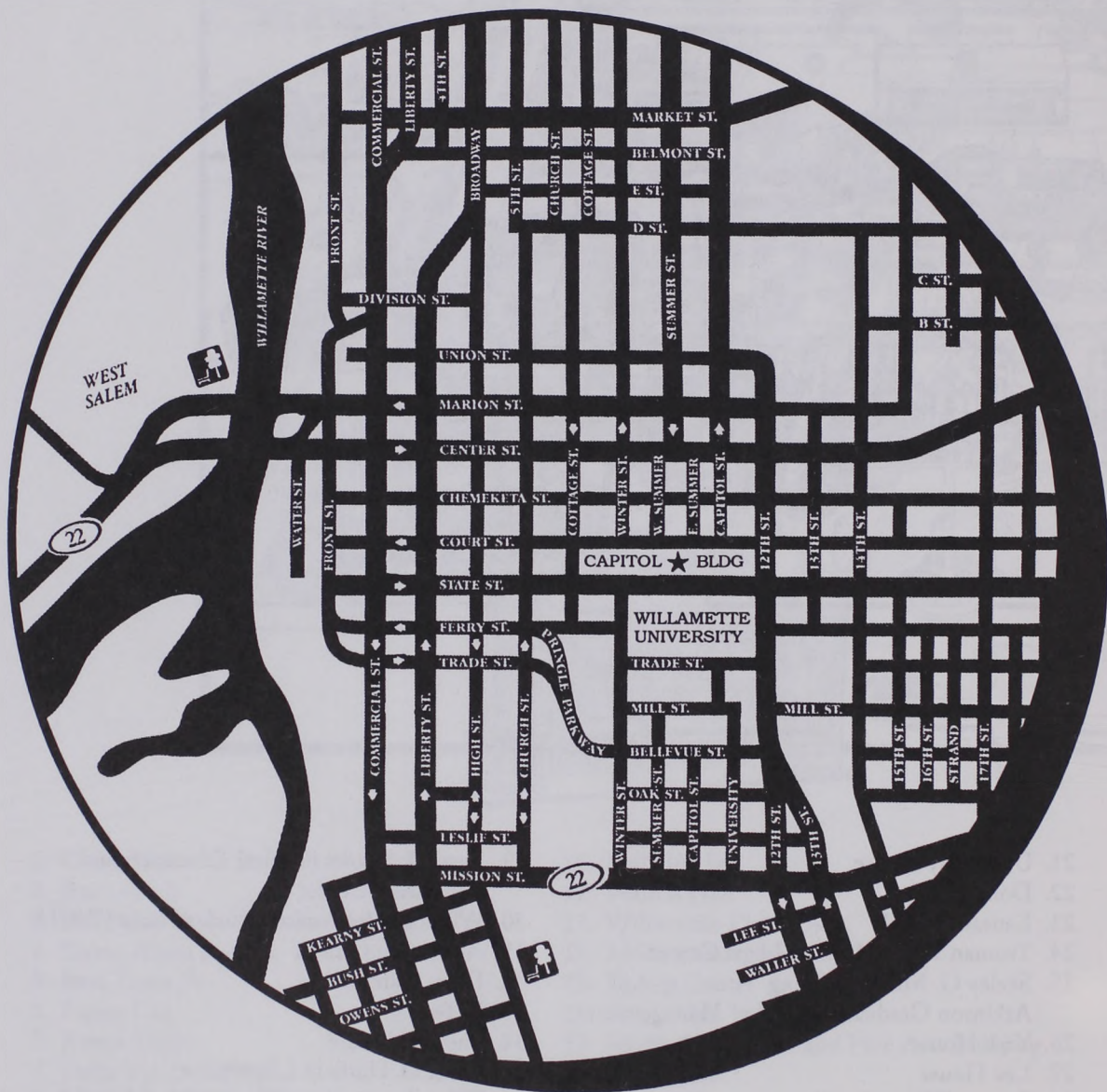
WILLAMETTE UNIVERSITY MAP



- | | |
|---|---|
| 21. University House | 29. Lestle J. Sparks Physical Education and Recreation Center |
| 22. Doney Hall | 30. Willamette International Studies House (WISH) |
| 23. Lausanne Hall | 31. Alpha Chi Omega |
| 24. Truman Wesley Collins Legal Center | 32. Delta Gamma |
| 25. Seeley G. Mudd Building
Atkinson Graduate School of Management | 33. Pi Beta Phi |
| 26. York House | 34. Shepard House |
| 27. Lee House | 35. Mark O. Hatfield Library |
| 28. Putnam University Center | 36. Tokyo International University of America |
| | 37. Goudy Commons |
| | 38. Sesquicentennial Rose Garden |

DOWNTOWN SALEM

This map should serve as a reference tool to help you locate the downtown establishments listed in this handbook. The Willamette River splits Salem east and west; State Street divides the city north and south.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		30 - August CLA Classes Begin	31 - August	1 Faculty Colloquia Eaton 209, 4 p.m.	2 FNC: Comedy Coffee Cat Cavern, 8 p.m.	3 Bistro Night Bistro, 8 p.m.
4	5	6	7 University Convo Chapel, 11:30 a.m.	8	9 ASWU Movie 7 & 9 p.m.	10 Activities Fair Quad, 11 a.m.-3 p.m.
11	12	13 Beyond the Mind's Eyes, Bistro, 9 p.m. Second Tues. Lunch Hines/Willson, Noon	14 University Convo Chapel, 11:30 a.m.	15 Faculty Colloquia Eaton 209, 4 p.m.	16 DG Anchor Splash Plaza, 11 a.m.-4 p.m.	17 Bistro Night Bistro, 8 p.m. DG Anchor Splash Pool, 11 a.m.-4 p.m.
18	19	20	21 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m. Trent Poster Sale UC, 10 a.m.-5 p.m.	22 Leadership Program Cat, 7 p.m. Trent Poster Sale UC, 10 a.m.-5 p.m.	23 ASWU Movie Smith, 7, 9 & 11 p.m. Trent Poster Sale UC, 10 a.m.-5 p.m.	24
25	26	27	28 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	29 Faculty Colloquia Eaton 209, 4 p.m.	30 ASWU Movie Smith/Cat, 7 & 9 p.m.	

SEPTEMBER

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Sparks Pool Movie Sparks Pool, 8 p.m.
2 Photo Exhibit, "Shooting Back" UC Lobby 10/2 thru 10/8	3	4	5 University Convo Chapel, 11:30 a.m. EPC: Jim Hubbard, "Shooting Back" Cat, 7:00 p.m.	6 <i>Of Mice and Men</i> Kresge, 8 p.m. Theatre Roundabout Chapel, 7 p.m.	7 FNC: Game Show Cat, 8 p.m. <i>Of Mice and Men</i> Kresge, 8 p.m.	8 Bistro Night Bistro, 8 p.m. <i>Of Mice and Men</i> Kresge, 8 p.m.
9 <i>Of Mice and Men</i> Kresge, 2 p.m.	10 Dist. Artist Series Orion String Quartet Smith, 8 p.m.	11 Second Tues. Lunch Hines/Willson, Noon Murder Mystery Dinner, 7:00 p.m.	12 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	13 <i>Of Mice and Men</i> Kresge, 8 p.m. Faculty Colloquia Eaton 209, 4 p.m.	14 <i>Of Mice and Men</i> Kresge, 8 p.m. Jazz Night Smith, 7 p.m.	15 <i>Of Mice and Men</i> Kresge, 8 p.m. Street Dance Sorority Row, 10 p.m.
16 University Worship Chapel, 10 a.m. <i>Of Mice and Men</i> Kresge, 2 p.m. Band/Choir Concert Smith, 3 p.m.	17	18	19 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	20	21	22
23	24	25	26 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	27 Faculty Colloquia Eaton 209, 4 p.m. Atkinson Lecture: Oscar Arias, 8 p.m.	28 Horror Movie Fest Cat, 7 p.m.	29 Bistro Night Bistro, 8 p.m. Leadership Conf. UC, all day
30	31	HALLOWEEN				

**PARENTS/FAMILY WEEKEND
& HOMECOMING OCT. 14-16**

**MID-SEMESTER
DAY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		1 Second Tues. Lunch Hines/Willson, noon	2 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	3 Seminary Day UC Lobby, 1-6 p.m.	4 FNC: Mastercard Acts Smith/Cat, 8 p.m.	5 Bistro Night Bistro, 8 p.m.	
6 Dist. Artist Series Smith, 3 p.m.	7	8 Second Tues. Lunch Hines/Willson, noon	9 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	10 <i>Blood Wedding</i> Arena, 8 p.m. Faculty Colloquia Eaton 209, 4 p.m.	11 ASWU Movie Smith, 7 & 9 p.m. <i>Blood Wedding</i> Arena, 8 p.m.	12 Karaoke Competition Cat, 9 p.m. Leadership Conf. UC, all day <i>Blood Wedding</i> Arena, 8 p.m.	
13 Wind Ens/Choir Concert, Smith, 3 p.m. <i>Blood Wedding</i> Arena, 2 p.m.	14	15 Bowling Fever Cherry City, 9 p.m.	16 University Convo Chapel, 11:30 a.m. Workshop Series Alumni, 3:30 p.m.	17 <i>Blood Wedding</i> Arena, 8 p.m.	18 ASWU Movie Smith, 7, 9, 11 p.m. <i>Blood Wedding</i> Arena, 8 p.m.	19 Bistro Night Bistro, 8 p.m. <i>Blood Wedding</i> Arena, 8 p.m.	
20 <i>Blood Wedding</i> Arena, 2 p.m.	21	22	23 University Convo Chapel, 11:30 a.m.	24	25	26	
27	28	29 Comedy Improv Group Cat, 8 p.m.	30 University Convo Chapel, 11:30 a.m. Jazz Night Smith, 7:30 p.m.	THANKSGIVING			
		HANNUKAH			WU HOLIDAY		

NOVEMBER

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Jazz Night Smith, 7:30 p.m. Faculty Colloquia Eaton 209, 4 p.m.	2 John Doan Concert Smith, 8 p.m.	3 CLA Advance Course Selection
				HANNUKAH		
4 Messiah Smith, 7 p.m.	5	6	7 University Convo Chapel, 11:30 a.m. Lessons and Carols	8	9 Lessons and Carols Chapel, 8 p.m.	10 Salem Lights Parade State & Winter, eve
	HANNUKAH				CLA Classes End	CLA Study Day
11 Master Chorus Concert Smith, 3 p.m.	12 Late Nite Breakfast Goudy, 9:30-11 p.m.	13 Second Tues. Lunch Hines/Willson, noon	14	15	16	17
CLA Study Day	CLA Final Exams	CLA Final Exams	CLA Study Day	CLA Final Exams	CLA Final Exams	CLA Final Exams
18	19	20	21	22	23 Nutcracker Smith, TBA	24
Residence Halls close for Break, Noon						
25	26	27	28	29	30	31
CHRISTMAS						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
NEW YEAR'S DAY						
8	9	10	11	12	13	14
	Law Classes Begin					
15	16	17	18	19	20	21
Residence Halls Open Noon	CL.A Fee Payment Cone Fieldhouse Spring New Student Orientation	Atk. Fee Payment Waller	University Convo Chapel, 11:30 a.m.		ASWU Movie Night	
	MARTIN LUTHER KING, JR. DAY	CL.A/Atkinson Classes Begin				
22	23	24	25	26	27	28
			University Convo Chapel, 11:30 a.m.	Faculty Colloquia Eaton 209, 4 p.m.	ASWU Movie Night	
29	30	31				

JANUARY

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 University Convo Chapel, 11:30 a.m.	2	3 Friday Nite Club	4
5 Dist. Artist Series Smith, 3 p.m.	6 TIUA Students arrive	7	8 University Convo Chapel, 11:30 a.m.	9 EPC: <i>Our Young Black Men are Dying and Nobody Seems to Care</i> Cat, 7:00 p.m. Faculty Colloquia Eaton 209, 4 p.m.	10 Black Tie Affair	11
12	13	14 Second Tues. Lunch Hines/Willson, Noon	15 University Convo Chapel, 11:30 a.m.	16	17 ASWU Movie Night	18
		VALENTINE'S DAY				
19 Trio Northwest Smith, 3 p.m.	20	21	22 University Convo Chapel, 11:30 a.m.	23 <i>Waiting for the Parade</i> Arena, 8 p.m. Faculty Colloquia Eaton 209, 4 p.m.	24 <i>Waiting for the Parade</i> Arena, 8 p.m. Jazz Night Smith, 7:30 p.m. ASWU Movie Night	25 <i>Waiting for the Parade</i> Arena, 8 p.m. Leadership Conference UC, all day
26 <i>Waiting for the Parade</i> Arena, 2 p.m.	27	28				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
5 <i>Waiting for the Parade</i> Arena, 2 p.m. Wind Ens/Choir Concert, Smith, 3 p.m.	6	7	1 University Convo Chapel, 11:30 a.m. ASH WEDNESDAY	2 <i>Waiting for the Parade</i> Arena, 8 p.m.	3 <i>Waiting for the Parade</i> Arena, 8 p.m. Friday Nite Club	4 <i>Waiting for the Parade</i> Arena, 8 p.m.	
12 Master Chorus Smith, 7 p.m.	13 Blue Monday Pay Offs Plaza, 11:30 a.m.	14 Second Tues. Lunch Hines/Willson, Noon	8 University Convo Chapel, 11:30 a.m. GLEE WEEK	9 Atkinson Lecture: Henry Louis Gates Faculty Colloquia Eaton 209, 4 p.m.	10 Senior Skits Smith	11 Freshman Glee Cone Fieldhouse, 7 p.m. Glee Dance	
19	20	21	15	16	17	18	
26	27	28	22	23	24	25	
			SPRING BREAK				
			29 University Convo Chapel, 11:30 a.m.	30 Faculty Colloquia Eaton 209, 4 p.m.	31 ASWU Movie Night		

MARCH

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8
Dance Concert Arena, 2 p.m.	Alumni Relations Senior Party Off campus	University Convo Chapel, 11:30 a.m.	University Convo Chapel, 11:30 a.m.	Faculty Colloquia Eaton 209, 4 p.m.	Dance Concert Arena, 8 p.m. Friday Nite Club	Dance Concert Arena, 8 p.m.
9	10	11	12	13	14	15
Dance Concert Arena, 2 p.m.	Second Tues. Lunch Hines/Willson, noon	University Convo Chapel, 11:30 a.m.	University Convo Chapel, 11:30 a.m. Housing Lottery UC, evening	Faculty Colloquia Eaton 209, 4 p.m.	ASWU Movie Night	
PALM SUNDAY	16	17	18	19	20	21
				University Convo Chapel, 11:30 a.m. Housing Lottery UC, evening	<i>The Cherry Orchard</i> Kresge, 8 p.m. Senior Reception, Honors and Awards Alumni/Cat, 4 p.m.	<i>The Cherry Orchard</i> Kresge, 8 p.m. ASWU Movie Night
EASTER	22	23	24	25	26	27
		<i>The Cherry Orchard</i> Kresge, 2 p.m. Wind Enns/Choir Smith, 3 p.m.	University Convo Chapel, 11:30 a.m.		University Convo Chapel, 11:30 a.m.	<i>The Cherry Orchard</i> Kresge, 8 p.m. Faculty Colloquia Eaton 209, 4 p.m.
28	29	30	1	2	3	4
<i>The Cherry Orchard</i> Kresge, 8 p.m. ASWU Movie Night	<i>The Cherry Orchard</i> Kresge, 8 p.m.					
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

PASSOVER BEGINS

GOOD FRIDAY

PALM SUNDAY

EASTER

ACADEMIC
ADMINISTRATION

ACADEMIC
GRANTS AND
AWARDS

ACCOUNTING

ADMISSION

OFFICE OF ACADEMIC ADMINISTRATION

Waller Hall, phone 6374

Todd S. Hutton, Vice President for Academic Administration

The Academic Administration Office oversees the Mark O. Hatfield Library, Academic Computing, Network and User Services, Administrative Computing, Registrar's Office, Learning Resource Center, Language Learning Center, Office of Financial Aid, Summer Conferences, Academic Grants and Awards, and Smith Auditorium.

OFFICE OF ACADEMIC GRANTS AND AWARDS

101 Gatke, phone 6246

Patricia C. Alley, Director

The Office of Academic Grants and Awards provides support to faculty, students, and administrators who apply for external grants and awards based on their research, academic performance, or campus program(s).

Among other responsibilities, the Grants Office disseminates information on external grants and awards, and the director of the program assists faculty and students in the pre- and post-award phases of grant submission.

Scholarship opportunities such as the Fulbright Grant for study abroad, British Marshall Scholarship, Rhodes Scholarship, Mellon Fellowship, Goldwater Scholarship, and Truman Scholarship are handled jointly by the CLA Dean's Office and the Office of Academic Grants and Awards.

ACCOUNTING OFFICE

Waller Hall, phone 6104

Robert N. Olson, Controller

Laura J. Hildebrandt, Accounting Office Manager

The Accounting Office handles payroll processing, check cashing (up to \$50), disbursement of funds to students and vendors, phone payments and student account payments.

OFFICE OF ADMISSION

University Center, phone 6303

James M. Sumner, Dean of University Admissions

This office is responsible for all student admission into the College of Liberal Arts, including the Master of Arts in Teaching (MAT) Program. The office arranges campus tours, overnight visits, meals, class visits, and other appointments for prospective students.

ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY (ASWU)

University Center, phone 6058

Heather C. Dahl, President

Willie Smith, Vice President

Brione Berneche, Secretary

Kate M. Kenski, Treasurer

Office Hours:

Monday - Friday, 9:00 a.m. to 5:00 p.m.

Monday - Wednesday, 6:00 p.m. to 8:00 p.m.

ASWU Senate: Thursday, 6:30 p.m.

The Associated Students of Willamette University (ASWU) is the student organization designed to oversee general matters of student life at Willamette. ASWU is composed of registered students from the College of Liberal Arts (CLA), Masters of Arts in Teaching (MAT) and Tokyo International University of America (TIUA). Every registered student in the three programs pays ASWU fees each semester. As part of the Associated Students of Willamette University, students may attend ASWU-sponsored events free of charge. Students can also join ASWU clubs or organizations and have the right to vote in all ASWU elections.

