

WILLAMETTE UNIVERSITY  
THE FIRST UNIVERSITY IN THE WEST

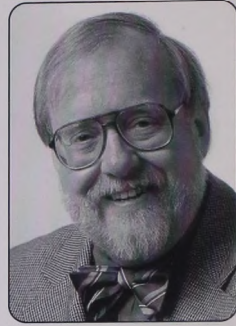
# student handbook

2001-2002



Dear Willamette Students:

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



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

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

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

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

Best wishes,

A handwritten signature in black ink that reads "Robert E. Hawkinson". The signature is written in a cursive style.

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

# TABLE OF CONTENTS

<b>Willamette Info</b> .....	2
CLA Academic Calendar .....	2
University Directory .....	3
History of Willamette .....	5
Fight Song and Alma Mater .....	6
Willamette Traditions and Lingo .....	7
<b>Student Involvement Opportunities</b> .....	10
Student Governance .....	10
Greek Life .....	13
Student Organizations .....	15
Registration of Student Organizations .....	24
Publicity Policies for Student Organizations .....	25
Fundraising Policies for Student Organizations .....	26
<b>Campus Life</b> .....	27
Office of Campus Life, Athletics .....	27
Campus Judicial, Campus Recreation .....	28
Campus Safety, Career Services .....	29
Chaplain, Community Service Learning .....	30
Counseling Services, Disability and Learning Services .....	31
Education Placement, Harassment and Sexual Harassment, Health Services .....	32
Multicultural Affairs, Residence Life, Scheduling, Events & Conference Services ..	33
Sexual Assault Advisors .....	34
Student Academic Grants & Awards, Student Activities, Student Health Insurance .....	35
Willamette Store .....	36
<b>Residence Life</b> .....	37
Office of Residence Life Mission Statement .....	37
Community Living, Theme Housing, Residence Life Staff .....	38
Programming .....	39
Community Standards, Roommates, Living with Roommates .....	40
Assignments .....	41
Contracts and Leases .....	44
Housing Contract Addendums for Theme Housing Programs .....	46
Campus Services and Facilities .....	49
Emergency Procedures .....	49
Student Rights and Responsibilities .....	50
Facilities and Residential Responsibilities .....	55
<b>Learning Enhancement Resources</b> .....	76
Time as an Investment .....	76
Time Management Record .....	77
Chart the Journey .....	78
Finals Countdown .....	79
<b>Academic Planner</b> .....	
<b>Campus Services and Facilities</b> .....	80-89
Bistro, Bon Appetit Food Service, Copy Center, Language Learning Center, Mark O. Hatfield Library, Mail Services Center, Montag Center, Physical Plant, Recycling, Sparks Center, WITS, Writing Center	
<b>Campus Resources</b> .....	90-96
Accounting, Admission, Alumni and Parent Relations, Communications, Dean of the College of Liberal Arts, Financial Aid, Financial Affairs, Human Resources, Institutional Research and Planning, International Education, Payroll, President's Office, Registrar, Scheduling, Events and Conference Services, Student Academic Grants and Awards, Student Accounts, Travel Center, University Development Office, University Information Center, Visual and Performing Arts	
<b>Salem and Portland Area Directory</b> .....	97

# WILLAMETTE INFO

## CLA ACADEMIC CALENDAR 2001-2002

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### August

- 23 Residence halls open for new students. Opening Days begins.
- 28 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2001.

### September

- 3 Labor Day, no classes

### October

- 19 Mid-Semester Day, no CLA classes

### November

- 22-25 Thanksgiving Break

### December

- 7 Last Day of Classes
- 8-9 Study days
- 10 Fall Semester final examinations begin.
- 12 Study day
- 15 Fall Semester final examinations end. Winter Break begins.

### January

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

### March

- 18-22 Spring Break

### April

- 10 Student Scholarship Recognition Day
- 30 Last day of classes

### May

- 1-2 Study days
- 3 Spring Semester final examinations begin
- 5 Study day
- 8 Spring Semester final examinations end
- 12 Baccalaureate and Commencement

## UNIVERSITY DIRECTORY

Campus Telephone Numbers: Prefix Extension

503-370...begins with 6

503-375...begins with 5

503-373...begins with 3

503-480...begins with 2

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

Accounting .....	6104
Admission, CLA .....	6303
ASWU Office .....	6058
Athletic Department .....	6420
Bistro .....	6900
Bon Appetit Food Service .....	6005
Campus Judicial .....	6112
Campus Life .....	6447
Campus Safety .....	6911
Career Services .....	6213
Cashier .....	4350
Chaplain .....	6213
Community Outreach .....	6807
Copy Center .....	6717
Counseling Services .....	6471
Custodial Services .....	6135
Dean's Office, CLA .....	6285
Disability Services .....	6471
Education Placement .....	5374
Financial Aid .....	6273
Instructional Design Center (IDC) .....	6653
Hallie Ford Museum of Art .....	6856
Hatfield Library .....	6312
Health Services .....	6062
Interfraternity Council Advising .....	6463
International Student and Faculty Services .....	5404
Intramural and Recreational Activities .....	6812
Mail Services .....	5472
Maintenance .....	6003
Mill Stream Market .....	4036
Multicultural Affairs .....	6265
Panhellenic Council Advising .....	6463
Physical Plant .....	6003
President's Office .....	6209
Publications	
<i>Collegian, Wallulah, Chrysalis</i> .....	6053
<i>Inside Willamette</i> .....	6014
Purchasing .....	6055
Recycling Services .....	4506
Registrar's Office .....	6206
Residence Life .....	6212
Scheduling of Facilities .....	5442