ASWU is the primary source of advocacy for students at Willamette. The student government consists of the Senate, various boards and committees, and four elected student body officers; the President, Vice President, Secretary, and Treasurer. All of these individuals are responsible for actively and effectively advocating student concerns and issues to the faculty and administration. ASWU is the student voice in University concerns and is here to serve student needs.

ASWU plans and organizes various social events for the campus, such as a weekly movie series, entertainers in the Bistro, and the Black Tie Affair. Along with the Office of Student Activities, ASWU co-sponsors Freshman Glee, Homecoming, and the Educational Programs Committee (EPC). ASWU also sponsors numerous social, recreational, and interest-related clubs and organizations on campus.

ASSOCIATED
STUDENTS OF
WILLAMETTE
UNIVERSITY
(ASWU)



CONSTITUTION

Preamble

We, the students of Willamette University, recognizing the collective responsibility of the University community in student life and affairs, in order to provide an organization for the control of all general matters of student concern, do hereby constitute the Associated Students of Willamette University.

Article I - Composition

Sec. 1. The name of this organization shall be the Associated Students of Willamette University (ASWU).

Sec. 2. All registered students of Willamette University College of Liberal Arts, students of Masters of Arts of Teaching, and students of Tokyo International University of America shall be members of the Association upon payment of the student body fee.

Article II - Meetings of the Association

Sec. 1. Meetings of the entire Association shall be held upon the call of the President on her/his own initiative, upon the request of the Senate or upon petition of fifty members of the Association in which they state the objective of the desired meeting.

Sec. 2. Twenty-four hours notice shall be given for these meetings.

Sec. 3. Thirty-three percent of the members of the Association shall constitute a quorum.

Article III - Officers

Sec. 1. The officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer, all of whom shall be students during a term of office one year to run from April to April and an additional three-week transition period.

Sec. 2. The officers of the Association shall be accountable to the ASWU Senate.

Sec. 3. The President shall serve as the chief executive officer. The President shall stand ready to answer to the Senate on any matter. S/He shall present special messages and make any proposals to the Senate when necessary. The President may, in consultation with the Senate, establish presidential commissions to deal with issues s/he deems of priority, consistent with the provisions for ad hoc committees found in the ASWU Constitutional Bylaws. Such committees shall report to her/him directly, and the President shall then report their activities to the Senate. S/He shall be an ex-officio member of all committees. S/He shall also sit as a student member of the Board of Trustees. S/He shall preside at all Senate meetings.

Sec. 4. The Vice President shall serve as chairperson of the Activities Board and shall be one of the members of the Finance Board. S/He shall take an inventory of all activity-related materials at the beginning of her/his term of office and shall be the custodian of such properties. S/He shall be responsible for creating the ASWU Activities Budget. S/He shall see that all ASWU activities are publicized. S/He shall assume the duties of the President in the absence of that officer.

Sec. 5. The Secretary shall keep a record of all meetings of the Senate and shall be responsible for the codification and maintenance of all proposals pertaining to student government. The Secretary shall also see to it that a video-taped recording is made of all meetings of the Senate and that such recordings are kept on file in the student body office to be readily accessible to any member of the ASWU. The Secretary shall perform the task personally or shall appoint another person to make such recordings. The recordings will be kept for a minimum of one year. In addition, tapes of three meetings from each of the prior three years of Senate, including the tape of the meeting to approve the budget, shall be kept. The Secretary shall further be responsible for seeing that secretaries are appointed to all student government committees and that minutes are maintained in the student body office. S/He shall be ultimately responsible for all managership programs as specified in the ASWU Constitutional Bylaws. The Secretary shall serve as chairperson of the ASWU Elections board and shall be in charge of all activities managers' applications. S/He shall require a one-page typewritten summary from each manager at the termination of the managership as well as any other pertinent information to be kept on file. S/He shall be responsible for creating the ASWU office budget.

Sec. 6. The Treasurer shall keep a record of all ASWU expenditures, shall act as chairperson of the Finance Board, shall act as a member of the ASWU University Budget Committee, and shall serve as the financial advisor to all ASWU activities. S/He shall propose to the Senate an annual budget as recommended by the Finance Board at the beginning of Fall semester. S/He shall see that all expenditures are charged to the proper activity fund and that budgeted allotments are not exceeded. S/He shall also be responsible for presenting to the Senate at the beginning of Spring semester a revised balance sheet for all ASWU accounts. The Treasurer shall present a written statement and account of the receipts and expenditures to the Senate monthly. S/He shall further notify all ASWU sponsored organizations when their account balances near 20 percent of their original allocation.

Sec. 7. The membership of the Executive Committee shall consist of the student body officers: President, Vice President, Secretary, and Treasurer. The President will serve as presiding officer.

- A. Meetings of the Executive Committee shall be called by the President as required for the efficient discharge of ASWU responsibilities.
- B. The Executive Committee shall establish an agenda for the coming Senate meeting.
- C. This Committee shall have the power to set student body administrative policy and discuss overall policies in the individual areas of the respective student body officers.
- D. The ASWU Executive Committee shall be responsible for fostering the communication of student body business activities and policies to the entire student body.
- E. The Executive Committee shall be ultimately responsible to see that all the committees appointed either under the jurisdiction of the Bylaws or the Senate fulfill their duties.
- F. The Executive Officers, with the consent of the Executive Committee, shall be the only representatives of the student body authorized to enter ASWU into any binding contractual agreement involving a financial obligation on the part of the student body. This authority may not be delegated to any other group or individual. Purchases made and signed for on standing credit accounts shall not be considered contracts. Only those people authorized by the Executive Committee may sign for charges. Financial obligations and contracts entered into by the Executive Officers which extend past their term of office must first be presented to Finance Board. Requests that are reviewed favorably by Finance Board shall be recommended to the Senate for approval.

Article IV - Established Procedures

Sec. 1. The Associated Students of Willamette University recognize the responsibility of students to participate in the formulation of 1) Standards and rules governing student conduct, 2) Academic regulations, and 3) Administrative regulations according to procedures established by the Senate, Faculty, Administration and Board of Trustees of Willamette University. The Senate has the authority to appoint committees and make recommendations over all matters of policy affecting student life and affairs.

Sec. 2. Students shall be approved by the Senate to serve on and attend ASWU, Campus, Faculty, and Trustee committees and boards in numbers established by the respective committees and boards. These students shall submit reports of these meetings at the request of Senate.

Article V - Senate

Sec. 1.

- A. The following shall be voting members: ASWU Officers and Senators. The Chair shall only vote in case of a tie.
- B. Senators shall be representatives of Association members in Living Organizations and Association members living off-campus.

Sec. 2. Composition of the Senate

- A. Living Organizations of 1-70: One representative. Living Organizations of 71 and above: Two representatives. Off-campus: Five representatives. TIUA Students: Two representatives.
- B. Senators shall be elected by procedures determined by their living organization. Off-campus senator elections shall be conducted by the Elections Board at the beginning of each semester. TIUA students shall be elected by procedures determined by the students of TIUA with the help of ASWU.
- C. Each senator shall be a member of the Living Organization s/he represents with the exception of Senators from TIUA, who must attend TIUA.

Sec. 3. Responsibilities

- A. The Senate shall enforce the Constitution and Bylaws.
- B. The Senate shall be the ultimate authority over all ASWU affairs. This power may not be delegated to any other committee or board. All ASWU Committees, Boards, and Officers shall be accountable to Senate.
- C. Senate shall approve appointments for all ASWU Managerships, Committees, and Boards by a majority vote.
- D. The Senate shall have the power to investigate and report on any area of student life and shall make any necessary recommendations to the proper person(s) or committee(s).

Sec. 4. Any individual or group of individuals may address the Senate on any matter of student interest. The Senate shall consider all concerns and make recommendations.

Sec. 5. Senate meetings shall be open to all members of the Association and other members of the Willamette community unless otherwise specified. In the event of a closed meeting, a Senate-approved statement must be published. Notification of a closed meeting must be publicly posted at least twenty-four hours before the meeting.

Sec. 6. Impeachment Procedures

A. ASWU Officers

The Senate shall have the power to impeach any officer of the ASWU. Removal proceedings will begin upon presentation of a petition to the Senate and to the officer in question signed by fifty percent of the Senate membership and stating the cause for the intended proceedings. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by a chairperson elected by the Senate at a regularly scheduled meeting. The hearing may be public or private, according to the defendant's discretion. The Senate shall vote following the hearing. A three-fourths majority vote of the entire Senate membership is required for removal from office.

B. Committee and Board Members

The Senate shall have the power to remove any Senate-appointed manager, chairperson, or committee member. Any member of the Senate shall be authorized to report to the Senate any chairperson or committee member, previously approved by the Senate, who has demonstrated inadequate participation in his/her assigned position. The member in question will then be asked to show cause to the Senate, at a regularly scheduled meeting, why s/he should remain in the position to which s/he was appointed. The Senate may, by three-fourths majority vote, declare the seat vacant. A new member shall then be appointed according to duly-constituted procedures.

Article VI - Elections

Sec. 1. ASWU Elections

A. ASWU Elections shall be held in April, the date to be recommended by the Elections Board and approved by the Senate. All candidates for elective office shall submit a petition of candidacy to the Secretary at least one week prior to the elections. All due-dates will be posted by the Secretary. Elections pertaining to vacated offices will not be held to this time line.

B. The Australian ballot system will be used by the Secretary.

C. All members of the Association shall be entitled to vote upon presentation of a Willamette University College of Liberal Arts or Masters of Arts in Teaching student body card or a Tokyo International University of America student body card.

D. All officers shall be elected by a majority vote. If no candidate receives a majority, the Secretary shall call a new election within one week. At this election, only the names of the two candidates receiving the highest number of votes shall appear on the ballot.

- E. All vacancies which may occur in an ASWU elective office shall be filled as soon as possible according to ASWU election procedures.
- F. All candidates for ASWU office shall be full-time students in good standing, as defined by the University Registrar's Office.
- G. The Secretary must certify the legality of all candidates. Any challenge to the legality of a candidate must be made before the primary begins, otherwise all candidates shall be considered legal.
- H. Challenges or complaints during the elections shall be handled by the Secretary and the Elections Board according to the procedures outlined in the Bylaws.

Article VII - Funds

Sec. 1. Income of the Association shall be derived from money received in the form of fees paid upon registration at Willamette University and from other such receipts as may result from the activity program of the Association.

A. Student body fees are \$45.00 per semester.

Sec. 2. Funds of the Association shall be administered by the Finance Board as outlined in the Bylaws.

Sec. 3. The listing of budgetary allocations is as follows:

- A. The ASWU budget shall consist of 96.25% of the Student Body Fees (2.50% shall be taken for the reserve fees and 1.25% shall be taken out for administrative fees by the University).
- B. Unallocated funds shall be administered upon recommendation of the Finance Board and with the consent of the Senate as outlined in the Bylaws. Ultimate authority to approve, attach, or modify any budget shall be vested in the Senate.
- C. The Senate shall guarantee a reasonable budget for the publication of all official ASWU publications after submission of their budgets to Finance Board.

Article VIII - ASWU Publications

Sec. 1. The official publications of the Association shall be such publications as approved by the Senate as recommended by the Publications Board.

Sec. 2. The policies of the official publications of the Association, with the exception of the *Collegian*, shall be administered by the Publications Board as provided for in the Bylaws, with ultimate responsibility vested in the Senate.

Article IX - ASWU *Collegian*

The status of the *Collegian* as an independent organization is guaranteed by the Constitution of the Associated Students of Willamette University. The authority of Senate shall be limited to issues regarding the finance, distribution, and editor selection as specified by the Bylaws.

Article X - ASWU Bylaws

The Senate shall vote on proposed Bylaws and Bylaw revisions at each of two meetings at least one week apart. If the motion does not pass the preliminary vote by a simple majority it shall not be brought up for the final vote cast. The proposed Bylaw(s) shall appear in a student publication after the preliminary vote and prior to the final vote.

Article XI - Initiatives of the Associated Students of Willamette University

Sec. 1. The Associated Students of Willamette University shall have the ability to make declarations of sentiment as an Association on a given issue through the initiative process.

Sec. 2. Initiatives shall be placed before the ASWU upon the presentation to the Secretary of a petition signed by not less than twenty-percent of the student body.

Sec. 3. The proposed initiative shall be posted for not less than one week and shall appear in a student publication.

Sec. 4. The proposed initiative shall be considered approved by the ASWU upon receiving two-thirds of all votes cast at the subsequent student body vote.

Article XII - Amendments to the Constitution

Sec. 1. Amendments to the Constitution or replacement of the Constitution shall be recommended to a student body referendum upon majority approval of the Senate or upon presentation to the Senate of a petition signed by not less than twenty percent of the student body.

Sec. 2. Prior to the referendum, the proposed changes must be posted for not less than a week and appear in a student publication. At a subsequent election, they must be passed by two-thirds of all votes cast, provided a duly-constituted election is held as provided for in Article V.

Sec. 3. The proposed changes shall be ratified upon receiving two-thirds of all votes cast at the subsequent student body referendum.

Article XIII - Ratification of the Constitution

This Constitution shall go into effect upon passage by a two-thirds majority vote of the Associated Students of Willamette University.

Ratified January 1980.

Revised April 1989.

Revised November 1990.

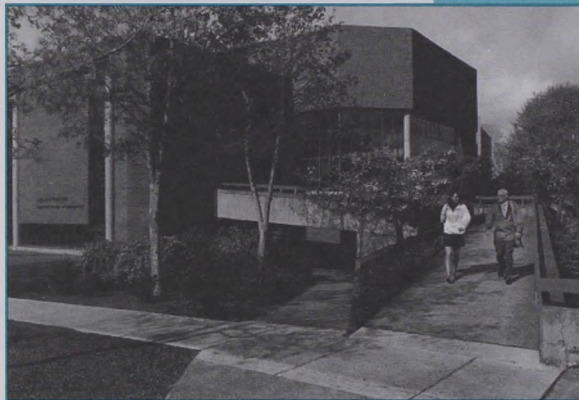
Revised April 1991.

Revised January 1993

GEORGE H. ATKINSON GRADUATE SCHOOL OF MANAGEMENT

Seeley G. Mudd Building, phone 6440
G. Dale Weight, Dean

The Atkinson Graduate School of Management prepares students to be managers and leaders of business, government, and not-for-profit organizations. The school was established in 1974 and has received national recognition for innovation, faculty, curriculum, and professional preparation. Enrollment in Atkinson courses requires completion of a bachelor's degree or admission to the Willamette University 3-2 program, a combined graduate and undergraduate degree program offered in conjunction with the College of Liberal Arts.



BISTRO WILLAMETTE

University Center, phone 6134
Gina Duvoisin, Andrea Reese and Kelly Rudd, Co-Managers

Come in and whoop it up over a cup of Joe with friends, fellow students, and faculty; have a scone or a bagel to help you make it through the day. The Bistro offers a wide range of menu items from festive desserts to lunch and dinner entrees. The coffee's always hot and if you stay long enough just maybe you'll see the University's President stroll by. The Bistro is also a great place to work; come check out the employment opportunities.

ASWU
CONSTITUTION

ATKINSON
GRADUATE
SCHOOL OF
MANAGEMENT

BISTRO
WILLAMETTE

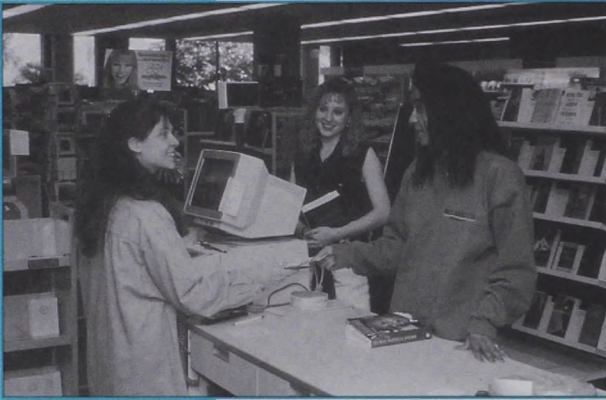
**BON APPÉTIT
FOOD
SERVICE**

BOOKSTORE

BON APPÉTIT FOOD SERVICE

Goudy Dining Commons, phone 6005
Steve Samuelson, General Manager

The Bon Appétit Food Service provides total food service for the University. All catering needs (coffee services, receptions, parties, special meals), and specialty items such as cakes or food baskets are available. Your student ID is your meal card. Meal plans for off-campus students are also available during registration and in the Food Service Office.



MARGUERITE A. WILL BOOKSTORE

University Center, phone 6315
Don Beckman, Director

The Bookstore sells all required textbooks and supplies. It also carries magazines, stationery, clothing, personal supplies, and a selection of leisure reading materials.

**BUILDINGS
AND THEIR
HISTORIES**

BUILDINGS AND THEIR HISTORIES

Alpha Chi Omega

Houses: 48 sorority members.
History: Chapter founded 1944.

Art Building

Houses: Art Department, Hallie Brown Ford Gallery.
History: Constructed 1905, renovated 1977.

Baxter Hall

Houses: 117 co-ed residents.
History: Constructed 1948, renovated 1987 and 1994. Named for Dr. Bruce Baxter, University President from 1934-1940.

Belknap Hall

Houses: 75 co-ed residents.
History: Constructed 1961, renovated 1990. Named for Methodist minister Dr. Lewis F. Belknap.

Beta Theta Pi

Houses: 32 fraternity members.
History: Chapter founded 1947.

Bishop Memorial Health Center

Houses: Career Development Center, Counseling, Health Center, Registrar's Office.

History: Constructed 1955. Named for former Board of Trustees member C.P. Bishop and his wife, Fannie Kay.

E.S. Collins Science Center

Houses: Biology, Chemistry, Environmental Science, Physics.

History: Constructed 1941, wing addition 1962, renovated 1981. Named for lumberman E.S. Collins.

Truman Wesley Collins Legal Center

Houses: College of Law.

History: Constructed 1967, renovated and expanded 1992. Named for the alumnus and former chairman of the Board of Trustees.

Delta Gamma

Houses: 48 sorority members.

History: Chapter founded 1945.

Delta Tau Delta

Houses: 31 residents. Fraternity members on first floor; transfer and freshman men on second floor.

History: Chapter founded 1962.

Doney Hall

Houses: 110 co-ed residents.

History: Constructed 1955, wing addition 1967. Named for Dr. Carl Gregg Doney, University President from 1915-1934.

Eaton Hall

Houses: Education, English, History, Philosophy, Religion.

History: Constructed 1909, renovated 1982. Named for A.E. Eaton.

Gatke Hall

Houses: Campus Safety, Purchasing, M.A.T. Program, Academic Grants and Awards.

History: Originally U.S. Post Office; moved to campus in 1938. Named for political science professor Robert Gatke.

Goudy Dining Commons

Houses: Central dining facility.

History: Constructed 1992. Named for Elmer and Grace (Collins, '22) Goudy.

Mark O. Hatfield Library

History: Constructed 1986. Named for the Willamette alumnus, teacher, administrator, and U.S. Senator.



BUILDINGS AND THEIR HISTORIES

Kaneko Hall (TIUA)

Houses: 198 co-ed residents.

History: Constructed 1989.

Kappa Sigma

Houses: 31 fraternity members.

History: Chapter founded 1961.

Lausanne Hall

Houses: 125 co-ed residents (quiet study environment; no smoking), Learning Resources Center.

History: Constructed 1917, renovated 1985. Named for the ship that carried Jason Lee and many of the early Christian Pioneers to the Oregon Territory.

Lee House

Houses: 25 co-ed graduate residents, single rooms.

History: Constructed 1959, remodeled 1983. Named for Jason Lee's daughter, Lucy Anna.

Matthews Hall

Houses: 96 co-ed residents.

History: Constructed 1961, renovated 1989. Named for math professor James T. Matthews.

Seeley G. Mudd Building

Houses: George H. Atkinson Graduate School of Management.

History: Constructed 1975 from a gift made by the Seeley G. Mudd Foundation.

Phi Delta Theta

Houses: 32 residents. Fraternity members on first floor; freshman men on second floor.

History: Chapter founded 1947 and re-established 1991.

Physical Plant

History: Constructed 1946, renovated 1969.

Pi Beta Phi

Houses: 47 sorority members.

History: Chapter founded 1944.

Playhouse

Houses: Kresge and Arena Theatres, Box Office, Theatre Department.

History: Constructed 1923 as a gymnasium, converted to the Theatre 1974, renovated 1977.

George H. Putnam University Center

Houses: Admission, ASWU, Bistro, Bookstore, Cat Cavern, Student Activities, Financial Aid, Information Desk, International and Multicultural Student Advising, Mail Services, Collegian, Wallulah, Jason, Residence Life,

Greek Affairs, Office of Services for Students with Disabilities, V.P. for Student Affairs, and Travel Center.

History: Constructed 1970. Named for long-time Salem newspaper publisher.

Shepard House

Houses: 52 co-ed residents.

History: Constructed 1963 as a sorority house (Alpha Phi), renovated 1993.

Named for Cyrus Shepard, first teacher in the Oregon Mission.

Sigma Alpha Epsilon

Houses: 32 fraternity members.

History: Chapter founded 1949.

Sigma Chi

Houses: 32 fraternity members.

History: Chapter founded 1947.

G. Herbert Smith Auditorium and Fine Arts Building

Houses: 1,250-seat Auditorium, Music Department.

History: Constructed 1955. Named for the University President who served from 1942-1969.

Smullin Hall

Houses: Computer Science, Economics, Mathematics, Political Science, Psychology, Sociology, Speech Communications, and College of Liberal Arts Dean.

History: Constructed 1938, renovated 1988; formerly University library. Named for Willamette alumnus William B. Smullin, a southern Oregon broadcast executive.

Lestle J. Sparks Physical Education and Recreation Center

Houses: Athletic/Physical Education Department, Cone Fieldhouse, Henkle Gymnasium, swimming pool, racquetball courts, and training rooms.

History: Constructed 1974. Named for the Willamette alumnus, professor and coach who served the school from 1916-1979.

Tokyo International University of America (TIUA)

Houses: TIUA Administration Offices and classrooms.

History: Constructed 1989.

University Apartments (Haseldorf)

Houses: 41 co-ed residents.

History: Acquired 1987.

BUILDINGS AND THEIR HISTORIES



BUILDINGS AND THEIR HISTORIES

CAMPUS SAFETY

University House

Houses: Summer Conferences, Law Clinic, Oregon International Council, Salem Chamber Orchestra, and Institute for Continued Learning.

History: Moved to campus 1938. Former home of University President G. Herbert Smith.

Waller Hall

Houses: Business Office, Copy Center, Telephone Service, V.P. for Financial Affairs, Cone Chapel, Chaplain's Office, Willamette Room, Methodist Archives, Word Processing, Alumni Affairs, Development, V.P. for University Relations, News & Publications, V.P. for Academic Administration, and President's Office.

History: Constructed 1867, renovated 1989. Named for the Rev. Alvan Waller, who raised funds for the building, it is the oldest standing facility on campus.

Walton Hall

Houses: Foreign Languages, Language Learning Center.

History: Constructed 1967. Named for financier William S. Walton.

Willamette International Studies House (WISH)

Houses: 37 co-ed residents. Focus on foreign languages and cultures.

History: Constructed 1965, as a sorority house (Chi Omega).

York House

Houses: 30 co-ed residents.

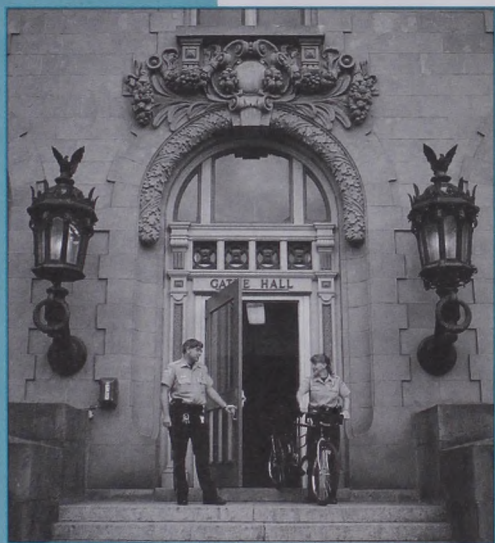
History: Constructed 1959, remodeled 1988. Named for Emily J. York, Willamette's first graduate, Class of 1859.

CAMPUS SAFETY

Gatke, phone 6911, 24-hour hotline
Ross C. Stout, Director

Campus Safety's goal is to ensure a safe and secure environment that allows the academic achievement and advancement of students. The staff provides assistance, information and advice on crime prevention, fire safety, parking, and other information regarding campus security issues. Safety officers will intervene in social activities only when behavior

becomes destructive, hazardous, or bothersome to others. Campus Safety provides other useful services such as campus escorts, vehicle jump-starts, assistance with lockouts, etc. Call x6911 if you are suspicious of any person or incident and believe a problem may occur.



CAREER DEVELOPMENT CENTER

Bishop, phone 6471

Nancy M. Norton, Career Development Coordinator

The Career Development Center provides a wealth of information concerning career options/choices, decision-making, how-to's, job listings, and graduate school possibilities. Additionally, the Center houses SIGI+ (a computerized career assistance tool) and offers interest-testing.

Regular workshops are offered throughout the school year to assist with writing resumes, cover letters, personal statements, graduate school applications, graduate entrance exam preparation, determining a major, job searches, and interviewing. The Career Center also provides Credential Files, serving as a student's "central collection agency" for letters of recommendation, current resumes, course listings, etc.

Each semester, alumni come to campus to discuss their careers based on their majors. Anyone may attend. Juniors are encouraged to participate in November's Alumni Career Mentor Day.

Every February the Career Center, in cooperation with the Oregon Liberal Arts Placement Consortium, participates in a two-day Career Information and Job Fair. Students can talk and even interview with employers for summer, internships, and full-time job possibilities. The 1995 Fair will be February 14 and 15.

CAT CAVERN

University Center, phone 6407

The Cat Cavern's snack bar is open weekdays, 8:00 a.m. to 3:00 p.m. Available in the Cat are hot meals, cold sandwiches, salad bar, and a wide choice of beverages. The Cat is a wide-open space which provides a pleasant atmosphere for eating, studying, and socializing.

OFFICE OF THE CHAPLAIN

Waller Hall, phone 6213

Charles I. Wallace, Jr., University Chaplain

Since Willamette University recognizes the significance of religion in personal and social life, one of the functions of the Office of the Chaplain is to offer a wide variety of opportunities which foster spiritual growth and understanding, as well as religious commitment and action.

The Chaplain sponsors the University Convocation series, worship services, retreats, speakers, and films. The office also provides counseling, advises a discussion group ("The Seekers"), and serves as University liaison with

CAREER
DEVELOPMENT
CENTER

CAT CAVERN

CHAPLAIN

CHAPLAIN

CLUBS AND ORGANIZATIONS

various denominational and para-church ministries on campus. Worship services in Cone Chapel, located in Waller Hall, are rooted in Willamette's Methodist heritage, but are ecumenical in nature and open to students of all denominations and faiths. Cone Chapel is open mornings for private prayer and meditation.

Students are invited to make use of the third-floor work room and library weekdays and Monday through Thursday evenings. The collection includes theological and biblical resources, seminary catalogs, and current religious periodicals.

CLUBS AND ORGANIZATIONS

Affiliation Procedure

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. Recognized student organizations are entitled to certain privileges including, but not limited to, the ability to seek ASWU funding and reserve Willamette University facilities at no charge. In order for a student group 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 Willamette University students.
4. The organization must have a current constitution on file with the Office of Student Activities.
5. In the initial year that any given student group seeks official recognition, the group must provide the Office of Student Activities with a petition signed by at least ten students who indicate an interest in becoming a member of the student organization.
6. In order to maintain standing as an officially recognized student organization, the leader(s) of the organization must do the following:
 - a. Complete a new Organizational Affiliation Policy, listing new officers.
 - b. Provide a copy of a new constitution if any changes have been made.
 - c. Meet with a representative of the Student Activities Office to discuss the goals and structure of the organization.

For complete information and forms regarding official student organization affiliation, stop by the Office of Student Activities in the University Center.

Directory of Student Organizations

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.

ACADEMIC AND HONORARY ORGANIZATIONS

Alpha Kappa Nu

Advisor: Paul Olsen, x6206, Registrar's Office

Alpha Kappa Nu is a recognition society. Membership is limited to the top 10 percent of the graduating class or those who graduate *Summa, Magna* or *Cum Laude*.

Alpha Lambda Delta

Advisor: Sam Hall, x6118, D-143

Contact: Anne Marie Turner, C-124

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

Dobro Slovo

Advisor: Magda Schay, x6015, D-196

Dobro Slovo recognizes excellence in the study of Slavic languages and literature. Members of this honor society promote interest in Russian activities.

Mortar Board

Advisors: Todd Hutton, x6374, Academic Administration;

Tony Noble, x6463, Student Activities

Contact: Jennifer Reinke, G-144

As a national honorary society, Mortar Board recognizes seniors for superior scholarship, leadership, and service to the University.

Mu Phi Epsilon

Advisor: Carole Stewart, x6255, Music Department

Contact: Kirsten Swanson, F-360

Mu Phi Epsilon is a professional fraternity which encourages high scholastic and musical performance. It is open to all music majors and minors.

CLUBS AND ORGANIZATIONS

CLUBS AND ORGANIZATIONS

Omicron Delta Kappa

Advisor: Chris Simmons, x6303, Admission

Contact: Lydia Lannan, F-189

ODK recognizes outstanding accomplishments of campus leaders in all areas of campus life and creates a forum where students and faculty can meet to discuss campus concerns.

Order of Omega

Advisor: Anita Stacey, x6892, Residence Life

This is a national honorary society, open to juniors and seniors, which recognizes Greek students who have excelled in academics, campus involvement, and community service.

Phi Delta Kappa

Advisor: Rich Biffle, x6294, D-118

Phi Delta Kappa is a professional post-graduate organization. Students must receive faculty endorsement for membership. It is composed of professionals throughout the Willamette Valley.

Phi Eta Sigma

Advisor: Sam Hall, x6118, D-143

Phi Eta Sigma honors and recognizes exceptional scholastic achievement. It also seeks to emphasize those personal qualities which 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.

Pi Kappa Lambda

Advisor: Richard Stewart, x6378, D-201

Contact: Teresa Hudkins, x6303, Admission

Membership in Pi Kappa Lambda requires outstanding scholastic achievement and musical performance ability.

Psi Chi

Advisor: Loren McBride, x6425, D-178

Contact: Teresa Bunch, H-110

Psi Chi is a national scholastic honorary organization for those majoring in psychology.

Psi Xi Phi

Advisor: William Smaldone, x5440, D-213

The purpose of Psi Xi Phi is to continue and to advance the study of conventional and non-traditional forms of history. It serves to unify the professors and students of the Willamette University Department of History through a social and academic atmosphere.

EDUCATIONAL AND SERVICE ORGANIZATIONS

Best Buddies of Willamette

Advisor: Ron Krabill, x6463, Student Activities

Contact: Nancy Deister, E-235

This program pairs college students with people who have mental retardation/developmental disabilities. The primary goal is to promote one-on-one friendships. There are also group outings and discussions.

Cartoon Club

Advisor: Ron Krabill, x6463, Student Activities

Contact: Carol MacIlroy, B-129

The Cartoon Club seeks to offer students of Willamette University a weekly opportunity to interact with the children staying at the Salem Outreach Shelter.

Economics and Business Economics Student Association (SECONA)

Advisor: Jerry Gray, x6307, D-119

Contact: Todd Gregory, F-349

The purpose of SECONA is to foster contemporary thought in the fields of Economics and Business Economics. This is done by providing professional opportunities and stimulating intellectual and social activities to its members.

Edelweiss

Contact the Office of Student Activities, x6463

The primary purpose of Edelweiss is to promote the culture and language of German-speaking countries in the Willamette community and in Salem through traditional activities and customs.

English Majors Club

Advisor: Frann Michel, x6389, D-101

The English Majors Club plans activities related to the English field and disseminates information to its members concerning guest speakers, authors, and the Ashland Shakespearean Festival.

Habitat for Humanity

Advisor: Ron Krabill, x6463, Student Activities

Contact: James Brown, B-203

This organization is an ecumenical Christian ministry with the goal of eliminating poverty housing and homelessness. This campus group seeks to work with local Habitat-affiliated projects toward this goal.

Mentor Program

Advisor: Ron Krabill, x6463, Student Activities

Contact: Marybeth Miller, B-107

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

CLUBS AND ORGANIZATIONS

Model United Nations

Advisor: Suresht Bald, x6261, D-177

Participants of Model United Nations research and prepare for conferences with other schools across the nation.

Phi Alpha Delta Pre-Law Fraternity

Advisor: Sammy Basu, x6264, D-127

Contact: Jan Muranaka, E-153

This organization provides a forum for students interested in learning more about the legal profession. Activities include guest speakers and group discussions on the social impact of contemporary legal issues.

Spanish Club

Advisor: Marta Gavilanez-Uggen, x5306, Spanish Department

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

Students Against Rape Together (StART)

Advisor: Deborah Loers, x6471, Counseling Center

Contact: Barb Weber, C-145

The purpose of this organization is to provide a means for students who are concerned about campus rape issues to meet, discuss, and plan events to increase awareness of these issues and effect change on the Willamette campus.

Students Concerned About Rapid Environmental Destruction (SCARED)

Advisor: Todd Silverstein, x5359, D-125

Contact: Nicole Michel, A-213

SCARED is made up of Willamette students committed to the earth and its preservation. The group's main goal is to encourage and facilitate environmental awareness and responsibility in the campus community.

Students Understanding Disabilities Involved with Encouraging Success (StUDIES)

Advisor: Joyce Greiner, x6265, Student Affairs

Contact: Jonica Hogenson, A-194

The purpose of StUDIES is to educate Willamette faculty and students through meetings and programs on issues concerning learning disabilities. StUDIES also provides a forum for students to share ideas, suggestions, and knowledge about these issues.

MULTICULTURAL ORGANIZATIONS

American Indian Student Association

Advisor: Joyce Greiner, x6265, Student Affairs

Through cultural events such as films, pow wows, traditional art displays, and story-telling, the American Indian Student Association promotes Indian education issues.

Asian Association

Advisor: Rich Shintaku, x6212, Residence Life

Contact: Jolene Yee, A-206

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 and educational programs.

Black Student Organization

Advisor: Rich Biffle, x6294, D-118

Contacts: Dorcas Brown, C-182;

Dyan Watson, F-145

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

Hawaii Club

Advisor: Teresa Hudkins, x6303, Admission

This club provides a support group for students from Hawaii and those interested in learning about the culture and spirit of Hawaii.

Unidos Por Fin

Advisor: Joyce Greiner, x6265, Student Affairs

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

Willamette International Student Association (WISA)

Advisor: Donna McElroy, x5404, Student Affairs

Contact: Mamiko Tateishi, E-324

WISA provides support for international students to assist them in integrating into the Willamette University community. This association provides opportunities for international awareness through the International Extravaganza, International Dinner, and coffee hours, as well as an opportunity for U.S. students to become involved in international activities.



CLUBS AND ORGANIZATIONS

CLUBS AND ORGANIZATIONS

PERFORMING ARTS ORGANIZATIONS

Chamber Choir

Advisor: Wallace Long, x6320, D-167

Contact: Colin Folawn, G-118

The Chamber Choir is a 36-voice ensemble open by audition to all Willamette University students and engages in extensive touring as well as frequent on-campus performances. Rehearsals are held three times weekly. Members must have significant experience in singing and are required to audition for entrance.

Male Ensemble Willamette

Advisor: Wallace Long, x6320, D-167

Contact: Colin Folawn, G-118

This group is to help encourage men campus-wide to consider singing as a curricular activity which can add breadth and depth to their Willamette experience.