Sparks Athletic Center .....	6420
Students Academic Grants and Awards .....	6607
Student Accounts .....	6120
Student Activities .....	6463
Student Payroll .....	6188
Switchboard .....	6300
Telephones	
Access Numbers, Long Distance Bills .....	4105/6728
Theatre Box Office .....	6221
Thetford Lodge Reservations .....	6267
Tokyo International University of America (TIUA) .....	3300
TIUA Pool .....	3315
Travel Center .....	6388
University Information Center .....	6300
Van Reservations (Physical Plant) .....	6003
The Willamette Store .....	6315
WITS .....	6004
WITS Help Desk .....	6767
Work Study .....	4467
Writing Center .....	6959

## HISTORY OF WILLAMETTE

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

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

When Willamette was founded the cities of Portland, Seattle and Tacoma did not exist. Thus the University is closely associated with the beginning of law and government in this vast region, which now comprises Oregon, Washington, Idaho and parts of Montana and Wyoming. It educated many of the Northwest's first leaders, artists and business people. Not only was Willamette the first University in the West, but it established the first law school (1883) and the first school of medicine (1866) in the Pacific Northwest, which later merged with the medical school of the University of Oregon.

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

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

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

Today, Willamette University continues to push the frontier of higher education, always aware of the courageous leadership of its pioneer founders. Willamette now enrolls approximately 2,500 students in the College of Liberal Arts, School of Education, College of Law and Atkinson Graduate School of Management. The University's faculty has grown from one teacher in 1842 to 136 full-time professors. Ninety-two percent of the faculty have their doctorates, and all take pride in the learning environment fostered by a 10.5-1 student-to-teacher ratio.

Located on the edge of downtown Salem and across the street from the Oregon State Capitol, Willamette's campus now encompasses 61 acres and has 37 buildings. Recent additions to the ever-growing campus include the F.W. Olin Science Center, the Hallie Ford Museum of Art and the Mary Stuart Rogers Music Center.

## FIGHT SONG AND ALMA MATER

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### Fight Bearcats Fight

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

### Ode To Willamette

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

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

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

## WILLAMETTE TRADITIONS AND LINGO

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**Access Code:** A code which students use for long-distance telephone billing.

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

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

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

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

**Baxter Complex:** The location of four fraternities, wellness residence hall and Bishop Wellness Center.

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

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

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

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

**CLA:** The College of Liberal Arts, also known as undergraduate students.

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

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

**College of Law:** A Willamette professional law school on Winter Street.

**The Collegian:** The weekly student-produced campus newspaper.

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

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

**EPC:** The Educational Programs Committee is the sponsor of programs and speakers, with a focus on diversity and cocurricular programming. Funded by ASWU and Student Activities, it is composed of students, faculty and administrators.

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

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

**Fusser's Guide:** Willamette's own "white pages" — telephone numbers and addresses of virtually every person on campus, from staff to students.

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

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

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

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

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

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

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

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

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

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

**Luau:** The luau is sponsored by the Hawaii Club and is traditionally held during the month of April. Months of preparation go into this event. In addition, food and flowers are flown over from Hawaii.

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

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

**Montag Center:** Student center located in the Baxter quad.

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

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

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

**Panhellenic:** Panhellenic Council is the governing body for sororities.

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

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

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

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

**Residence Education Coordinator:** Staff responsible for the creation and implementation of leadership, service learning and educational programs within Willamette's residential community.

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

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

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

**Thetford Lodge:** Retreat site owned by the University, located east of Salem near the North Fork of the Little Santiam River. Call Scheduling, Events and Conference Services for reservation information.

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

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

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

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

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

**Wallulah:** Willamette's yearbook.

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

**Willamette Dialogue:** Yearly journal of student scholarship.

**WISH:** Willamette International Studies House was built in 1965 and is located across Mill Street from the UC. It houses 35 residents. The Office of Admission is located on the east side of the building.

**WISA:** Willamette International Students Association.

# STUDENT INVOLVEMENT OPPORTUNITIES

## STUDENT GOVERNANCE

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### ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY (ASWU)

UC, third floor, 503-370-6058

#### Officers

Tommy Ziemer

President

tziemer@willamette.edu



Kate Haas

Vice President of the Executive

khaas@willamette.edu



Helen Thigpen

Vice President of Administration

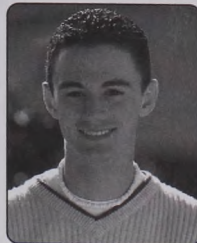
hthigpen@willamette.edu



Andrew Cockrell

Vice President of Finance

acockrel@willamette.edu



Lisa Jones Holliday, Advisor, [ljones@willamette.edu](mailto:ljones@willamette.edu)

#### Office Hours

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

ASWU Senate: Thursdays 6:30 p.m.

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

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

### TIUA STUDENT LEADERSHIP PROGRAM (TSLP)

Kaneko Hall, TIUA offices, 503-373-3300



#### Officers

Mai Sugiura, ASWU Representative, [msugiura@willamette.edu](mailto:msugiura@willamette.edu)

Suguru Yahata, Student Activities Coordinator, [syahata@willamette.edu](mailto:syahata@willamette.edu)

Tomoko Kurahashi, JACE Coordinator, [tkurahas@willamette.edu](mailto:tkurahas@willamette.edu)

Kaichi Makabe, JACE Coordinator, [kmakabe@willamette.edu](mailto:kmakabe@willamette.edu)

Chie Watanabe, Women's Center Coordinator, [watanabc@willamette.edu](mailto:watanabc@willamette.edu)

Yuichiro Takahashi, WISA Representative, [ytakahas@willamette.edu](mailto:ytakahas@willamette.edu)

Shimon Shoda, Harvest Festival Coordinator, [sshoda@willamette.edu](mailto:sshoda@willamette.edu)

Emiko Araki, WU Intramural Coordinator, [earaki@willamette.edu](mailto:earaki@willamette.edu)

Takeo Nozawa, WU Intramural Coordinator, [tnozawa@willamette.edu](mailto:tnozawa@willamette.edu)

Yosuke Terada, Community Service Coordinator, [yterada@willamette.edu](mailto:yterada@willamette.edu)