Willamette Jazz Ensemble

Advisor: Tom Wakeling, x6255, Music Department

The Willamette Jazz Ensemble is a curricular class which explores, studies, rehearses, and regularly performs music for off-campus audiences and the students of Willamette University. The Ensemble also hosts the Willamette Jazz Festival in February.



Willamette Singers

Advisor: Wallace Long, x6320, D-167

Contact: Colin Folawn, G-118

Composed of 12 vocalists, piano, bass and drums, the Willamette Singers concentrates on vocal jazz and is open to all Willamette students. Willamette Singers rehearse three times weekly and perform several times per semester on-campus, off-campus, and on regional tours. Members must

have significant experience in singing and/or instrument playing and are required to audition for entrance.

Willamette University Wind Ensemble

Advisor: Gaylon Bledsoe, x6255, Music Department

Contact: Alaina Wood, B-234

The Wind Ensemble is a Music Department curricular offering. Membership is open, by audition, to all Willamette students with a band background. The group rehearses three days a week and performs several times per semester on-campus, off-campus, and on regional tours.

Women's Choir

Advisor: Wallace Long, x6320, D-167

Contact: Colin Folawn, G-118

This group is to help encourage more women campus-wide to consider singing as a curricular activity which can add breadth and depth to their Willamette experience.

PRINT MEDIA ORGANIZATIONS

Collegian

Advisor: John McMillan, x6455, English Department

Contact: Erik Holm, G-121

The Collegian promotes skills in journalism while producing Willamette's weekly student newspaper.

Darkroom

Contact: Mark Friel, B-294

The darkroom provides pictures for the yearbook, newspaper, and photographs for other Willamette organizations.

The Jason

Contact: Eric Mulder, G-153

The Jason is Willamette's literary and arts magazine. It contains poetry, prose, and visual artwork and is published each spring.

Wallulah

Advisor: Bill Braden, x6233, D-111

Contact: Mark Knepper, G-245

The *Wallulah* is Willamette's school yearbook. Involved in the *Wallulah's* production are theme development, design layout, page arrangement, and personal interviews.

RELIGIOUS ORGANIZATIONS

Campus Ambassadors Christian Fellowship

Advisor: Dan Barram, 364-4522

Contacts: Sarah Zollner, A-231; Jeff Poush, B-136

Campus Ambassadors seeks to encourage Willamette community members to integrate Christ into their lives through monthly celebrations, speakers, retreats, and famine relief projects.

Fellowship of Christian Athletes

Contact the Office of Student Activities, x6463

This organization meets weekly for a variety of programs and social functions, focusing on the special spiritual needs of the athletic community.

CLUBS AND ORGANIZATIONS

InterVarsity Christian Fellowship

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Shanti Young, A-217

IVCF provides a context for Christian nurture and evangelical witness for anyone within the Willamette community.

Jewish Students Union

Advisor: Charlie Wallace, x6213, Office of the Chaplain

This organization meets for fellowship and celebration of Jewish holidays and festivals and maintains a link with Salem's synagogue, Temple Beth Shalom.

Latter Day Saints Student Association (LDSSA)

Advisor: G. Dale Weight, x6440, Atkinson School

LDSSA exists to assist students at Willamette University in balancing their academic, social, cultural, and religious education. This is accomplished by providing gospel study, social, and cultural activities for the LDS students at Willamette University.

Newman Community

Advisor: Reverend Liam Cary, 581-1623

Newman Community is the Catholic apostolate to Salem area university students and offers spiritual, intellectual, and social support for men and women within a Catholic/Christian framework.

Rejoice!

Advisor: Charlie Wallace, x6213, Office of the Chaplain

This organization holds weekly meetings for singing and Christian fellowship.

Seekers

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Dave Lutz, G-250

Seekers is a faith-based Christian community committed to study of the Bible and other texts, action for peace and justice, individual growth, and worship.

Willamette International Christian Fellowship

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Suat Ping Khoo, F-114

A Christian friendship organization that offers services to international students of all religions and nationalities and introduces Americans to international students in hopes of building friendships and a "home away from home." Willamette International Christian Fellowship offers Bible studies, social activities, outings, conferences, and help of various sorts that may be needed by the international student.

SOCIAL AND SUPPORT ORGANIZATIONS

Amnesty International

Advisor: George Struble, x6122, D-204

Contact: Kirk Masterson, B-241

The purpose of Amnesty International is to create an awareness among Willamette University faculty and students of human rights abuses, and to actively pursue the cessation of human rights abuses, as set out by Amnesty International. Activities include lectures, discussions, movies, letter drives, and other events.

Campus Democrats

Advisor: David Douglass, x6300, D-189

Contact: D'Mitri Palmateer, F-370

This organization will work to help promote overall awareness both on and around Willamette University of politics and will help to encourage political activism and participation through the mobilization and motivation of students.

Circle K

Advisor: Ron Krabill, x6463, Student Activities

Contact: Amber Lowitz, F-127

Circle K serves the Willamette University campus and community and provides opportunities to develop leadership skills.

College Republicans

Advisor: Jim Frew, x6232, D-144

Contact: J.L. Wilson, G-226

This organization promotes the principles of the Republican party among the students at Willamette University. Club members develop political and leadership skills that will prepare them for future service to the party and the community.

Interfraternity Council (IFC)

Advisor: Anita Stacey, x6892, Residence Life

Contact: Morgan Allen, F-131

The Interfraternity Council is a governing body of the existing fraternities on the Willamette Campus. IFC sponsors a formal rush and several other activities throughout the year.

Lesbian, Gay, Bisexual Alliance (LGBA)

Advisor: Ryan Tarpley, x6212, Residence Life

Contacts: Shannon Rose, B-115; Max Garbutt, C-268

The Willamette LGBA 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.

CLUBS AND ORGANIZATIONS

CLUBS AND ORGANIZATIONS

Non-Traditional Students Association

Advisor: Linda Heuser, x6915, D-225

Contact: Stacie Joyce, F-355

This organization is a support group for older-than-average students, married students, and students with children. The club meets regularly to discuss issues such as commuting, child care, stress and time management, and balancing family issues with school.

Panhellenic Council

Advisor: Anita Stacey, x6892, Residence Life

Contact: Kate Kenski, B-277

“We, the fraternity women of America, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service through mutual respect and helpfulness is the tenet by which we strive to live (National Panhellenic Conference).” The Panhellenic Council is the representative body for the sororities on the Willamette campus.

Residence Hall Association (RHA)

Advisor: Rich Shintaku, x6212, Residence Life

Contact: Thea Wilmarth, A-246

RHA is made up of the presidents and representatives of the residence halls and the University apartments. It is the representative body for those living in independent campus residences. RHA plans and sponsors campus-wide programs, forums, and social events which enrich life at Willamette/TIUA.

Student Discussion Consortium

Contact the Office of Student Activities, x6463

SDC provides seniors and others in the Willamette University community the opportunity to partake of meaningful discussions concerning issues which face students today.

Womyn's Center

Advisor: Joyce Greiner, x6265, Student Affairs

Contact: Teresa Panepinto, A-185

The Womyn's Center was created to explore issues of feminism and traditional roles and to promote better understanding of gender through speakers, films, and discussion groups. Participants have become involved in Women's History Month, International Women's Day, health issues, and community affairs.

SPORTS AND RECREATIONAL ORGANIZATIONS

Foil Fencers

Advisor: James Ciaramitaro, x6420, Athletic Department

Contact: Marc Russell, B-161

This club promotes and preserves standard foil fencing and provides an environment where competent fencers of all skill levels and disciplines can gather and fence.

Indoor Soccer Club

Advisor: Brad Victor, x6392, Athletic Department

This club exists for the enjoyment of and participation in the sport of indoor soccer in an effort to add to the Willamette University life experience.

Lacrosse

Advisor: Bill Trenbeath, x6420, Athletic Department

Contact: Tommy Williams, F-109

The Lacrosse organization is coordinated by students who compete against PAC 10 schools such as Oregon, Washington and Washington State, as well as against smaller colleges in the region.

Racquetball Club

Contact the Office of Student Activities, x6463

Willamette Racquetball promotes the pastime of racquetball at all skill levels and provides the Willamette community the opportunity to participate in racquetball at social, intraclub, and intercollegiate levels, and in local, state and national competitions.

Rugby Team

Contact: David Larmouth, A-247

The Rugby Team provides the Willamette student community with a nationally recognized collegiate sport. The Willamette University Rugby Team will play various universities throughout Oregon and Washington. The game requires many people so there are positions available for people of all sizes and shapes. The season runs from October through May.

Volleyball Club

Advisor: Dave Wong, x6257, Athletic Department

Contact: Casey Sims, A-212

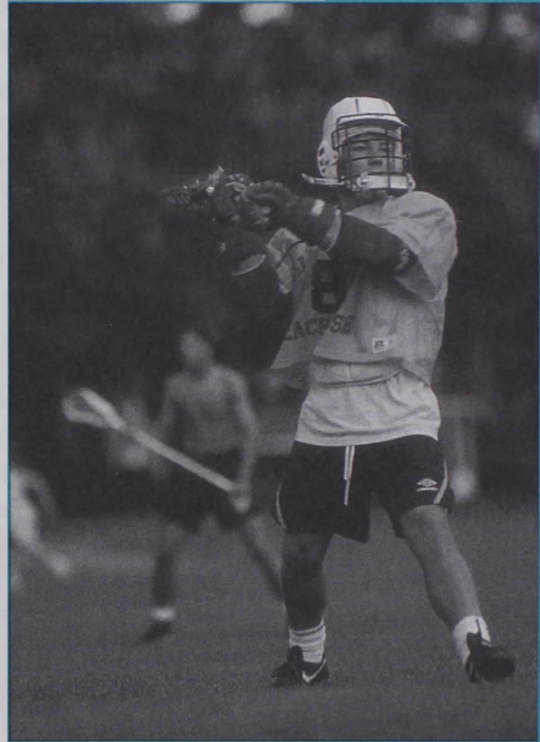
This club provides the opportunity to practice and learn volleyball skills and compete against other schools and clubs in tournaments and matches.

Water Polo Club

Advisor: Skip Kenitzer, x6257, Athletic Department

Contact: Pat Chapman, B-239

The Water Polo Club trains and competes competitively in water polo matches.



CLUBS AND ORGANIZATIONS

COLLEGE OF LIBERAL ARTS, DEAN

COMMUNITY OUTREACH PROGRAM

Willamette Crew

Advisor: Peter Harmer, x6470, Athletics Department

Willamette Crew facilitates the sport of crewing and fosters intercollegiate competition.

Willamette Outdoors Club

Advisor: Bruce Arnold, x6004, WITS

Contact: Tor Bell, A-213

Willamette Outdoors provides opportunities for students to explore and appreciate outdoor activities throughout the Pacific Northwest.

Willamette University Soccer Club

Contact the Office of Student Activities, x6463

The purpose of this club is to gather Willamette students and faculty together to play soccer.

OFFICE OF THE DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin, phone 6285

Lawrence D. Cress, Dean

Robert E. Hawkinson, Associate Dean

This office is responsible for implementing academic programs proposed by the various campus and faculty committees. The Undergraduate Research Program, domestic off-campus programs (e.g., Washington Semester) and Willamette's student internships are coordinated through this office.

COMMUNITY OUTREACH PROGRAM

University Center, phone 6463

Ron Krabill, Assistant Director of Student Activities for Community Outreach

The Community Outreach Program, part of the Office of Student Activities, provides five central services to students and the community:

1. a resource center for individuals interested in volunteering, providing site placements and advice for experiences ranging from one hour to three years, across the street to across the globe;
2. coordination of one-time projects, providing assistance to residence halls, fraternities, sororities, clubs, etc., interested in community service;
3. coordination of ongoing projects, providing training and support to the student leaders of eleven projects, with more than 200 students involved for a minimum of one hour per week;

4. integration of service-learning throughout the curriculum, creating a stronger link between academics and service, and
5. exploration of deeper social issues behind community service, through newsletters, articles in other publications, forums, speakers, etc.

Over the past three years, the Community Outreach Program has provided over 30,000 volunteer hours to the community, with more than one third of the undergraduate students participating in the program on some level.

Opportunities for ongoing involvement include the Elementary Mentoring Project, Devereaux Library Tutoring Project, Salem Outreach Shelter, Habitat for Humanity, Best Buddies and more.

In addition, the Community Outreach Program offers the opportunity to participate in service projects during academic breaks. In the past, these projects, dubbed "Alternative Breaks," have been held in Portland, Salem, Los Angeles, San Francisco, Woodburn, Warm Springs, and Seattle.

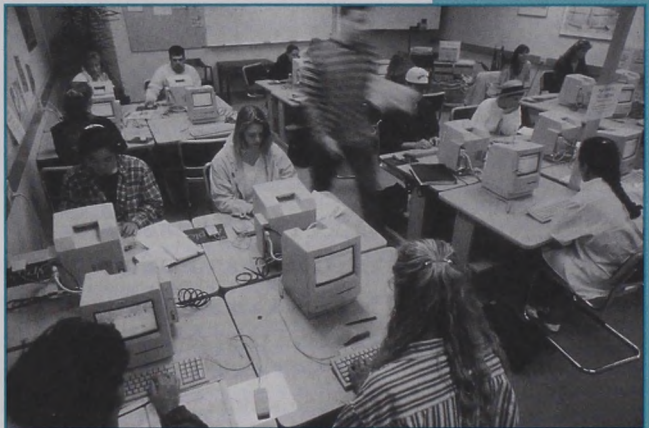
The mission of the Community Outreach Program is to encourage and facilitate community involvement in an effort to improve the quality of life for the greater Salem community and to help the Willamette community become more aware of the needs and issues facing our society.

COMPUTERS

WITS ACADEMIC COMPUTING/ USER SERVICES

Smullin 101, phone 6004
**Keiko Pitter, Director, Academic
Computing/User Services/
Telecommunication**

The Willamette Integrated Technology Services (WITS) Academic Computing is responsible for the management of general access microcomputer facilities on campus, the administration of the campus-wide computer network, and support and training on the use of computer equipment and the network. This office provides students with computer accounts on the network. Students and faculty can also obtain individual consultation on various uses of technology.



COMMUNITY
OUTREACH
PROGRAM

COMPUTERS

COMPUTERS

COPY CENTER

MICROCOMPUTER LABS

Smullin Hall, phone 5441
Keiko Pitter, Director

The wide variety of computing resources made available in Smullin Hall encourages the integration of educational technology and learning.

The general access lab in **Smullin 119** houses 26 computers composed of PCs, Macintosh computers, a SUN Sparc station, and an Xterminal, as well as laser printers. This lab is accessible 24 hours a day, 7 days a week. Lab assistants are on duty 8 a.m. through 11 p.m.

Adjacent to the general access lab is a high tech room containing multimedia-ready Macintoshes and PCs, equipped with CD drive, sound card, video card, and speakers. The room also houses a laser disc player and a scanner. This room is accessible while the lab assistants are on duty.

The Writing Center in **Smullin 118**, a joint undertaking by WITS Academic Computing and the English Department to promote collaborative writing, is equipped with 21 Macintosh computers. This room is open for general use when not occupied by a class.

The Electronic Classroom located in **Smullin 129** is equipped with 25 PCs, which are also available to all students outside class time.

All computers are networked to appropriate file servers with access to a variety of software as well as to the campus network and the Internet. All students have accounts on the network. To activate an account, login to the network as *new* in one of the microcomputer labs. For assistance, contact a lab assistant or **WITS Academic Computing, Smullin 101**.

COPY CENTER

Waller Hall, phone 6717
Pat A. Archambault, Supervisor

The Copy Center prints nearly all the one-color printing on campus. The Center can print red, green, blue, and black on a variety of paper colors, stocks, and sizes. The Center also folds, collates, cuts, staples, punches holes, spiral binds, hot binds booklets, and makes notepads. The Center is able to reproduce photos extremely well and enlarge up to 17 x 22 inches. Please stop by and see samples. Personal printing is available. Most jobs are finished the same day. The Copy Center offers two deliveries of departmental work per day at 9:30 a.m. and 2:30 p.m.

COUNSELING CENTER

Bishop, phone 6471

Deborah L. Loers, Director

The Counseling Center offers a wide range of free services to students to help them receive the most from their college experience and life at Willamette.

A licensed, professional staff offers therapy and consultations for individuals, couples, or small groups to discuss a wide variety of subjects. Concerns may include stress, relationship problems, academic problems, grief and loss, sexuality, confusion or indecision about a personal choice, or any other problem a person is encountering. Evaluation for medication is also available.

Specialized groups led by the staff are available in the areas of eating disorders, chemical dependency, adult children of alcoholics, parental divorce, and sexual abuse. These groups allow students to discuss their concerns in a safe place and to learn from each other.

Call for an appointment or for more information. The staff can also help a student find an appropriate therapist in the Salem community.

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES

University Center, phone 6265

Joyce A. Greiner, Director

Willamette University is committed to ensuring that all students have equal access to academic and social programs. The Office of Services for Students with Disabilities (OSSD), located on the third floor of the Putnam University Center, is a resource center for all students with disabilities. Other resource persons include Judy O'Neill, Atkinson Graduate School of Management, and Kathy Graham, College of Law. Services include, but are not limited to, orientation to the University, assistance with priority registration, counseling, academic assistance, adaptive equipment, and advocacy for any disability-related issues.

COUNSELING CENTER

DISABILITIES SERVICES



DISPUTE RESOLUTION

CENTER FOR DISPUTE RESOLUTION

Law School, 4th floor, phone 6046
Professor Richard Birke, Director

The Willamette University Center for Dispute Resolution (CDR) is a unique academic institution with a primary emphasis on the study of the theory and practice of effective conflict resolution. The CDR is multi-disciplinary, combining traditional legal scholarship with works in fields such as psychology, economics, and organizational behavior. In addition, the CDR is involved in all aspects of dispute resolution, from the highest levels of academic abstraction to the practical problems faced by government or business lawyers or parents in a divorce.

The CDR exists to teach students, to produce and sponsor research, and to act as a forum for dialogue about the nature and practice of disputing. Teaching takes the form of law school classes (for example, Negotiation, Mediation, and Arbitration) and occasional seminars and speeches by CDR personnel. Research programs include sponsored fellowships, direct support of projects, and faculty scholarships. Dialogue and outreach efforts include conferences, speakers on campus, and programs that apply academic dispute resolution techniques to existing real-world problems, such as violence in schools or custody disputes.

As the number and complexity of disputes continues to grow, it becomes increasingly important to understand the nature of conflict and to study and implement effective ways to resolve disputes. The goal of the CDR is to provide avenues to members of the Willamette community to work towards a higher level of understanding and mastery of existing and potential methods of conflict resolution. Many programs are in place and many others are poised to start in the 1994-95 academic year. These new programs will create even more opportunities for Willamette students, faculty, and others to be part of a unique enterprise, the only academic center in the Pacific Northwest that exists solely to increase understanding of conflict and dispute resolution.

FINAL EXAM SCHEDULE

FALL 1994

Class Time

Final Exam Time

If your class meets three or four days a week from:

8:00-9:00 a.m. or 8:00-8:50 a.m.	Tuesday, Dec. 13, from 8-11 a.m.
9:10-10:10 a.m. or 9:10-10:00 a.m.	Saturday, Dec. 17, from 8-11 a.m.
10:20-11:20 a.m. or 10:20-11:10 a.m.	Friday, Dec. 16, from 8-11 a.m.
11:30 a.m.-12:20 p.m.	Monday, Dec. 12, from 8-11 a.m.
12:30-1:30 p.m. or 12:30-1:20 p.m.	Tuesday, Dec. 13, from 2-5 p.m.
1:40-2:40 p.m. or 1:40-2:30 p.m.	Thursday, Dec. 15, from 2-5 p.m.
2:50-3:50 p.m. or 2:50-3:40 p.m.	Saturday, Dec. 17, from 2-5 p.m.

If your class meets on Tuesday and Thursday from:

9:40-11:10 a.m.	Monday, Dec. 12, from 2-5 p.m.
11:30 a.m.-1:00 p.m.	Friday, Dec. 16, from 2-5 p.m.
1:40-3:10 p.m.	Thursday, Dec. 15, from 8-11 a.m.
3:20-4:50 p.m.	Saturday, Dec. 17, from 7-10 p.m.

If you have an evening class on:

Monday	Monday, Dec. 12, from 7-10 p.m.
Tuesday	Tuesday, Dec. 13, from 7-10 p.m.
Wednesday	Friday, Dec. 16, from 7-10 p.m.
Thursday	Thursday, Dec. 15, from 7-10 p.m.

SPRING 1995

If your class meets three or four days a week from:

8:00-9:00 a.m. or 8:00-8:50 a.m.	Saturday, May 6, from 8-11 a.m.
9:10-10:10 a.m. or 9:10-10:00 a.m.	Monday, May 8, from 8-11 a.m.
10:20-11:20 a.m. or 10:20-11:10 a.m.	Tuesday, May 9, from 8-11 a.m.
11:30 a.m.-12:20 p.m.	Friday, May 5, from 8-11 a.m.
12:30-1:30 p.m. or 12:30-1:20 p.m.	Friday, May 5, from 2-5 p.m.
1:40-2:40 p.m. or 1:40-2:30 p.m.	Monday, May 8, from 2-5 p.m.
2:50-3:50 p.m. or 2:50-3:40 p.m.	Wednesday, May 10, from 8-11 a.m.

If your class meets on Tuesday and Thursday from:

9:40-11:10 a.m.	Monday, May 6, from 7-10 p.m.
11:30 a.m.-1:00 p.m.	Friday, May 10, from 2-5 p.m.
1:40-3:10 p.m.	Thursday, May 6, from 2-5 p.m.
3:20-4:50 p.m.	Saturday, May 9, from 2-5 p.m.

If you have an evening class on:

Monday	Monday, May 8, from 7-10 p.m.
Tuesday	Tuesday, May 9, from 7-10 p.m.
Wednesday	Wednesday, May 10, from 7-10 p.m.
Thursday	Friday, May 5, from 7-10 p.m.

If your class meets at any other time, you will need to contact your instructor regarding Final Exam times.

FINAL EXAM SCHEDULE

**FINANCIAL
AFFAIRS AND
PERSONNEL**

**FINANCIAL
AID**

**GREEK
SYSTEM**

FINANCIAL AFFAIRS AND PERSONNEL OFFICE

Waller Hall, phone 6210

Brian W. Hardin, Vice President for Financial Affairs

The Financial Affairs Office oversees the Physical Plant, Accounting and Finance, Personnel, Word Processing, Mail Services, Copy Center, Purchasing and the Bookstore. In addition, this office handles long distance telephone bills, student health insurance claims and Thetford Lodge reservations.

FINANCIAL AID OFFICE

University Center, phone 6273

James S. Woodland, Director

Financial aid is awarded in the form of scholarships, grants, loans, and work study in packages that the Financial Aid Office determines will best meet the needs of the student. The University distributes financial aid on the basis of need with some exceptions based on academic excellence and/or activity achievement. Each applicant must have a completed Free Application for Federal Student Aid (FAFSA) Form on file to establish need. The FAFSA Form must be renewed each year in early February to receive aid for the next school year.

THE GREEK SYSTEM: FRATERNITIES AND SORORITIES ON CAMPUS

University Center, Main Lobby, phone 6892

**Anita L. Stacey, Coordinator of Greek Affairs,
Office of Residence Life**

There are six national men's fraternities and three national women's fraternities (sororities) at Willamette. These organizations make up what is referred to as the Greek system. Members join these organizations for a variety of reasons such as friendship, leadership opportunities, philanthropic and service opportunities, scholastic support, and a sense of belonging in a close knit, family-like atmosphere. Membership is for a lifetime. After members have graduated from college, membership in their organization and opportunities for advancement and networking continue.

The process of selecting a fraternity or sorority for membership is often referred to as "rush." This is an organized event which brings individuals interested in learning more about the Greek system together with members of each of the organizations. It is a mutual selection process and no one is guaranteed an offer for membership in an organization. Rush can also be an informal, casual event in which a person is invited to become a member of a particular group that s/he has become acquainted with.

The Interfraternity Council (IFC) and Panhellenic Council (PHC) are the governing bodies for the men's and women's fraternities, respectively. While each chapter is independent of another, IFC and PHC create activities and programs for the entire Greek and Willamette community, as well as broader leadership opportunities on campus.

The women's fraternities have been on Willamette's campus for over 50 years. Alpha Chi Omega and Pi Beta Phi were established in 1944 and Delta Gamma was chartered in 1945. Each chapter has a membership total of between 70-80 women. Each sorority has a unique chapter house that is university owned, but operated by local alumnae in association with the collegiate members. The 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. Alpha Chi Omega and Delta Gamma each house 48 members, Pi Beta Phi houses 46.

The men's fraternities are housed in the residence halls. Each chapter has its own wing and brings its own style to its living quarters. Phi Delta Theta, originally chartered in 1946 at Willamette, went through a reorganization period and was rechartered in 1991. Beta Theta Pi and Sigma Chi were founded in 1947. Sigma Alpha Epsilon came on in 1949; Kappa Sigma in 1961; and Delta Tau Delta in 1962. Each chapter has a Fraternity House Director, employed by the University's Office of Residence Life, who lives in the chapter and assists with programming, conduct, and leadership development.

Fraternity/Sorority Membership for First Year Students

First year students may not join a fraternity or sorority until Spring Semester. First year students joining a fraternity or sorority chapter may move into the chapter house Fall Semester of the following year. Exceptions include first year students who have joined an organization replacing members away from campus for the Spring Semester because of participation in the following Willamette University sponsored programs: foreign study, exchange programs, December graduation.

HEALTH CENTER

Bishop, phone 6062
Deborah L. Loers, Director

The Health Center provides health and illness care for all Willamette students. The professional staff treat acute illnesses and injuries and refer students to community health care professionals when necessary.

Health maintenance services are provided such as physical examinations, pap smears, birth control, and blood-pressure monitoring. Health education is offered for individuals and groups, and a wide variety of pamphlets are available in the waiting room. A self-care area offers a limited supply of Tylenol, aspirin, decongestants, and bandaids.

**GREEK
SYSTEM**

**HEALTH
CENTER**

HEALTH CENTER

INTERNATIONAL STUDENT AND FACULTY SERVICES

LANGUAGE LEARNING CENTER

LEARNING RESOURCE CENTER

There is no charge to students, regardless of their insurance status, for examinations performed at the Health Center. Fees are charged for lab work, prescriptions, and some supplies.

Appointments should be made in advance, but urgent problems will be seen immediately.

When the Health Center is closed students may go to Salem Hospital Emergency Room, 665 Winter St. SE, 370-5238 or to an urgent care clinic: Immediate Care and Medical Clinic, 3777 Commercial SE, 588-9026 or Urgency Care Clinic, 1880 Lancaster Drive, 581-1113.

(Special Note on insurance: All students not covered by medical insurance are strongly urged to purchase accident and sickness insurance available through the University. Information about this plan may be obtained from the Business Office.)

OFFICE OF INTERNATIONAL STUDENT AND FACULTY SERVICES

University Center, phone 5404
Donna M. McElroy, Director

This office provides services for international students, faculty, and language assistants and provides support and leadership for international groups. Additionally, the Office of International Student and Faculty Services works closely with members of the university community in promoting programs that enhance awareness and appreciation of cultural diversity.

LANGUAGE LEARNING CENTER

Walton Hall, phone 4001 or 375-5492 (direct from off campus)
Marti Morandi, Director
Toni Larson de Aguilar, Coordinator

The Language Learning Center is an individual study lab featuring 25 audio listening carrels, individual VCR/monitors, computers equipped with foreign language software, multimedia stations, scanner, CD-ROM, tri-standard video equipment, and satellite dish. These facilities are available to all students and faculty.

LEARNING RESOURCE CENTER

Lausanne Basement, phone 6054
Marti Morandi, Director

The Learning Resource Center provides audiovisual equipment for campus residences through the Office of Residence Life. Fraternities and sororities

must make arrangements directly with the Center. Transparencies, photocopies, large posters, audio tapes, video duplication (within copyright laws), and 35mm film are available along with many other audiovisual supplies.

MARK O. HATFIELD LIBRARY

phone 6312

Larry R. Oberg, University Librarian

The Mark O. Hatfield Library has a collection of more than 220,000 books and over 1,300 current journal subscriptions. The library's collections include books, journals, newspapers, video recordings, sound recordings, and musical scores. The library is also a partial depository for federal government documents.

The records of most library materials are available through the on-line catalog, which is networked across campus and available 24-hours a day. Other library catalogs, some periodical indexes, and a variety of other information is accessible through the on-line catalog as well.

The Hatfield Library has many comfortable areas for study and research, including numerous individual and group study rooms, and audiovisual rooms. Photocopy machines, microform readers/printers, computers, and audiovisual equipment are available for use in the library. The Hatfield Room is a lovely facility used for lectures, readings, and recitals. A 24-hour study room equipped with vending machines remains available during the hours the library is closed.

A current Willamette ID card is required to check-out materials, including reserve items. Materials not owned by the Hatfield Library usually can be obtained through interlibrary loan. The library has a program of course-related library instruction in which librarians teach students search strategies and research methods. Reference assistance is available much of the time the library is open and students may make appointments with librarians for assistance with specialized research needs.

LOANS AND STUDENT ACCOUNTS OFFICE

Waller Hall, phone 5308

Denise B. Hedeem, Assistant Controller

The Loan Office disburses bank loans and Perkins loans to students, as well as awarding and collecting emergency loans (up to \$500). The Student Accounts Office is responsible for billing and collecting tuition and room and board charges.

LEARNING
RESOURCE
CENTER

LIBRARY

LOANS AND
STUDENT
ACCOUNTS

**MAIL
SERVICES**

**MOVIE
THEATERS**

**MULTICULTURAL
STUDENT
AFFAIRS**

**NEWS AND
PUBLICATIONS**

MAIL SERVICES

University Center, phone 5472
Sherri L. Priore, Supervisor

Students can send and receive on- and off-campus mail. Services offered include: UPS pick-up and delivery, Federal Express, stamps, Next Day Air, Second Day Air, and certified and registered mail. Outgoing mail leaves campus promptly at 3 p.m. Monday through Friday. Express mail must be in by 2:30 p.m. Business hours are Monday through Friday from 10 a.m. to 3 p.m. There is no weekend window service.

MOVIE THEATERS

Keizer Cinemas	3555 River Rd. N	393-7374
Lancaster Mall Theatres	3790 D St. NE	581-9300
Salem Centre Movieland	Marion & High Sts.	588-3456
Salem Cinema	445 High SE	378-7676
Southgate Cinema World	3893 Commercial SE	364-2226

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

University Center, phone 6265
Joyce A. Greiner, Director

This office provides cultural and educational programs for the entire campus, cultural and social group meetings, free academic assistance for multicultural students, personal/cultural counseling and orientation to college, and a resource center for multicultural issues.

OFFICE OF NEWS AND PUBLICATIONS

4th floor, Waller Hall, phone 6014
Betty M. O'Brien, Director

The Office of News and Publications is responsible for the University's media relations and for development, design, preparation, and coordination of all publications directed to off-campus constituencies.

PHONES

Willamette Integrated Technology Services, phone 6004

Willamette has its own unique phone system. You can call across campus free of charge using any of the campus phones. You must first dial 9 for off-campus calls. Off-campus calls ring differently on your phone; when you receive an off-campus call you hear a double ring, whereas on-campus calls produce a single ring.

There are phones in all student rooms except Haseldorf, where residents are responsible for ordering their own service from US West.

All campus phone numbers are called extensions and can be reached on campus by simply dialing the last four digits. Extensions beginning with a 4 cannot be reached from off-campus at all. When calling from off-campus first dial the appropriate prefix. These prefixes are: 370 for 6000 extensions, 373 for 3000 extensions, and 375 for 5000 extensions.

For long-distance dialing, on-campus residents are issued a five-digit access code. To use it, simply dial 7, wait for the tone, dial your code, wait again for a tone, then dial 9+1+ the number you are calling. A bill will come to you each month and should be paid at the cashier's window on the ground floor of Waller Hall. To use a calling card use one of the pay phones located in the U.C., Sparks, and Kresge, and outdoors next to Doney, Belknap, and WISH.

PHONES

PHYSICAL PLANT



PHYSICAL PLANT

phone 6003

Lewis Kanthack, Director

The Physical Plant oversees Maintenance, Grounds, Custodial, Housekeeping, and Recycling. The Physical Plant is responsible for the maintenance and service of all university owned furnishings, buildings, and grounds, as well as campus-wide recycling.

In addition, the Physical Plant Office arranges special services for motor pool usage, pest control problems, issuance of university keys, elevator problems, and delivery and pickup of university tables and chairs.

ALCOHOL POLICY¹

I. Introduction

Willamette University neither encourages nor discourages the use of alcoholic beverages, but it does condemn the abuse of alcoholic beverages. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held accountable for making decisions about their behavior within the context of Oregon State Law² and University rules and regulations. In addition, it is understood that individuals are held responsible for the effects of their decisions on others within the University community. The alcohol policy and the procedures for its implementation have both an educational and a regulatory emphasis. They are intended to serve the following objectives:

- A. to promote responsible behavior and attitudes among all members of the University community;
- B. to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;
- C. to help individuals experiencing difficulties associated with the use of alcohol.

II. Education

The University acknowledges a responsibility to educate the campus community regarding responsible alcohol use by creating programs and services to meet specific needs. In addition, efforts will be undertaken to ensure that Oregon State Law and University regulations are understood by all who are affiliated with Willamette. Individuals must recognize, however, that we must all assume responsibility for educating ourselves, since ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

III. Regulation

A. General Policies:

1. Alcohol may not be served or consumed in any outdoor areas of the campus.
2. Direct or indirect sale of alcohol is prohibited.
3. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.
4. Alcoholic beverages will not be mentioned or implied in publicity for an event.

5. Alcohol will not be the main focus of an activity.
6. Appealing, non-alcoholic beverages and food must be served at all activities while alcohol is being consumed or served. Food and non-alcoholic beverages (excluding mixers) must constitute at least one-third of the total refreshment budget for a particular activity. Food and non-alcoholic drinks must be displayed prominently with alcoholic beverages.
7. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity (or clear and specific arrangements must be made to have it done).
8. For a summary of Oregon State Law regarding the sale and consumption of alcohol, see endnote 2 "Excerpts from Criminal Code of Oregon, 1985," and the published document University Standards of Conduct, available from the Dean of Residence Life.

IV. Alcohol Policy Implementation Procedures

A. Policies Governing the Use of Alcohol in University Residences:

As student homes, University residence halls are in a unique position to offer students the opportunity to learn responsible ways of relating to one another. University residence halls include fraternity houses, sorority houses and independent residences. Among the serious educational and social issues facing students today is the intelligent and responsible use of alcohol by both the person who chooses to drink and the person who chooses not to drink. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.

Educational and social programming is provided in the residence halls to address substance abuse, alcohol use, and related issues.