Jeani Bragg, Advisor, [jbragg@willamette.edu](mailto:jbragg@willamette.edu)

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

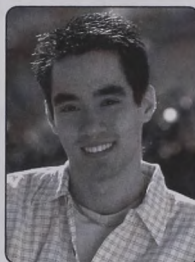
- TSLP is composed of TIUA students who pay both ASWU and TIUA student activity fees - TSLP and ASWU work together on many projects
- all Willamette students are encouraged to join activities sponsored by TSLP
- TSLP discusses current issues on campus, plans various events to help integrate the Willamette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

## HOUSE OF HALL REPRESENTATIVES

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

### Officers

Robbie Zumajit-Hanson  
President  
rzumajit@willamette.edu



Benjamin Peterson, Vice President, bpeterso@willamette.edu

Angie Mitchell, Secretary, amitchel@willamette.edu

Advisor, Zea Wood, zwood@willamette.edu

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

- students living in residence halls or apartments are eligible to become members of HHR, through participation in their hall council
- sponsors numerous social and educational programs throughout the year
- each residence hall student pays \$20 per semester in HHR activity fees and apartment residents pay \$10 per semester

## HALL COUNCILS

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

- each residence hall elects its own officers by nomination followed by a majority vote
- the hall council leadership positions vary by the needs of the individual hall: President, Vice President, Secretary, Treasurer, (ASWU) Senator(s), Recycling Coordinator, Intramural Representative and Floor Representatives

## GREEK LIFE

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

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

### INTERFRATERNITY COUNCIL (IFC)

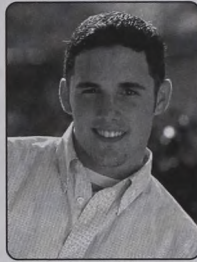
Office of Student Activities, UC second floor, 503-370-6463

#### Officers:

Bryan Ruttkay

President

bruttkay@willamette.edu



Duncan Libby, Vice President, dlibby@willamette.edu

Ben Kessler, Risk Management Officer, bkessler@willamette.edu

Brendan Price, Treasurer, bprice@willamette.edu

James Davidson, Secretary, jdavidso@willamette.edu

Derek Morgan, Advisor, demorgan@willamette.edu

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

- men's fraternities are housed in the wings off Baxter and Matthews Halls and each chapter brings its own style to its living quarters
- each chapter has a University Representative, employed by the Office of Residence Life, who lives in the chapter and assists with programming, conduct and leadership development
- fraternities at Willamette and their campus chartering dates:
  - Beta Theta Pi (1947)
  - Kappa Sigma (1961)
  - Phi Delta Theta (1946; rechartered 1991)
  - Sigma Alpha Epsilon (1949)
  - Sigma Chi (1947)

## PANHELLENIC COUNCIL (PHC)

Office of Student Activities, UC second floor, 503-370-6463

### Officers:

Kristen Smith

President

ksmith@willamette.edu



Erin Cox, Vice President of Recruitment, [ecox@willamette.edu](mailto:ecox@willamette.edu)

Sabrina Andrus, Vice President of Programming, [sandrus@willamette.edu](mailto:sandrus@willamette.edu)

Tricia Le, Vice President of Public Relations, [tle@willamette.edu](mailto:tle@willamette.edu)

Lacy Wier, Vice President of Risk Management, [lwier@willamette.edu](mailto:lwier@willamette.edu)

Stephenie Rodgers, Vice President of Administration,  
[srodgers@willamette.edu](mailto:srodgers@willamette.edu)

Lisa Jones Holliday, Advisor, [ljones@willamette.edu](mailto:ljones@willamette.edu)

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

- each sorority has a unique chapter house that is University-owned but operated by local alumnae in association with the collegiate members
- each chapter's local alumnae advisory board hires a full-time, live-in House Director who is responsible for supervision of the kitchen and housekeeping staff
- sororities at Willamette and their campus chartering dates:
  - Alpha Chi Omega (1944)
  - Delta Gamma (1945)
  - Pi Beta Phi (1944)

## STUDENT ORGANIZATIONS

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

Student organizations fall into one of these eight classifications:

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

## ACADEMIC HONORARY ORGANIZATIONS

### American Chemical Society Club

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

### Mortar Board

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

### Mu Phi Epsilon

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

### **National Society of Collegiate Scholars (NSCS)**

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

### **Order of Omega**

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

### **Phi Beta Kappa**

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

### **Phi Eta Sigma**

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

## **EDUCATIONAL AND SERVICE ORGANIZATIONS**

### **Alpha Phi Omega**

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

### **Amnesty International**

To heighten awareness locally of global human rights abuses and to motivate students at Willamette University to participate in Amnesty International.

### **Best Buddies of Willamette**

Best Buddies is a college based volunteer program designed to promote one-to-one friendships between college students and people with developmental disabilities. Each College Buddy is asked to see his/her Buddy once a month and call or write once a week. In addition, pairs participate in monthly group activities, such as dances, arts & craft nights and pizza parties. To learn more go to: [www.willamette.edu/org/bbuddies](http://www.willamette.edu/org/bbuddies).

### **Bush Mentor Program**

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

### **Cartoon Club**

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

### **Educational Programs Committee (EPC)**

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

### **Environmental Community Outreach Society (ECOS)**

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

### **Habitat for Humanity**

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

### **Philomathean Society**

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

### **Pre-Vet Club**

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

### **Roots & Shoots**

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

### **Willamette Readers**

Volunteers work with persons in the community to help them gain language skills necessary to fully function in the community. Our mission is to promote literacy, provide one-on-one tutoring and gain a better appreciation and understanding for the diverse world in which we live.