1. All sections of the "Regulations and Policies Governing Student Behavior" as outlined in the University Standards of Conduct shall apply to the Alcohol Policy.
2. In addition to the above, failure to observe any of the following shall constitute a violation of the University policy and may subject the individual(s) or group(s) to disciplinary action.
 - a. Consistent with Oregon State Law, private gatherings in individual rooms will not be considered social functions and need not be registered, but occupants and participants are responsible for

POLICIES

ALCOHOL POLICY

- 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.
- b. Any consumption of alcohol in residence hall common areas (i.e., any area other than a student's private room) must be registered and confined to the approved space.
 - c. To register a common area event, the following conditions must be satisfied:
 - 1) University events are planned for University students, therefore, non-university-age individuals (e.g., high school students) may **not** attend University social events where alcohol is served.
 - 2) The event must be open only to those who are members of the sponsoring living organization(s) and their invited guests while alcohol is provided.
 - 3) Willamette participants in the event must produce identification (i.e., Willamette University I.D.) that proves they are a currently enrolled Willamette University student. Any Willamette University student's guest must produce identification (e.g., driver's license, University I.D.) verifying University-age status.
 - 4) Students are responsible for their guests.
 - 5) An event in a residence hall will not be an open invitation, all-campus event.
 - 6) A residence facility social event where alcohol is present may not exceed a safe and manageable number of people (i.e., 200) at any one time.
 - 7) All entrances and exits of University residences are monitored (i.e., organizers arrange to have students at the doors to control traffic flow) for the duration of the event.
 - d. Student Body Activity Fees may not be used for purchase of alcoholic beverages.
 - e. The planning group must fill out an Alcohol Use Request Form for approval by the residence governing body.
 - f. The residence hall governing body must, by majority vote, approve any activity at which alcohol is to be served.
 - g. Following approval of the governing body, the plans for the event along with the request form must be reviewed and signed by the Resident/House Director prior to submitting the form to the Dean of Residence Life.

h. The Dean of Residence Life, or designee, in consultation with the Resident/House Director and the sponsors of the event, will approve or reject the proposed use of alcohol at the activity within two working days of receiving the request form at the Office of Residence Life. If denied, the reasons for the rejection will be provided in writing and include their relevance to the Alcohol Policy and regulations of that policy.

B. Policies Governing the Use of Alcohol in Other University Facilities:

1. Consistent with the above guidelines, alcohol may be served or consumed in the following buildings on campus (at planned group activities only) as long as the occupants and managers of that building have agreed it is appropriate.
 - a. University Center
 - b. Playhouse
 - c. Art Building
 - d. Smith Fine Arts Building
 - e. Law School
 - f. Graduate School of Management
 - g. Waller Hall
2. Any activity at which alcohol is served or consumed must first be approved with the appropriate building manager (e.g., the University Center) or other person administratively responsible for the building. The Alcohol Use Request Form will be completed and submitted to the Dean of Residence Life.
3. The activity will be confined to the registered or designated area only.
4. The activity must be cleared on the University Master Calendar.
5. Activities at which alcohol is served or consumed in non-residence hall facilities will be held primarily for and by members of the Willamette community. Others wishing to serve alcohol in University facilities must receive specific clearance from the Dean of Residence Life.

C. Procedures for Enforcement (to be included in the University Standards of Conduct under "Policies," Section IV, B, 1).

In addition to violations of the specific provisions of the policy governing the use of alcoholic beverages, the use or misuse of alcoholic beverages which results in violations of the General Student Regulations will result in disciplinary action.

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ALCOHOL POLICY

1. The Dean of Residence Life or respective building managers shall be responsible for the enforcement of the policy governing the use of alcoholic beverages. In addition, any other member of the University community may refer violations of that policy to the Dean of Residence Life or respective building managers for possible action.
2. The following steps will be implemented in the enforcement of the policy. However, the steps need not be followed sequentially since certain violations may require stronger action.
 - a. A verbal warning may be issued by the appropriate staff person. After two (2) verbal warnings in any given semester, a formal written warning shall be issued by the staff person involved.
 - b. A formal written warning may be issued. A written warning shall detail the specifics of the violation, expectations for future behavior, and the consequences of further violations of the policy. Any violations subsequent to the first written warning in a given semester will result in referral to the Dean of Residence Life.
 - c. Referral to the Dean of Residence Life for further action may be made for any violation of the Alcohol Policy. As outlined in the University Standards of Conduct, either a hearing with the Dean of Residence Life or the University Standards of Conduct Committee will be held. When a referral for action is made, it would either be made after other avenues had been pursued or in response to a very serious violation. Therefore, the expectation would be that a penalty other than a warning would be in order.
 - d. A member of the Residence Life staff shall stop an activity at which alcohol is served or consumed if there is any problem which cannot be corrected immediately.

D. Corrective Measures and Penalties:

Alcohol Policy Violations: Violations of this policy will result in the imposition of one or more of the penalties listed below. Also, if deemed necessary, the University Standards of Conduct Committee or the Dean of Residence Life may request an assessment by a professional counselor or appropriate agency prior to the imposition of the penalty. The result of the assessment will be taken into consideration in the imposition of corrective measures.

1. Warning not to repeat the violation of the alcohol policy.
2. Participation in an alcohol education course.
3. Participation in on-going treatment by a counselor or appropriate agency.

4. In the case of a group violation, requiring the leaders to participate in an alcohol education course.
5. In the case of a group violation, requiring a minimum of 75% of all members of the living group to participate in an alcohol education program.
6. Suspension of the group's option to serve or consume alcohol. This may vary in length of time and could exclude the group from having social functions of any kind.
7. Other: the University Standards of Conduct Committee or Dean of Residence Life may impose other penalties deemed appropriate and necessary including those outlined in the University Code of Conduct.

End notes:

¹Passed by the Willamette University Board of Trustees October 16, 1982, as part of the official University Standards of Conduct.

²Excerpts from Criminal Code of Oregon, 1985

471.410 Providing liquor to person under 21 or to intoxicated person; mandatory minimum penalties.

1. No person shall sell, give or otherwise make available any alcoholic liquor to any person who is visibly intoxicated.

2. No one other than the person's parent or guardian shall sell, give or otherwise make available any alcoholic liquor to a person under the age of 21 years.

471.430 Purchase or possession of liquor by person under 21; entry on licensed premises by person under 21.

3. No person under the age of 21 years shall attempt to purchase or acquire alcoholic liquor. Except when such minor is in a private residence accompanied by the parent or guardian of the minor and with such parent's or guardian's consent, no person under the age of 21 years shall have personal possession of alcoholic liquor.

The Board of Trustees has the authority to challenge this policy and change it as necessary.

Procedure for Sponsoring an Event Where Alcohol is Served

If you are interested in sponsoring an event where alcohol will be served, please contact the Office of Residence Life for the proper forms and procedures.

POLICIES

EMERGENCY- MEDICAL OR PSYCHOLOGICAL

FINAL EXAM

EMERGENCY - MEDICAL OR PSYCHOLOGICAL

In case of an extreme medical or psychological emergency in which a student appears to be at risk to him or herself or another, a campus official should be contacted who will call for emergency assistance (9-911). The student will be transported to Salem Hospital for evaluation and determination of appropriate care.

All costs incurred are the responsibility of the student. Students are encouraged to purchase the University's Student Accident and Sickness Insurance Plan if not covered by another policy. Counseling and health services are available on campus to students. See those sections for available services.

FINAL EXAM POLICY

1. The MAXIMUM length of a final examination is three hours. Faculty members may schedule shorter examinations if they wish.
2. Faculty members are required to give their final examinations during the scheduled times. Students are permitted to take early examinations by obtaining the instructor's approval.
3. The last written examination should not be during the seven days preceding the first day of final examination period. Such an examination shall be given during the final examination week.
4. Faculty members shall make individual arrangements to administer final examinations in courses not covered in the published schedule. Such examinations may not be given during the final examination schedule without the consent of all students concerned. All faculty members in the College of Liberal Arts are required to have on file in the library a copy of each of the previous year's final examinations.
5. No classes or formal class activities are to be held during Study Days; instructors are to be available for consultation with their students during this time. No examinations, quizzes, tests, papers, or other forms of student evaluation are to be given or made due during Study Days.
6. Final examinations for first half-semester courses will be the last regular class period. Final examinations for second half-semester courses will be during the scheduled final examination time for that class period as in full semester courses.

WILLAMETTE UNIVERSITY AIDS (HIV-DISEASE) POLICY AND ADMINISTRATIVE GUIDELINES

In recent years, HIV-Disease has become the most publicized health concern worldwide. Although a great deal of medical progress has been made and the specific means of transmission of the virus identified, a cure has not been found. The most important goal for the University in response to HIV-Disease is to prevent further spread of the disease through education, increased awareness and the timely dissemination of current information.

As an institution concerned with the personal growth and welfare of students and employees, Willamette University has established a policy that prohibits discrimination against or harassment of employees and students based on HIV-Disease. As part of this policy, the University will endeavor to address HIV issues in a caring, compassionate, informed manner and ensure the confidentiality and dignity of persons with HIV-Disease.

HIV-Disease is characterized by a defect in the body's natural immunity against disease. This defect is caused by the human immunodeficiency virus (HIV). With this loss in immune response, the individual falls prey to a host of what are called "opportunistic infections." HIV-Disease is not highly contagious. It is specifically transmitted through sexual intercourse, by shared needles, the sharing of bodily fluids, or by direct infusion of infected blood or blood products.

The American College Health Association emphatically states that people with HIV-Disease are no threat to those with whom they go to class, share bathrooms, eat, work or sit. Moreover, the disease is not transmitted through the use of swimming pools, whirlpools, saunas or telephones. HIV-Disease also cannot be transmitted by coughing or sneezing. Finally, medical researchers point out that no cases of HIV-Disease transmission by food, water, insects or casual contacts with others have been reported.

The current state of medical evidence regarding HIV-Disease and its transmission indicates that in the majority of circumstances persons with a positive HIV antibody test do not pose a substantial risk to the safety and health of others. In the interest of flexibility, sensitivity and the balancing of legitimate interests, the most appropriate policy is one of analyzing and responding to each case individually.

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HIV-DISEASE

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HIV-DISEASE

A University-wide HIV-Disease Task Force, appointed each year, will meet on a regular basis to (1) keep abreast of any new developments concerning HIV-Disease; (2) assess the effectiveness of campus programs and policies; and (3) assume responsibility for the review and coordination of existing educational programs and recommend new ones, as deemed appropriate. The Task Force will be chaired by the Vice President for Student Affairs. The membership of the Task Force shall consist of:

1. Director of Health Center
2. Director of Counseling
3. Dean of Residence Life
4. University Legal Counsel
5. One student
6. One faculty member, to be appointed by the Dean of the faculty member's college
7. The University Chaplain
8. Personnel Coordinator

A sub-committee of the Task Force consisting of the Vice President for Student Affairs, Director of the Health Center, University Legal Counsel and the University Chaplain, shall review and make recommendations to the President on specific situations and issues related to HIV-Disease that may arise with students or University employees.

Adopted by Willamette University Board of Trustees February 16, 1991.

Administrative Guidelines for the Willamette University AIDS (HIV-Disease) Policy

I. Students

On the basis of current medical and legal information, the University adopts the following guidelines:

- A. HIV status of students applying for admission will not be solicited or used in making admission decisions.
- B. University students who have HIV-Disease will be allowed regular classroom attendance and campus employment so long as they are able to attend class and perform their job duties satisfactorily.
- C. Students with HIV-Disease will not be restricted from access to instructional, library, recreational, dining, common areas or facilities and equipment.
- D. Decisions about residential housing of students with HIV-Disease will be made on a case-by-case basis by the Office of Residence Life in consultation with the Task Force sub-committee. Current information

does not support the existence of risk to roommates. There is, however, cause for concern for persons with HIV-Disease, because of their increased risk of infection from certain contagious diseases (e.g., measles or chicken pox) in a close living situation. It may be appropriate to assign a single room in the interest of protecting a student whose immune system is impaired.

- E. No specific or detailed information concerning complaints or diagnosis of HIV-Disease will be provided to anyone without the expressed written permission of the student in each case.
- F. Students with HIV-Disease are encouraged to inform the Director of the Health Center to guarantee optimal medical care. Early diagnosis can significantly improve quality of life and long-term survival. As with other infectious diseases, the University may insist on certain appropriate restrictions based on current medical information. Such restrictions shall be based entirely on well-documented, current medical information.
- G. University health policy encourages regular medical follow-up for those who have been diagnosed positively for HIV-Disease.

NON-DISCRIMINATION POLICY

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, disability, sexual orientation, religion or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy. In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews. Any complaints concerning practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or the Vice President for Student Affairs for the College of Liberal Arts who will investigate by following a procedure developed within each school.

The University has instructed each Placement Office to obtain a signed copy of the University's non-discrimination policy from each organization interviewing on campus as an indication of a willingness to comply with the University's policy.

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HIV-DISEASE

NON-DISCRIMINATION

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PLAGIARISM/ CHEATING

PLAGIARISM/CHEATING POLICY

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, a form of cheating, consists of representing someone else's work as one's own. 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.

I. 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 above.

2. Within five work days (excluding holidays) of meeting with the student or students, 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.

II. Student Right to Appeal Initial Determination and Penalty

A student has the right to appeal the finding 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.

III. 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, while hearing an appeal, 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 Academic 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.

POLICIES

PLAGIARISM/ CHEATING

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 other's 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 college bookstore and in the reference section of the library. *The Holt Handbook* (3d ed., 1992), for example, contains a lengthy section on plagiarism.

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. The danger lies in engaging in practices or conduct that later could be called into question.

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 announces that students will 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 sits in a location and position that allows 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, 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 H 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.

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PLAGIARISM/ CHEATING

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POSTER

PRIVACY ACT

REFUND

POSTER POLICY

Signs, posters and banners may not be placed on the exteriors of any of the following: academic or administrative buildings, lamp posts, trees, bridges, etc. This includes the use of chalk on buildings and sidewalks.

People and organizations may receive permission to post announcements on the exteriors of the University Center and residence halls with prior approval. For permission to post announcements at the University Center, contact the Office of Student Activities at 370-6463. For permission to post announcements in residence halls, contact the Office of Residence Life at 370-6212.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure a student's right to inspect and review his/her educational records maintained by an educational institution or agency, or by an individual acting for such an institution or agency.

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

For more information, contact the Office of the Registrar.

REFUND POLICY

If an enrolled student formally withdraws from Willamette University, he/she is given a refund of tuition based on the following schedule: 80 percent if in the first two weeks; 60 percent during the third and fourth weeks; 40 percent during the fifth and sixth weeks; no refund thereafter.

If a student wishes to petition for a larger refund than he/she is otherwise entitled, based on circumstances beyond the student's control (such as illness or family emergencies), he/she will need to formally petition the Academic Status Committee for consideration of an earlier withdrawal date. Petition forms are available in the Registrar's Office.

SEXUAL HARASSMENT POLICY¹

I. Introduction

Willamette University is committed to creating and maintaining a community in which students, faculty, administrators, staff, and other members of the community can work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination (according to current University policy, this includes, but is not limited to sex, race, age, marital status, disabilities, sexual orientation, religion, or national and ethnic origin). Harassment is demeaning to all persons involved, and subverts the mission of the University. It is unacceptable conduct and will not be tolerated.

Specifically, every member of the University community should be aware that the University is unequivocally opposed to sexual harassment. Sexual harassment is a form of sex discrimination which is illegal under both Oregon state and federal law; in particular, ORS 659.030 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act, and Title IX of the Education Amendments of 1972.

II. Definitions

- A. The Willamette University Community consists of the governing board (Board of Trustees), administration, faculty, staff, students, and members of the public while on Willamette University property.
- B. Senior Officials of the University are: the President, Vice President for Academic Administration, Vice President for Financial Affairs, Vice President for University Relations, Vice President for Student Affairs, Dean of the College of Liberal Arts, Dean of the College of Law, and Dean of Atkinson Graduate School of Management.
- C. A Complainant is the aggrieved party bringing forward a complaint of sexual harassment.
- D. A Respondent is the party answering a complaint.
- E. A Complaint Recipient is one who receives and investigates a complaint of sexual harassment, reports findings, and helps to achieve an equitable settlement.
- F. The Hearing Board is any board specified in the Personnel Policies and Procedures for the three colleges; handbooks for Administrators, Administrative Staff, and Classified Personnel; and Student Standards of Conduct that may be used to resolve complaints related to this policy.

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G. A work day is a day when the University is open for business, excluding Saturday, Sunday, and University holidays.

H. For purposes of this policy, the EEOC definition of sexual harassment has been adopted. For a more detailed definition, see "What is Sexual Harassment?"

What is Sexual Harassment?

Using the definition contained in the Equal Employment Opportunity Commission guidelines, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, living, or academic environment.

Sexual harassment frequently involves a situation in which power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is unfairly exploited. While sexual harassment most often takes place in a situation of power differential between persons involved, sexual harassment may also occur between persons of the same status, i.e., student-student, faculty-faculty, staff-staff. The person exhibiting sexually harassing conduct need not realize or intend that the conduct is offensive for the conduct to constitute sexual harassment.

Consenting Relationships

Amorous relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a member of the University and a person for whom he/she has a professional responsibility, for example, faculty, administrator, employee, advisor, coach, or residential staff member. Such relationships may also result in an appearance of unfair advantage accruing from the consenting relationship. The power differential inherent in such relationships may render any apparent consent void. It is incumbent upon those with authority not

to abuse, or seem to abuse, the power with which they are entrusted. In the event that a sexual harassment complaint is subsequently filed, it will be exceedingly difficult for the Respondent to defend him or herself on the grounds of mutual consent.

What To Do If You Have Been Sexually Harassed

I. Overview

The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire University community. All complaints of sexual harassment should be received and investigated. Members of the Willamette community should encourage persons who experience sexual harassment to come forward.

II. Addressing Complaints of Sexual Harassment

A. Options Available

Anyone feeling sexually harassed has several avenues of action available within the University community. These include but are not limited to:

1. discuss the issue with a counselor, advisor, professor, friend, etc.;
2. speak directly to the harasser(s), identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;
3. write to the harasser, identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;
4. report the situation to the University official or supervisor most directly involved with the Respondent;
5. keep records documenting all incidents and conversations that involve sexual harassment including date, time, place, witnesses, and what was said and done;
6. seek assistance from one of the Complaint Recipients. Complaint Recipients are responsible for helping resolve the problem.

B. First Level Resolution

Complaints of sexual harassment may be brought to any one of the following Complaint Recipients:

1. Vice President for Student Affairs;
2. Dean, College of Liberal Arts;
3. Dean, College of Law;
4. Dean, Atkinson Graduate School of Management;
5. Vice President for Academic Administration;
6. Vice President for University Relations;
7. Vice President for Financial Affairs;

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8. Director of Personnel Services;
9. President in cases where a Senior Official is a Respondent;
10. Chairman of the Board of Trustees where the President is Respondent.

A Complainant may have a member of the University Community assist her/him in filing a complaint or discussing an issue with a Complaint Recipient. Examples of persons who may assist are a faculty member, advisor, or Resident Life staff member.

The function of the Complaint Recipient is to discuss specific incidents and to draw on other support and counseling services to assist Complainants. Advice should also be given concerning the details of proceeding with a complaint, the safeguards of due process, and the possible sanctions and modes of relief.

In addition, the Complaint Recipient should also notify the Respondent and apprise appropriate line officers, i.e., direct supervisor or the supervisor's supervisor, of units from which complaints arise, or Student Affairs offices when student/student complaints are made, of the nature of charges raised, and assist in resolving the problem at the lowest appropriate level. A record of the line officer (supervisor) or Student Affairs office involvement will be kept by the Complaint Recipient.

After a complaint has been investigated and an attempt at First Level Resolution completed, the Complaint Recipient should respect the wishes of the Complainant and normally should not pursue a complaint at Second Level Resolution without express permission of the Complainant. However, the University may proceed without permission of the Complainant if: (1) repeated complaints about the Respondent have been received; or (2) the University is advised by legal counsel to do so.

C. Second Level Resolution

If the complaint cannot be resolved, the Complaint Recipient will ask the Complainant to submit a written complaint, including a statement describing the alleged incident(s) and, if desired, the remedy sought. The Respondent should be directed to reply in writing to the Complaint Recipient within 10 work days of the receipt of the complaint. The filing of such response should be mandatory and the Respondent is required to indicate denial in whole or in part, or agreement with the assertions in whole or in part. Failure to respond should be deemed a breach of responsibility requiring notice of such failure to respond to be given to the

President or if the President is the Respondent, to the Chairman of the Board of Trustees.

Second Level Resolution and, if necessary, Appeals should proceed according to procedures in effect for all units, i.e., Personnel Policies and Procedures for the College of Liberal Arts, College of Law, Atkinson Graduate School of Management; Handbook for Administrators and Administrative Staff and Classified Personnel Handbook; and Student Standards of Conduct for all colleges.

III. Records

The Complaint Recipient should maintain a record of the investigation and disposition of a complaint. Upon completion of the process, the record should be forwarded to the Director of Personnel. The Director of Personnel should maintain a file of records organized by date of disposition. The Director of Personnel should also maintain an index referencing all records by Complainant and Respondent. Access to such records and the index should be limited to the University's Director of Personnel's staff, the Complaint Recipient(s), Hearing Boards involved in a case, and University Counsel. Only records having direct bearing on a case should be made available by the Director of Personnel. Records of complaints should be discarded seven years after the date of disposition.

Where a complaint results in a finding that the complaint was well-grounded, a statement describing the nature of the complaint, the findings of the University, and the disposition of the complaint should be placed in the personnel or student academic record of the Respondent, without identifying the Complainant. Where a complaint is found to be frivolous, a statement describing the nature of the complaint, the findings of the University and the disposition of the complaint should be placed in the personnel or student academic record of the Complainant, without identifying the Respondent.

At the conclusion of procedures for resolving a sexual harassment complaint, both the Complainant and the Respondent should be entitled to include a statement in the records (including sexual harassment, personnel or academic records) explaining, concurring with, or disputing either the University's findings with respect to the complaint or the sanction imposed, if any, by the University.

Release of personnel or academic records, including information concerning sexual harassment complaints, should be made in accordance with University procedures and applicable provisions of law.

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End notes:

¹This is the current Willamette University Sexual Harassment Policy approved at the Board of Trustees meeting on May 15, 1992. The committee that developed this policy has identified additional issues that need further clarification. It is the Board's expectation that work will continue on these unresolved issues.

NO-SMOKING POLICY

Willamette University takes seriously its obligation to provide a safe, healthy environment for staff, students, and guests. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and non-smokers alike and responding to growing concerns expressed by employees, all University buildings, with the exception of student rooms in residence halls, shall be designated no-smoking areas (Lausanne Hall remains an entire non-smoking building). A non-smoking roommate will not be paired with a smoking roommate unless the non-smoker specifically requests it.

To assist any University employee who wishes to quit smoking, the University will cover the cost of an assistance program that is approved in advance by the Director of Personnel Services.

In the interest of health, the University discourages smoking entirely, but smoking is permitted outside of buildings. The University will also permit smokers presently on staff who do not share work space or office space with others to continue to smoke in their offices when they are alone if they, at their own expense, install satisfactory smoke-capturing devices and no written complaints are received from others.

Individual complaints or concerns regarding implementation of this policy should be discussed with your supervisor if you are an employee or with the Director of Personnel Services. Those who violate this policy can expect sanctions to be imposed.

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I. Purpose

The chief purpose of Willamette University is the creation of a community which offers the development of intellectual skills, character, and values that contribute to the pursuit of knowledge and the search for excellence. As such, the University strives to promote independent thought and intellectual curiosity, respect for differences and for the rights of others, and a commitment to the development of ethically sensitive and responsible individuals.

The University therefore has the obligation to protect this educational community and to maintain socially and educationally responsible behavior among its members. Consistent with its purposes, reasonable efforts are made to support the personal, academic, and social development of those students who are held accountable for violations of University regulations.

The purpose of the Standards of Conduct is to set forth:

1. the rights and responsibilities of students;
2. the authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
3. the general principles and policies upon which Willamette University operates;
4. the process for determining student accountability for violating these University regulations and standards; and
5. the guidelines for ensuring that this process is fair and based on tolerance, mutual respect, and compassion.

II. Jurisdiction

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations.**

“Students” includes persons enrolled in credit or non-credit courses or educational programs offered through Willamette University; “student organization” includes any group of students that is officially recognized as an organization by the University. The term “student” throughout the Standards of Conduct shall refer to an individual student or student organizations. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the University is in session and includes persons who were enrolled during the immediately preceding semester.

**The College of Law and Graduate School of Management subscribe to the principles of the Standards of Conduct. However, the implementation of these Standards, insofar as they are governed by the College of Law Student Grievance Procedure or Graduate School of Management Grievance and Complaint Procedures, shall be accomplished through those procedures.

III. Application of Law

The University does not seek to create an academic community detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. The University’s judicial system is not a substitute for any civil or criminal court proceedings. Students on and off

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campus are subject to Federal, State, and local laws, as well as University rules and disciplinary action when their conduct violates institutional standards. Students do not surrender their constitutional rights as citizens by becoming members of the Willamette community.

Willamette University is required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, is to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee.

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University activities;
2. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
5. A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the Standards of Conduct.

IV. Student's Rights and Responsibilities

A. Student Rights

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, social or 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 disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors and counselors.

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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. This protest 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 requirements for the use of University facilities.
 10. Students have a right to a press free of any censorship.
 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 reasonable privacy. A minimum of 24 hours notice shall be given before entry of a private room in campus residences by University employees except in emergencies where there is a reasonable fear of imminent danger to life, safety, health, or property (please refer to section K of the Terms and Conditions for Room and Board for the other exceptions).
 13. Students have a right to a confidential disciplinary process.
- B. 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.

V. General Student Conduct Regulations

The University may take disciplinary action against a student or student organization that willfully engages or attempts to engage in any of the

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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. Academic cheating and plagiarism;
2. Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, student identification, or combination door locks;
3. Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, student discipline, or any other service or activity provided or sponsored by the University;
4. Deliberate lying, fraudulent withholding of information, or misrepresentation in any transaction with the University, whether oral or written;
5. Damage, destruction, theft, or misuse of University property or personal property located on the University campus;
6. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;
7. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;
8. Lewd or indecent conduct on University property or at University-sponsored activities;
9. Acts that threaten, intimidate, harass, degrade, or disgrace another;
10. Possession, use, or threatened use of firearms, ammunition, explosives, or any other objects as weapons on University property or at University-sponsored activities;
11. Possession, sale, or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
12. Possession or use of alcoholic beverages on University property or at University-sponsored activities, except as authorized by University policy (see Alcohol Policy);
13. Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise, or behavior which results in material inconvenience, annoyance, or alarm;
14. Tampering with fire fighting equipment, turning in a false alarm, or engaging in behavior which constitutes a fire hazard;

15. Making annoying phone calls, misusing or abusing of University telephone equipment;
16. Violation of any published University policy or procedure (e.g., including, but not limited to Residence Life policies, catalogs);
17. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

VI. Enforcement Procedures

A. Informal Resolution:

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. In most instances conflicts can be resolved by directly approaching the individual(s) involved. This includes any community member, such as students, residence staff, University employees, faculty members and administrators. If the discussion results in a resolution, this resolution shall be put in writing at the request of either party.

B. Formal Resolution:

When it is alleged that a student has violated the General Student Regulations, and the violation is one which cannot be resolved informally, the formal resolution process begins.

C. Academic Violations:

Alleged academic violations will be governed by the Dean of the appropriate college for formal resolution.

D. Non-Academic Violations:

All alleged non-academic violations will be governed by the following process:

Students who have questions about the Formal Resolution Process may have them answered by the Assistant Director of Student Activities, any Resident Director, or the Office of Residence Life. Each of these persons is knowledgeable about the process, and will act as an advisor for students who request information.

VII. Administrative Hearing

An Administrative Hearing is conducted by the Dean of Residence Life, or his/her designee.* The student who is alleged to have violated a University policy or regulation will be notified in writing of the alleged violation with an Appointment Letter. The Appointment Letter shall require the student to schedule an appointment within two working days. The appointment must be made with the administrator designated

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on the Appointment Letter. The scheduled appointment must be held within five working days from the date of the Appointment Letter. Should a student or representative fail to schedule an appointment, or fail to appear at the scheduled appointment, the hearing will be held in his/her absence.

The hearing will be conducted by the administrator. During this hearing the following will occur:

1. The administrator will explain the process, and ask the accused student(s) if s/he has any questions about the process.
2. The administrator will review the information received about the incident.
3. The student(s) will then have an opportunity to present information in defense.
4. When all of the information has been presented, the administrator will render a decision.
5. If a violation of University policy or regulations is found, the administrator will make a decision about the appropriate sanction.
6. The sanction(s) will be discussed with the student(s), and a follow-up letter will be sent to confirm the decision.
7. The process for appeal will be explained and the student(s) will be asked if there are any questions about the process.

Appeal Procedure

Students have the right to appeal an Administrative Hearing decision to the Standards of Conduct Committee (Standards Committee). Appeals must be filed with the Vice President for Student Affairs within three working days from the date of the follow-up letter.

The Standards Committee will determine the appropriateness of the administrative decision based on a preponderance of the evidence available through testimony and exhibits.**

*The Greek Ethics Board may hear cases involving Greek-related issues when deemed appropriate by the Dean of Residence Life.

**Preponderance of Evidence - Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. (Black's Law Dictionary, 1983.)

VIII. Standards Committee

The Standards Committee shall be governed by a commitment to fair process, education and prevention.

The Standards Committee shall meet at a regular time designated prior to committee appointments. People unable to meet at this time should not be nominated to the Committee.

A. Membership

The Standards Committee shall be comprised of three faculty, two staff/administrators, and five students. Student members shall be nominated by their respective student governing associations: three students nominated by ASWU; one student nominated by the Student Bar Association; and one student nominated by the Associated Students of the Graduate School of Management. Staff and administrators shall be nominated by the Vice President for Student Affairs. Faculty will be nominated by the Academic Council. Committee members will then be appointed annually by the President of the University.

Standards Committee members may serve for a maximum of three consecutive years. A faculty or staff/administrator member shall be selected by the Committee to serve as chairperson and conduct the hearings according to Standards Committee procedures.

B. Alternate membership

When the student government, Academic Council, and the Vice President for Student Affairs nominate persons to serve on the Committee, alternate members will also be nominated. One alternate from each category will be nominated and appointed. In the event of absence, unavailability, or disqualification of any member, alternate members will serve to assure full Committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc. Alternate members may participate in Committee meetings, but will not be present at actual hearings, unless they are serving as alternates.

C. Temporary Disqualification

The Committee shall consider, upon request of the accused student or any Committee member, the temporary disqualification of a Committee member. Disqualification will be on any grounds that will serve the interest of fairness.

D. Quorum

A quorum shall consist of the Chairperson and six members. The six members shall consist of a minimum of three students and three faculty/staff. A quorum is required for any official business of the Standards Committee.

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E. Standards Committee Procedures

1. At least three days prior to a hearing, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the hearing. Requests for postponement will be considered, if extraordinary circumstances exist.
2. Either party may review all information to be submitted at the hearing, including a list of witnesses. Parties shall not discuss the substance of the case with Committee members prior to the hearing.
3. The student may elect not to appear at the hearing; however, the hearing will then be conducted in the student's absence.
4. During the hearing, either party may be assisted by an advisor of his or her choice. The parties, and/or their advisors, may appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of any person present at the hearing. A decision to appear does not obligate either party to testify. Failure to testify will not be held against either party.
5. Hearings will be conducted in an informal manner with appropriate regard for the conduct of a fair, sensitive, and respectful process.
6. The Chair of the Committee is responsible for scheduling the hearing and notifying the participants. The secretary to the Vice President for Student Affairs will be available to assist the Chair with these responsibilities.
7. The Chair of the Committee shall make a tape recording of the hearing. The student may listen to the tape recording in the presence of the Chair.
8. The Chair may only vote either to create or break a tie.
9. After all information has been presented, the Committee will meet in private to discuss the case and reach a decision. Finding of violation of a University policy or regulation shall be based upon a preponderance of evidence.
10. The Committee will first determine the guilt or innocence of the accused party(s). If the accused party is found guilty, the Committee may affirm the Administrative sanction or substitute the appropriate sanction.
11. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.
12. After the hearing, the Chair of the Committee shall notify both parties in writing of the Committee's findings.

13. If immediate removal from campus is warranted, such removal will take effect immediately upon actual notice to the student. This notice shall be accompanied by notice of a hearing before the Standards Committee as provided for in paragraph #1 above.

F. Appeals to the Vice President for Student Affairs

Students may appeal the decision of the Standards Committee to the Vice President for Students Affairs based on one of the following criteria:

1. Procedural error which was significant and prejudicial;
2. Significant new evidence which was not part of the Administrative Hearing;
3. The penalty imposed is clearly excessive.

The Vice President will review the information from the Standards Committee hearing and determine if one of the criteria for appeal exists. If so, the Vice President will then either affirm, or alter the decision of the Committee.

IX. Immediate Removal From Campus

If the presence of a student poses a potential threat to the physical safety or emotional well-being of a member or members of the Willamette community, the Vice President for Student Affairs may remove the student from campus pending decision by the Standards Committee. The procedure for such removal is specified in Standards Committee Procedure #13.

X. Sanctions

1. Warning: The student is given written notice, which becomes part of the University record, that future violations of the Standards of Conduct may result in the imposition of more serious sanctions.
2. Community Service: The student is required to render a designated number of hours of labor in the service of the academic or off-campus community.
3. Restitution: The student is required to reimburse for personal injury costs or replace or restore damaged, stolen, or misappropriated property.
4. Fine: The student is required to pay a designated amount of money to the University as penalty for a violation.
5. Disciplinary Probation: The student's participation in University life is placed on provisional status, with or without loss of designated privileges.

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6. Suspension: The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.

7. Expulsion: The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

8. Other: In consultation with the student involved, the Standards Committee may impose other sanctions as deemed appropriate and reasonable.

XI. Publication and Revision of the Standards of Conduct

The Standards of Conduct will be published in the annual Student Handbook. Additional copies will be available in the Office of Student Activities.

Proposed revisions to the Standards of Conduct may be submitted by any member of the University community to the Vice President for Student Affairs who will refer the proposed revision to the University Student Affairs Committee for action.

Recommended revisions of the Standards of Conduct by the University Student Affairs Committee will be forwarded to the Vice President for Student Affairs for approval, publication and implementation.

XII. Student Grievance Procedures

1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law shall be governed by the College of Law Student Complaint Procedure.

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

3. If students are not satisfied by steps 1 and 2, they should submit a written complaint to the Dean of Residence Life, if the matter is non-academic, or the Dean of the College if the matter is academic. In cases involving rights or a matter which is not readily categorized as either academic or nonacademic, the Dean of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Dean of Residence Life will appoint

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someone other than a member of the teaching faculty upon request of the student to assist in drafting the complaint. Upon receipt of the written complaint, the Grievance Board will be composed of five members—one student and one faculty member from the Student Affairs Committee, one student from the Student Senate, one faculty member from the Faculty Council, and the appropriate Dean who serves as Chairperson. The student and faculty or staff member are each entitled to four preemptory challenges. Copies of the complaint will be sent by the appropriate Dean, to the faculty or staff member involved, the superior, the student, and the members of the Grievance Board.

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

5. The Grievance Board will convene within 15 class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the Committee may also be made by the faculty or staff member, or the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the Committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.

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

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

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

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

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STUDENT RESEARCH

PRESIDENT

PURCHASING

CAMPUS RECYCLING

STUDENT RESEARCH

University policy requires that approval to use human subjects be obtained prior to initiation of a research activity involving Willamette University time, facilities, resources, and/or students by submitting a Human Subjects Research Protocol to the Academic Grants and Awards Office for review. The Institutional Review Board (IRB) meets every second Wednesday of the month during the Fall and Spring Semesters. Questions concerning the forms or procedures should be directed to the Academic Grants and Awards Office, 370-6246.

OFFICE OF THE PRESIDENT

Waller Hall, phone 6209

Jerry E. Hudson, University President

Chris D. Call, Assistant to the President

The President is the chief executive officer of Willamette University and is selected and appointed by, and reports to, the University's Board of Trustees. Willamette's Vice Presidents and Academic Deans report to and serve at the pleasure of the President.

The Office of the President serves as the administrative hub of Willamette, and as a primary contact point with the University's Trustees, alumni, and external constituencies. Members of the Office of the President are available as resources to students for information and advice about the administrative operations of Willamette.



PURCHASING

Gatke, phone 6055

Ross C. Stout, Director

Students are able to purchase computers, printers, and some software at educational discounts. Literature and assistance is available, if needed, in choosing a computer or printer.