## MEDIA ORGANIZATIONS

### ASWU Radio

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

### Collegian

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

### D.J. and Dance Fanatics Club

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

### Wallulah

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

## MULTICULTURAL ORGANIZATIONS

### Alaska Club

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

### Angles (Willamette's Queer-Straight Alliance)

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

### Asian Students in Action (ASIA)

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

### Black Student Organization (BSO)

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

### **Hawaii Club**

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

### **Non-Traditional Student Association**

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

### **Unidos Por Fin**

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

### **Willamette International Student Association (WISA)**

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

## **PERFORMING ARTS ORGANIZATIONS**

### **Band**

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

### **Chamber Choir**

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

### **Jazz Ensemble**

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

### Male Ensemble Willamette

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

### Pep Band

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

### Taiko Drumming Club

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

### Willamette Singers

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

### Winds Ensemble

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

### Women's Choir

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

## RELIGIOUS ORGANIZATIONS

### Campus Ambassadors

Campus Ambassadors Christian Fellowship desires to help students grow in the knowledge and love of God, guided by the authority of Scripture and prayer. We work to fulfill our mission through evangelism, discipleship, the study of Scripture and by encouraging student commitment to a local church and to those in need.

### Christian Science Organization

The Christian Science Organization seeks to provide opportunities for the campus to gain a greater understanding of Christian Science through weekly Bible studies with some emphasis on *Science and Health with Key to the*

*Scriptures* and other works by Mary Baker Eddy and through lectures endorsed by the First Church of Christ, Scientist of Boston.

### **Fellowship of Christian Athletes**

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

### **International Christian Fellowship**

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

### **Inter Varsity Christian Fellowship**

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

### **Latter Day Saints Student Association (LDSSA)**

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

### **Newman Community**

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

### **United Methodist Student Fellowship**

The mission of the UMSF is to build a community for United Methodist students and others and to enhance their Christian growth through fellowship, usually accompanied by large quantities of good food, and Bible study. Members participate in retreats/meetings of the Oregon-Idaho chapter of the United Methodist Student Movement each semester and the national UMSM's Annual Student Forum.

Other groups which may (re)organize this year include the **Jewish Student Union** and **Canterbury Club** (Episcopal). Students wishing to organize new fellowship groups should contact the Office of the Chaplain.

## SOCIAL/SUPPORT ORGANIZATIONS

### Circle K Club

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

### College Democrats

College Democrats works to further political awareness and democratic awareness among WU students by organizing public forums, meetings and discussions in addition to community volunteer work.

### College Republicans

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

### Student Art Cooperative

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

### Students for Choice

Students for Choice work with local, state, and national organizations to raise awareness about reproductive rights. They encourage and participate in related activism, such as lobbying politicians and volunteering as clinic escorts.

### Willamette Connoisseurs

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

### Willamette Emergency Medical Services (WEMS)

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

### Willamette Students for Peace and Justice

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

### Women's Center

The Women's Center consists of a committed group of men and women who meet to organize activities that educate the campus on a variety of

women's issues. The group works together to foster acceptance, community, equality and empowerment. This group also promotes the message of the Women's Center, and searches for ways to strengthen the center and improve relations with other groups both on and off campus.

## SPORTS/RECREATIONAL ORGANIZATIONS

### Dance Team

The Dance Team is a group that shares a common interest in dancing and performing. They practice and perform weekly at football and basketball games.

### Jiu-jitsu / Self-Defense

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

### Men's Lacrosse

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

### Outdoors Program

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

### Swing Club

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

### Ultimate Frisbee

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

### Women's Lacrosse

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

## REGISTRATION OF STUDENT ORGANIZATIONS

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

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

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

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

## PUBLICITY POLICIES FOR STUDENT ORGANIZATIONS

### Academic Buildings

To post publicity in academic buildings, the department secretaries in each of the buildings must grant approval. In most cases, students may post one or two publicity items per floor.

### Bistro and Willamette Store

Students should contact the Bistro and the Willamette Store managers individually about their posting policies.

### Cat Cavern and Goudy Commons

- Cat Cavern will allow 25 tents
- Goudy Commons will allow 90 table tents if these guidelines are followed
  - constructed of light or pastel colored paper
  - measured size of 4" x 5"
  - posted no more than two weeks before the event
  - picked up the day after the event or a fine will result
- Table tents should only be for campus announcements, not solicitations.
- Table tents will be thrown away for a special brunch (if an organization wants to keep their tent, it must be picked up and redistributed after the brunch).
- A maximum of five table tents on each table are allowed at any one time.

### Grounds

Outside publicity is not permitted on campus (i.e. no stakes, no publicity attached to the foliage, lightpoles, or on the outside of any building). Portable barriers are available for your publicity needs by contacting the Grounds Department.

### Library Boards

Registered student organizations and departments may gain access by contacting the Information Center on the first floor of the University Center.

### Mail Services Center

Only registered organizations can stuff mailboxes. Please pick up the appropriate form in the Office of Student Activities or Mail Services Center.

### Residence Halls

For information about posting publicity in the residence halls, please see page 71-72 of this handbook.

### University Center Information Desk

Up to 4 posters or flyers (no larger than 11" x 17") may be left at the UC desk for approval and posting in the following places: Goudy Commons (1), UC (1), TIUA Student Affairs (1), and UC Activities Event Binder (1). This list is in priority order.

## Posting Banners in the University Center:

### UC railings (outside)

- Any group may hang banners outside on the railings regardless of whether the group is registered with the Office of Student Activities. If the group is not registered, poster paper may be purchased in the Willamette Store.
- Banners are to be tied (not taped) to the metal railings. String is available in the Office of Student Activities.

### UC banner lines (inside, first floor)

- Sign-up at the UC Information desk for space on the lines.
- Use a 78" long piece of butcher paper, folded in half (39" x 39") for a double sided banner.
- Banner should be taken to the UC Desk for hanging.
- Banner will remain hung for no more than one week.

### Special Free Service for Registered Student Organizations:

The Office of Student Activities employs a group of student artists who are ready to make a banner upon your request. Pick-up a "Banner Request Form" in the office and return the form 48 hours before the banner should be hung. The completed banner will be hung (if space has been reserved) or ready for pick-up by the time specified.

## FUND RAISING POLICIES FOR STUDENT ORGANIZATIONS

### Raffles

Willamette University policy permits raffles to be held under the parameters of State of Oregon "Class B" Raffle License:

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

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

# CAMPUS LIFE

## OFFICE OF CAMPUS LIFE

University Center, third floor, 503-370-6447

Robert Hawkinson, Dean of Campus Life, rhawkins@willamette.edu

The following departments constitute the Division of Campus Life:

- Athletics
- Campus Judicial
- Campus Recreation
- Campus Safety
- Career Services
- Chaplain
- Community Service Learning
- Counseling Services
- Disability and Learning Services
- Multicultural Affairs
- Residence Life
- Scheduling, Events and Conference Services
- Student Academic Grants and Awards
- Student Activities
- Student Health Services
- Willamette Store

## ATHLETICS

Sparks Center

Administrative Office, 503-370-6420

Ticket Office, 503-370-6011

Mark Majeski, Director of Athletics, 503-370-6420, mmajeski@willamette.edu

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

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

### Athletic Facilities:

- Football Stadium-McCulloch Stadium & Ted Ogdahl Field (capacity 2500)
- Basketball Arena-Cone Field House (capacity 2400)
- Swimming Facility-Sparks Natatorium (capacity 300)
- Baseball Complex-"Spec" Keene Stadium at John Lewis Field (capacity 1400)
- Softball Complex-Unnamed as of this publication (capacity 300)

- Track-Charles Bowles Track
- Soccer-Sparks Field (capacity 500)
- Crew-On the Willamette River

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

#### Women's Sports

volleyball  
soccer  
cross country  
basketball  
swimming  
softball  
golf  
track  
rowing  
tennis

#### Men's Sports

football  
soccer  
cross country  
basketball  
swimming  
baseball  
golf  
track  
rowing  
tennis

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

## CAMPUS JUDICIAL

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

Jim Bauer, University Judicial Officer, [jbauer@willamette.edu](mailto:jbauer@willamette.edu)

- Administers campus policies that promote a safe and manageable campus environment (i.e., Campus Security Act, Federal Educational Rights and Privacy Act, Drug-Free Schools and Communities Act, and University policies such as alcohol, sexual offense, and sexual harassment).
- Promotes student rights and responsibilities by educating students on Willamette University's Standards of Conduct and other relevant policies and by responding to incidents and behavior which may be considered a violation of these expectations.

## CAMPUS RECREATION

University Center, second floor 503-370-6812

Office of Student Activities

Bruce Mace, Director of Campus Recreation, [bmace@willamette.edu](mailto:bmace@willamette.edu)

**Intramural Activities:** Opportunities for over 30 different team and individual activities that students may choose from throughout the year.

- Organized for men's, women's, or co-ed divisional play.
- Intramural activities are student-led and developed with over 1,400 participants each year in league and tournament competitions. Intramural play is open to all CLA students, faculty, staff & graduate school students and staff.
- Employment opportunities available in the intramural program.

**Sport Clubs:** Student organized and operated clubs are competitive or non-competitive/instructional designed.

- Competitive clubs compete regionally with other university sport clubs. Non-competitive/instructional clubs are internal to fit the needs of the population and needs of the Willamette University community.
- Current clubs include rugby for men and women, lacrosse for men and women, swing dance, ultimate frisbee, dance team, stunt team and various martial arts.

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

- Available to all students
- Diverse trips scheduled geared for the student budget
- Screening the latest Warren Miller ski film
- Workshops and seminars

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

**Non-Credit Instruction Classes:** These not-for-credits are designed to complement the existing EXSCI credit course. Participants elect to register for any class session. A small participant fee is required. Current options include introduction to indoor climbing, kayaking, bicycle touring/maintenance, CPR & WFR courses and various styles of dance.

## CAMPUS SAFETY

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

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

Services provided for students include:

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

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

## CAREER SERVICES

University Center, second floor, 503-370-6213  
Nancy Norton, Director, nnorton@willamette.edu

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

Services provided for students include:

- Individual or group appointments
- Workshops assisting with resumes, cover letters, personal statements, graduate school applications, graduate entrance exam preparation, determining a major, job searches and interviewing
- Job and internship listings (full-time, part-time, summer)
- MonsterTrak, an electronic listing of employment opportunities
- SIGI+, a computerized career information and guidance tool (free to WU students) in the Career Library
- Job listings – full-time, internships, summer and part-time
- Information bulletins for almost all graduate/professional school entrance exams
- Special programs:
  - Senior Dinner – each fall
  - Junior Dessert – each fall
  - Alumni Career Mentor Day – for juniors and seniors, each fall
  - OLAPC Job Fair – for all undergraduates, each spring

## CHAPLAIN

University Center, second floor, 503-370-6213

Charlie Wallace, University Chaplain, cwallace@willamette.edu

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

Services provided for students include:

- Occasional campus worship services and weekly Christian communion services
- University Convocation series (cocurricular presentations of intellectual, social, ethical, artistic, and religious interest), Wednesdays 11:30-12:20 p.m.
- Links with The United Methodist Church, Willamette's founding denomination, and United Methodist students on campus
- Links with Campus Ministries, which are accredited to come on campus and work with various student populations: evangelical Christians, Roman Catholics, L.D.S., Jews and others
- Links with various local congregations and community groups working for peace and justice
- Facilities for worship and meditation (Cone Chapel), study and vocational searching (Chaplain's Office and Career Library)

## COMMUNITY SERVICE LEARNING

University Center, second floor, 503-370-6807

Mari Morando, Director, mmorando@willamette.edu

Willamette students consistently provide thousands of hours to the community each year, with more than a third of undergraduate students participating in service activities. The Community Outreach Program (COP) links students to volunteer opportunities in the community and helps faculty members integrate service learning into the curriculum.