CAMPUS RECYCLING

Baxter Basement, phone 4506

Coral Pruitt, Director

Willamette University acknowledges the importance of ensuring the efficient and environmentally responsible use of natural resources. In order to accom-

plish this, the Recycling Department will provide information and educational programs about recycling to students, faculty, and staff. Also, the Recycling Department is setting up a program which includes centralized pick-ups and standardized, easily recognizable containers.

The Recycling Department has ambitious goals, such as substantial reduction in the university's garbage bill, as well as providing the Willamette community with a broader range of recycling services.

Two recycling representatives will be elected for each campus residence. Their duties will include collecting refundable bottles and cans (the funds from which will be used for hall activities), promoting recycling awareness in their hall, and calling the Recycling Department when pick-ups are needed.

Willamette currently has the capacity to recycle the following items: white paper, colored paper, computer paper, envelopes (please remove plastic windows), index cards, file folders, newspaper, cardboard, magazines, paper bags, glass, books, Styrofoam packing peanuts, tin, aluminum, scrap metal, and wood. If there are any other items that you would like to recycle, please contact the office, and we can refer you to an off-campus business that takes other materials.

Things which are NOT able to be recycled are pizza boxes, post-it notes, food matter, Kleenex, napkins, and paper towels, coffee filters, tape, Styrofoam or paper cups, paper plates, computer labels, stickers, and plastic envelope windows

The Recycling Director is available to make presentations to campus groups, as well as to answer any questions about recycling at Willamette.

This program depends on student involvement, so remember: Reduce, Reuse, and Recycle!

REGISTRAR'S OFFICE

Bishop, phone 6206

Paul J. Olsen, University Registrar

The Registrar's Office maintains the official academic records for all students of the University. Students are responsible for verifying the accuracy of their transcripts and petitioning for changes in their official records if an error exists. Information concerning the General Education Program, major requirements, and graduation are available here.

Drop/Add cards, Change of Advisor forms, Petitions for Graduation, and forms for declaring majors/minors may be acquired at this office. Veteran's Services information is also available.

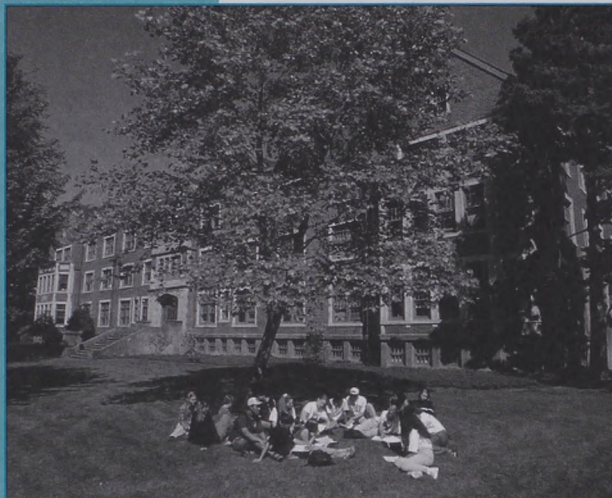
CAMPUS
RECYCLING

REGISTRAR

**RESIDENCE
LIFE**

OFFICE OF RESIDENCE LIFE

University Center, phone 6212
Richard Shintaku, Dean of Residence Life



This office seeks to provide students with a safe, secure, and predictable living environment which supports the academic and personal development goals of the University and its students. Programs and activities which help to promote physical, intellectual, social, and spiritual growth are provided to achieve the development of a sense of community within the living environments.

For additional information concerning residence life at Willamette, your Resident Assistant/Resident Director/House Director is a valuable resource.

**RESTAURANTS
AND FAST
FOOD**

RESTAURANTS AND FAST FOOD

Alessandro's Park Plaza (Italian)	325 High SE	370-9951
Arbor Cafe	380 High NE	588-2353
Black Angus (Steak)	220 Commercial SE	585-1011
The Brick	105 Liberty NE	375-0959
Busick Court Restaurant	250 Court NE	370-8107
China Best	364 Center NE	581-1668
Croissant & Co.	190 High SE	362-7323
DaVinci's (Italian)	180 High SE	399-1413
Denny's	3155 Ryan Dr. SE	585-8424
El Tapatio	1391 Broadway NE	581-2405
The Golden Crown (Chinese)	365 Liberty NE	362-9560
The Heritage Tree	574 Cottage NE	399-7075
International House of Pancakes	260 Liberty SE	581-2622
Karma's Cafe	1313 Mill SE	370-8855
Kwan Original Cuisine (Chinese)	835 Commercial SE,	362-7711
Kyoto Japanese Restaurant	1610 Lancaster Dr. NE	363-3552
La Casa Real (Mexican)	698 12th SE	588-0700
La Margarita (Mexican)	545 Ferry SE	362-8861
McDonald's	1110 Center St.	363-5314
McGrath's Fish House	350 Chemeketa NE	362-0736
Ming's Restaurant	440 State	588-2928

The Night Deposit	195 Commercial NE	585-5588
Off Center Cafe	1741 Center NE	363-9245
Olive Garden Italian Restaurant	1302 Lancaster NE	364-6885
Oyster Bar	445 State	362-7219
Ram Border Cafe & Sports Bar	515 12th SE	363-1904
Red Robin	3760 Center NE	362-9666
Rock-N-Rogers ('50s diner)	1405 Broadway NE	364-5734
Star City Cafe	1244 State	378-9180
Subway Sandwiches	1310 State	391-9848
Thompson Brewery	3575 Liberty Rd. S	363-7286
Tong King Garden	989 12th St.	585-9932
The Upper Deck	300 Liberty SE	363-0549
Willamette Brew Pub	120 Commercial NE	363-8779

WILLAMETTE-AREA PIZZA:

*Delivery available

Dr. Munchie's Incredible Pizza	1145 Commercial SE	363-6402
Domino's Pizza*	1049 Commercial SE	371-3559
Izzy's Pizza Restaurants	2990 Commercial SE	581-9831
Izzy's Pizza Restaurants	2205 Lancaster Dr. NE	399-0915
Little Caesar's	3771 Commercial SE,	371-4491
Little Caesar's	3052 Lancaster NE	588-7212
Pizza Hut*	3302 Commercial SE	364-7286
Pizza Hut*	3278 Lancaster NE	363-7414
Round Table*	3910 Center NE	362-9988
Round Table*	4435 Liberty Rd S	370-9316
Straight from New York Pizza	233 Liberty NE,	581-5863
Union Street Pizza an' More	630 Capitol NE	364-3840

DOWNTOWN COFFEE HOUSES:

The Beanery	545 Court NE	399-7220
Governor's Cup Coffee Roasters	471 Court NE	581-9675
Starbucks Coffee	399 Court NE	375-2156

SHOPPING MALLS

Salem Centre

401 Center St. N.E., 364-0495

Monday-Friday 10 a.m.-9 p.m., Saturday 10 a.m.-6 p.m., Sunday 11 a.m.-6 p.m.

Also called the "Nordstrom Mall"; Salem Centre is located downtown and connected by a series of skybridges. The major department stores are J.C. Penney, Meier & Frank, Mervyn's, and Nordstrom. There is a food court and many other stores, including the Gap, Eddie Bauer, Musicland, and Waldenbooks.

RESTAURANTS
AND FAST
FOOD

SHOPPING
MALLS

SHOPPING MALLS

STUDENT ACTIVITIES

Lancaster Mall

831 Lancaster Drive N.E., 585-1338

Monday-Friday 10 a.m.-9 p.m., Saturday 10 a.m.-6 p.m., Sunday 11 a.m.-6 p.m.

A more typical, suburban mall, the Lancaster Mall is anchored by four department stores: Sears, Montgomery Ward, The Bon Marche, and Emporium. Houses approximately 60 other establishments.

Reed Opera House Mall

189 Liberty Street N.E., 391-4481

Located in the historic Reed Opera House downtown, this mini-mall features specialty shops, restaurants, antique stores, and Gold's Gym.

OFFICE OF STUDENT ACTIVITIES

University Center, phone 6463

Cesie Delve Scheuermann, Director



Located on the main floor of the University Center, the Office of Student Activities is committed to developing and maintaining high-quality programs, services, advising, and leadership opportunities for Willamette students. Staff members work with students, faculty, and administrators to develop programs and policies which enhance the quality of campus life.

Student Activities coordinates educational and social

programs such as Opening Days, Parents and Family Weekend, a speaker series (Educational Programs Committee), Freshman Glee, the Willamette Leadership Development program, trips off-campus through Off-the-Block, and Understanding Gender Perspectives.

In addition, Student Activities is the home of the Community Outreach Program (COP). In an effort to live out the University's motto, "Not Unto Ourselves Alone Are We Born," COP encourages students, faculty, and staff to give back to the surrounding community by participating in activities such as tutoring local elementary school children, building homes for Habitat for Humanity, or working with developmentally disabled adults.

OFFICE OF STUDENT AFFAIRS

University Center, phone 6447

Stuart B. Tennant, Vice President for Student Affairs

Non Nobis Solum Nati Sumus - "Not unto ourselves alone are we born," the motto of Willamette University, suggests both the sense of community in which our students partake and the sense of service and leadership to the larger community which our students have traditionally displayed.

In Student Affairs, we seek to support the mission of the University, our faculty, and the curriculum so that our students, long after they have graduated, will both in their words and deeds affirm the vision and the reality of our motto.

The following departments constitute Student Affairs: Admission, Athletics, Campus Safety, Counseling and Career Development, Health Center, International Student Affairs, Multicultural Student Affairs, Residence Life, Services for Students with Disabilities, and Student Activities.

TEACHER PLACEMENT

Bishop 20, phone 5374

Cathie D. Lutz, Education Placement Coordinator

The teacher placement function of the MAT program was transferred to the Career Center in the fall of 1993. All job listings, placement files and career fair information is now maintained at this new location. Help is also available for resumes, cover letters and portfolios.

TOKYO INTERNATIONAL UNIVERSITY OF AMERICA (TIUA)

TIUA Office, phone 3300

Ryuji Torihara, Executive Director for Administration

Gunnar Gundersen, Executive Director for Academic Affairs

TIUA is an independent university and part of TIU, Kawagoe, Japan. Students are sent from TIU in Japan, and stay here for 11 months for English, Liberal Arts and American studies.

Approximately half 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.

STUDENT
AFFAIRS

TEACHER
PLACEMENT

TOKYO
INTERNATIONAL
UNIVERSITY
OF AMERICA

TRADITIONS AND WILLAMETTE LINGO

TRADITIONS AND WILLAMETTE LINGO

Access Code

Five-number code which hall residents use for long-distance telephone billing.

ASWU

Associated Students of Willamette University. All registered students of the College of Liberal Arts, Masters of Arts in Teaching program, and Tokyo International University of America are members of the association upon payment of the student body fee.

Atkinson Lecture Series

Yearly series of lectures made possible through the support of the Atkinson fund. Past speakers have included authors Judith Viorst and David McCullough.

Barney the Bearcat

School mascot; a mystery animal to everyone.



Bistro Willamette

The mod place to eat and meet on campus; totally student-run and organized; occasional poetry readings and music are featured.

Blue Monday

The Monday following Glee (see Freshman Glee below); designated for the paying off of Glee bets. During Glee week, students make bets with peers from other classes regarding which class will place the highest during Glee competition. Bets range

from "human sundaes" to classroom antics. On Blue Monday, the last-place class must walk the Mill Stream.

Bush's Pasture Park

Expansive park south of Willamette across Mission Street; contains walking/jogging trails, tennis courts, playground, picnic areas, Bush House Museum, Deepwood Museum and the University's McCulloch Stadium and track and baseball fields.

C.L.A.

College of Liberal Arts; the undergrads.

The Cat Cavern

Snack bar/study area/hangout; located on main floor of the University Center.

College of Law

Willamette graduate school located west of the main campus, across Winter Street.

The *Collegian*

Weekly, student-produced, campus newspaper.

Convocation (Convo)

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

E.P.C.

Educational Programs Committee; sponsor of programs and speakers, with a focus on diversity and co-educational programming. Funded by ASWU and Student Activities; comprised of students, faculty, and administrators.

F.A.E.

Fine Arts East; the east hall of Smith Auditorium.

F.A.W.

Fine Arts West; the west hall of Smith Auditorium.

Fraternity House Director/FHD

Fraternity House Director; one FHD in each fraternity housed in the residence halls; has supervisory responsibilities for the operation of the house; half-time position employed by the Office of Residence Life. This includes maintenance needs, working with chapter officers in areas of programming, conduct issues, and leadership development. The FHD lives in a separate apartment on the first floor of the house.

Freshman Glee

The ultimate Willamette tradition; a challenge set forth by the Freshman class each year. Now in its 87th year, Glee began as a singing competition and has evolved into an all-campus competition between classes, judged on marching, singing, original music, and formations. Sub-themes are decided upon each year by Glee managers. Each class is allowed one week to practice; the week culminates on Glee Night, with classes performing in front of an audience, in hopes of winning the Glee banner.

Fusser's Guide

Willamette's own "white pages"; telephone numbers and addresses of virtually every person on campus, from staff to students.

TRADITIONS
AND
WILLAMETTE
LINGO

Greek

Persons affiliated with one of the campus fraternities or sororities.

G.S.M.

The Atkinson Graduate School of Management; the brick building located west of campus next to the College of Law.

Haseldorf

Apartment building owned by the University; run by Office of Residence Life as an alternative to residence hall living.



Hill House

Retreat site owned by Willamette University located east of Salem. Call the President's Office for reservation information.

Hudson, Jerry

President of the University.

Hudson's Bay

The section of the Mill Stream between the library and the University Center.

I.F.C.

Interfraternity Council; the governing body of campus fraternities.

Inside Willamette Weekly (formerly named "Memorandum")

Weekly flyer containing information about coming events, guest speakers, etc. You can pick up a copy by the mailboxes in the University Center and at select places around campus.

Jackson Plaza

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

Jason

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

Late-Night Breakfast

An ASWU 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; sometimes livened up by cartoons.

Mill Stream

The stream that cuts its way through campus.

Non Nobis Solum Nati Sumus

“Not unto ourselves alone are we born”; the motto of Willamette University.

Non-Trad

Label given to students who are of older-than-average age and/or are married, are parents, etc.

Panhellenic

Panhellenic Association; the governing body for campus sororities.

Parents and Family Weekend

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, Bishop, and Smullin.

R.A.

Resident Assistant; there are one to six R.A.s living in each independent residence. They are undergraduate students who have attended Willamette for at least one year and have an understanding of campus resources and events. R.A.s help plan activities and programs.

R.D.

Resident Director; one R.D. responsible for each living unit and the total operation of the residence. This includes supervising R.A. staff, advising hall officers, and ensuring student rights and responsibilities. The R.D. lives in an apartment on the first floor of one of the buildings in his/her complex.

Rain

Salem's longest season.

The Ram

“Border Cafe” and sports bar located at the southeast edge of campus.

R.H.A.

Residence Hall Association; the governing association for independents.

Rush

The Greek system of recruiting new members.

Senior Skits

Skits which take place before the Friday-night practice at the end of Glee Week. Best described as sheer chaos. Nobody knows when they started, although many have an idea when they should end.

TRADITIONS
AND
WILLAMETTE
LINGO

Sorority Row

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

Sparks

The athletic center; contains Cone Fieldhouse, Henkle Gym, Curry classroom, racquetball courts, weight room, etc.

Special Deposit

The \$50 you initially pay the University as insurance against anything "special" you might do.

Star Trees

The five pines located northeast of Collins Hall that form a star in the sky when viewed from the center; originally called the Temple of the Centuries.

Thetford Lodge

Retreat site owned by the University; located east of Salem near the North Fork of the Little Santiam River; call the Business Office for reservation information.

Thompson's

A brew pub/eating establishment located on Liberty Road S. Special features include seasonal ales and pizza bread.

T.I.U.A.

Tokyo International University of America; Willamette's independent sister-university. Located across the 12th Street skybridge at the southeast corner of campus.

U.C.

Putnam University Center; the huge building located between the Mill Stream and Sorority Row; home to the Cat Cavern, Bistro Willamette, Campus Mail Services, Student Activities, Admission, Financial Aid, etc.

Wallulah

Willamette's yearbook.

Willamette Dialogue

Yearly journal of student scholarship.

W.I.S.A.

Willamette International Students Association.

TRANSPORTATION

Amtrak Station	13th & Oak SE	588-1551
Cherriots Bus Station	183 High NE	588-2877
Greyhound Bus Lines	450 Church NE	362-2428
HUT Airport Limousine, Inc.	2990 25th SE	363-8059

UNIVERSITY CENTER

phone 6463

Cesie Delve Scheuermann, Director

The University Center is the campus gathering space. It offers a place to relax, study, be entertained, buy books, check mail, get something to drink, cash a check, get information, or just watch TV.

The popular Bistro Willamette, a student-run cafe, is a place to catch up with friends and is on the first floor of the UC. The other place to grab a quick bite is the Cat Cavern located on the second floor.

The UC also is the home of many offices and services you will need during your time at Willamette. These include the Associated Students of Willamette University (ASWU), Student Publications, the Relaxation Room, the Womyn's Center, Mail Services, Campus Bookstore, Financial Aid, Admission, Residence Life, Greek Affairs, Student Activities and the University Center, Multicultural Affairs, Office of Services for Students with Disabilities, International Student Affairs, and the Vice President for Student Affairs.

The University Center Information Desk, located on the main floor, is the place to go to find out about campus activities, cash a check, make photocopies, buy tickets to on-campus and some off-campus events, make local calls at no charge, or get supplies to make a banner for your organization.

TRANSPORTATION

UNIVERSITY CENTER



UNIVERSITY RELATIONS

UNIVERSITY RELATIONS

Waller Hall, phone 6340

Barbara S. Mahoney, Vice President for University Relations

The University Relations Office serves as liaison with the University's external constituencies: alumni, parents, donors, foundations, corporations, media, and the public. It has responsibility for all aspects of development: raising the funds necessary to meet operating expenses, enhance programs, build capital projects, and increase the endowment. Through the Office of News and Publications, it coordinates communication with people important to Willamette.



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