Services provided for students include:

- Information about setting up volunteer projects for student clubs, organizations or residences
- How to get involved in ongoing community partnerships such as mentoring programs, Outdoor Pursuits, Cartoon Club and Habitat for Humanity
- Information about national and international volunteer opportunities and service-oriented study abroad programs
- Helping students make connections between volunteer experiences and what is learned in the classroom
- Monthly activities to raise awareness and address social justice issues

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

## COUNSELING SERVICES

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

Deb Loers, Dean of Student Development and Director of Counseling,  
dloers@willamette.edu

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

Services provided for students include:

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

Call 503-370-6471 to schedule an appointment. Please indicate if it is urgent.

For an after-hours emergency, call Campus Safety 503-370-6911 or a Residence Life staff member for assistance and counseling staff will be contacted.

## DISABILITY AND LEARNING SERVICES

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

JoAnne Hill, Director, jhill@willamette.edu

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

Services provided for students include:

- Assisting students to develop skills in test-taking and preparation, note-taking, time management and study strategies
- Coordinates appropriate accommodations to provide equal access to University programs. Accommodations include taped course material, note takers, exam accommodations, sign language interpreting, modification of buildings for wheelchair access, etc.
- Offers materials and workshops to increase disability awareness

## EDUCATION PLACEMENT

University Center, second floor, 503-375-5374

Cathie Lutz, Career & Education Advisor, clutz@willamette.edu

Education Placement assists current candidates and alumni of the Master of Arts in Teaching program in their search for teaching positions.

Services provided for students include:

- Education job listings, placement files and education fair information
- Assisting current students and alumni with resumes, cover letters, interviewing and portfolios
- Publications, directories, Oregon statewide application and web site information

## HARASSMENT AND SEXUAL HARASSMENT COMPLAINTS

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

## HEALTH SERVICES

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

Vickie Simpson, Director, vsimpson@willamette.edu

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

Services provided for students include:

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

There is no office visit charge to students; fees are charged for lab work, prescriptions and some supplies. Students are seen by appointment but urgent problems will be seen the same day.

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

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

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

## MULTICULTURAL AFFAIRS

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

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

Services provided for students include:

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

## RESIDENCE LIFE

Doney Hall (north side), 503-370-6212  
Jim Bauer, Dean of Residential Life and Auxiliary Services,  
jrbauer@willamette.edu

The Office of Residence Life provides a variety of living options for students: traditional residential communities, apartments, fraternities, sororities and theme houses (Wellness, Intensive Study, Community Outreach, Substance-Free, Environmental Appreciation, Outdoor Adventure and International Studies).

Services provided for students include:

- Creates communities that support the academic mission, enhances residents' physical, social and emotional well-being, fosters responsible citizenship and promotes consideration of individual needs in a group living environment.
- Provides programs focused on a wide variety of issues such as leadership development, faculty interaction, academic support, developing life skills, community service and cultural diversity.
- Advises and supports nine hall councils and the House of Hall Representatives.

## SCHEDULING, EVENTS AND CONFERENCE SERVICES

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

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

- All scheduling requests must be made via the Event Scheduling Request form on the WU web site
- Exception to this process include:  
 TIUA ..... 503-373-3300  
 Contact Teri Martinez
- For more information or details on the scheduling policy, call 503-375-5442

## SEXUAL ASSAULT ADVISORS

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

Deborah Cagle .....	503-370-6672; home 503-581-8461
<i>Sparks Center</i>	
Michelle Duchateau .....	503-375-5309; home 503-393-4481
<i>Atkinson School</i>	
Meredyth Edelson .....	503-370-6133; home 503-363-7787
<i>Smullin Hall</i>	
Lisa Jones Holliday .....	503-370-6574; home 503-587-8795
<i>Putnam University Center</i>	
Mari Morando .....	503-370-6807; home 503-241-0092
<i>Putnam University Center</i>	
Charlie Wallace .....	503-370-6213; home 503-581-1555
<i>Putnam University Center</i>	
Jennifer Wright .....	503-370-6140; home 541-753-8539
<i>College of Law</i>	

- Contact any of them directly
- Staff members of the Counseling Services, Health Services and the Chaplain are also available (client/patient privilege is protected by law)
- Call and indicate that it is urgent
- More information in *Selected Policies Manual*

## STUDENT ACADEMIC GRANTS AND AWARDS

University Center, second floor, 503-370-6607

Jane Curlin, Director, [jcurlin@willamette.edu](mailto:jcurlin@willamette.edu)

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

Services provided for students include:

- Selective listings and reference guides to a range of grants, scholarships, and competitive internships
- Assistance with application and interview preparation
- One-on-one mentoring for scholarships that require university nomination and endorsement, such as the Truman, Goldwater, Udall, Rhodes, Marshall, and Fulbright scholarships
- Administration of the Carson Undergraduate Research Grant and the Presidential Scholars Programs

## STUDENT ACTIVITIES

University Center, second floor, 503-370-6463

Lisa Jones Holliday, Director, [ljones@willamette.edu](mailto:ljones@willamette.edu)

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

Services provided for students include:

- Support for recognized student organizations as well as their advisors
- Coordinating programs such as:
  - Opening Days
  - Parents and Family Weekend
  - Educational Programs Committee
  - Intramural and Recreational Activities
  - Off-the-Block
  - Campus Life Honors & Awards
  - Senior Party
- Provides advising for ASWU, Panhellenic Council, Women's Center, Bistro Willamette, Interfraternity Council and Willamette Events Board.

## STUDENT HEALTH INSURANCE

Baxter Complex, 503-370-6972

Julie Prieto, Insurance Services Coordinator, [jprieto@willamette.edu](mailto:jprieto@willamette.edu)

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

Important information about this plan and its administration to students:

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

## THE WILLAMETTE STORE

University Center, first floor, 503-370-6315

M-F 8:30 a.m.–6 p.m. and Saturday 10 a.m.–4:30 p.m.

Don Beckman, Director, [dbeckman@willamette.edu](mailto:dbeckman@willamette.edu)

[thewillametestore.com](http://thewillametestore.com)

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

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

# RESIDENCE LIFE

## OFFICE OF RESIDENCE LIFE MISSION STATEMENT

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

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

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

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

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

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

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

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

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

## COMMUNITY LIVING

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

## THEME HOUSING

Within Willamette's residences, theme housing provides students the opportunity to experience informal education outside of the classroom. Willamette's theme programs include international study (WISH), community outreach and substance-free living (Shepard House), outdoor adventure (Terra House), wellness (Kaneko), healthy-choice living (Baxter) and extended quiet hours (Lausanne). Each program provides special activities and the opportunity to interact with faculty and friends who share common interests.

## RESIDENCE LIFE STAFF

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

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

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

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

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

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

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

**Residence Education Coordinators** are professional staff members responsible for the creation and implementation of leadership, service learning and educational programs with in Willamette's residential community. They advise hall government consisting of the House of Hall Representatives (HHR) and individual Hall Councils. They also take on departmental responsibilities such as the coordination of the Peer Helper Program, Peer Judicial Review system and Advisor to the Montag Center.

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

## PROGRAMMING

During the year you will see posters on campus inviting you to attend events such as a time management workshop, a study skills seminar, a faculty fireside or a short study break in which another student will share a talent or travel experience. So much learning occurs during college years, both inside and outside the classroom, that your residence becomes a living-learning center for discussion of social, political, spiritual and life issues. Faculty and administrators are often invited to your community to get to know you on a more informal basis. Educational programs are for your benefit - to learn and to grow.

## COMMUNITY STANDARDS

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

Living within your community, you will have the opportunity to meet people from a variety of backgrounds and lifestyles. The diversity of our community enriches our classes, activities, programs and everyday interactions. Getting to know others in your community may be one of the most rewarding aspects of your college experience. You are encouraged to become well acquainted with community members, to use these experiences to increase your knowledge of others and to make new and lasting friendships. Share yourself and your experiences as well. Your active involvement in the community and your participation in its activities are essential for its growth and the formation of positive relationships.

## ROOMMATES

Willamette University provides varied housing options for its students. The following suggestions apply to all situations in which two or more students live in a room or an apartment. Most also pertain to living in a setting where common space and hallways are shared by many individuals. Unless otherwise noted, these suggestions can and should be applied to your living arrangement.

### Living with Roommates

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

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

One potential area of conflict between roommates is the question of personal cleanliness and tidiness. Decide on what is important to each of you and go from there. If your roommate(s) fails to do his or her part, don't wait around for a change. Talk to your roommate(s) soon. Don't demand or write notes of complaint. These things cause hard feelings and increase problems rather than remedy them.

## Understanding Each Other

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

The way you react when you're working under pressure

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

## Roommate Conflicts

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

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

Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically but not limited to behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior which is disruptive in dining areas, classrooms or any other residential/campus facility, is prohibited.

## ASSIGNMENTS

### All Residences

The Office of Residence Life places people in rooms as needed. Priority for assignments is based on class standing (with preference going to seniors first) and one's current occupancy status. New students are assigned based on the date their enrollment deposit is received by the Admission Office. Specific roommate requests must be mutual and be received by the Office of Residence Life by the advertised deadline. Mutual roommate requests will be honored as long as all other criteria for residency are met.

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

### **Residence Halls**

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

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

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

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

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

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

### **Greek Chapters**

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

### **Apartments**

Generally, apartment residents select other students with whom they will share an apartment. However, Residence Life will match roommates for entering graduate students upon request. The following assignment eligibility will be considered for students in good standing with the University (academic and disciplinary) and wishing to live in the apartments:

- a) students currently under contract/lease with the Office of Residence Life, with first priority given to junior, senior and graduate standing
- b) other Willamette students
- c) students on approved study-abroad programs, of junior, senior or graduate standing
- d) new students of junior, senior or graduate standing

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

- a) select an eligible roommate under University contract within 48 hours of the vacancy
- b) occupy the apartment with one less resident at the prevailing rate of the apartment
- c) Willamette University will reassign an occupant to a residence hall or cancel the lease if conditions of (a) or (b) above are not met

Requests to underassign an apartment will not be honored without payment of the full rent by the remaining occupant(s).

### **Temporary Over-Assignments**

Periodically, campus residences may open in the Fall with some students placed in over-assigned rooms or given temporary assignments. Students may be temporarily placed in a guest room, in a double room with three students, in a triple room with four students, or in a converted lounge, computer lab or office space, or by housing upper division nonmembers in Greek chapter houses. Within the first few weeks most students are reassigned to standard occupancy rooms. Those who remain in overassigned rooms receive a reduction in their housing charges.

### **Room Transfers**

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

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

Residents requesting a room change must receive approval from their Area Coordinator and complete the residential transfer process. If a portion of a residence needs to be closed or redesignated, residents in that area may be required to move.

### **Waiting Lists**

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

## CONTRACTS AND LEASES

### Room and Apartment Sizes and Rates

Rooms and apartments differ in exact dimensions and character, even within the same residence. The majority of rooms and apartments on campus are multiple occupancy, housing either two or three students. Requests for single rooms and apartments are honored on a first-come, first-served basis with upper-class students having priority. Single rooms at Lee House, York House and the fraternities are an additional \$600 per year. Single rooms in other residences are an additional \$700 per year. See the apartment lease for rates.

### Residency Requirement

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

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

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

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

### Canceling Your Housing Contract or Apartment Lease

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

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

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

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

### **Relocation and Termination**

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

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

The University will give the student at least 3 days notice of termination or reassignment unless the student or someone under the student's control threatens to inflict, or actually inflicts, personal injury or substantial damage to the premises or commits an act which is a significant disruption to the community. In such a case, immediate notice of relocation or 24-hour notice of termination may be delivered to the student.

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

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

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

### **Terms and Conditions**

The following information covers only a few of the most frequently asked questions. For complete information, please refer to your copy of the 2001-

2002 Terms and Conditions for Room and Board or 2001-2002 Terms and Conditions for the Single Student Apartment Lease. If you need a copy or have additional questions, contact the Office of Residence Life.

- Health and Services

If a student's behavior causes University staff to be concerned for his/her health or safety, the University may require that the student meet with a staff member in the Bishop Wellness Center for discussion, evaluation and/or treatment.

- Gambling

Gambling is not permitted.

- Occupancy

By moving into campus housing without a signed contract/lease, the student obligates him/herself to all of the terms and conditions.

- Payment

The student agrees to pay room and board fees and properly billed charges (e.g., for damage, guests, lost keys, etc.) at the time(s) scheduled by the University. Room and board charges are to be paid each semester in advance unless a deferred payment plan is arranged with the Business Office.

- Vacation Periods

Campus residences (except sororities) are open during Thanksgiving and spring vacations, although meals are not provided. Only Willamette University students may reside in campus living organizations during these vacation periods. All residences (except Haseldorf and the University Apartments) must be vacated during semester break. Unauthorized individuals found within secured residences during vacation periods will be considered trespassers.

## HOUSING CONTRACT ADDENDUMS FOR THESE HOUSING PROGRAMS

### Baxter Contract Addendum - Substance Free Community

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

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

- 1) To make a positive, personal commitment to maintain the community norms outlined above. The choice to not use substances in the Baxter community is my statement of affirmation toward supporting a community that has made the commitment to refrain from the use of substances while in the Baxter community.
- 2) Not to be in possession of tobacco, alcohol and/or other substances while in the Baxter community as set forth in this agreement.
- 3) Not to return to the Baxter community while under the influence of alcohol and/or other substances. "Under the influence" means

behavior which indicates the use of alcohol and/or other substances. This could include but is not limited to: (a) the smell of alcohol and/or other substances on me, (b) staggering, slurring or other behaviors indicative of substance use, or (c) becoming sick due to use of alcohol and/or other substances. If a member of the community has reason to believe I am in the community in an intoxicated state, he or she will discuss the concern with me and speak to a Residence Life staff member. At all times, it is the community's expectation that I am respectful, honest and cooperative with all members of the Willamette community.

- 4) Not to display or be in possession of any materials that symbolize the support, encouragement or use/abuse of any substances within the Baxter community. This could include but is not limited to: (a) displays of empty alcohol containers, (b) advertisement such as neon signs, posters or billboards, or (c) drug paraphernalia.
- 5) To support a programming fee of \$15 per semester that will be charged to my student account. These funds will be used for substance-free alternative programming in the Baxter community.
- 6) To abide by the sanctions imposed should I choose to violate the conditions of this agreement. These sanctions may include my reassignment from the Baxter community. If I choose to use any substances in the Baxter community, I understand I may be relocated to another residence hall. Removal from the community will result in forfeiture of my programming fee for the semester.

## **Kaneko Wellness Floor Contract Addendum**

### **Mission Statement**

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

### **Community Description**

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

### **Terms and Conditions**

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

- 1) To make a positive, personal commitment to maintain the community norms and values established by the Mission Statement.

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

#### **Shepard House Contract Addendum - Substance Free Community**

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

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

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

- 5) To abide by the sanctions imposed should I choose to violate the conditions of this agreement. These sanctions may include my reassignment from the Shepard community. If I choose to use any substances in the Shepard community, I understand I may be relocated to another residence hall.

### **Terra House Contract Addendum - Environmental Awareness and Outdoor Adventure**

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

## **CAMPUS SERVICES AND FACILITIES**

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### **EMERGENCY PROCEDURES**

#### **Emergency Phone Numbers**

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

#### **Medical Emergencies**

In the event of a medical emergency, notify Campus Safety (x6911) immediately. Identify yourself, give the location and name of the ill or injured person and explain the problem. Stay with the ill or injured person until help arrives.

#### **Fire**

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

#### **Fire Evacuation Procedures**

In the event of a fire:

- Pull the alarm if it is not already ringing.
- In a burning building, keep close to the floor, cover your head with a towel or an item of clothing to provide protection from heat and smoke. Feel doors with the back of your hand. If they are hot, do not open them.
- If the door is warm or the hallway is impassable, place towels or a blanket (wet, if possible) at the base of the door. Call Campus Safety (503-370-6911) with your name and room/apartment number, go to the window and make your presence known.
- If the door is cool and the hallway is clear, close your door behind you and evacuate the building immediately.

- If the hallway is filled with smoke, cover your nose and mouth, stay low to the ground and move quickly to the nearest exit. If it is blocked, return to your room/apartment, close the door and signal for help.
- If the clothes you are wearing are on fire, do not run. Drop to the floor and roll up in a rug or bedspread. Remove smoldering clothing.
- Residence Life staff members will clear their floors and continue to clear people from the building as they proceed to the nearest exit.
- Do not attempt to fight the fire. Wait for the Fire Department. Stay away from the building, main sidewalk and entrance area. Meet your fellow residents at the designated location.
- No one is to re-enter the building without the Fire Department's permission. The Fire Department has legal control of the building whenever an alarm is activated. Anyone who interferes with the firefighters or who fails to cooperate in any way is subject to a fine and/or arrest.

### Fire Extinguisher Safety

Do not use water on electrical fires or on fires involving grease or oil; use the CO<sub>2</sub> or ABC extinguishers. If a grease fire develops in a container or on a stove, eliminate the source of heat by turning off the stove and cover the container by slipping a lid across the top from the side. Wash extinguisher chemicals off the skin as soon as possible.

## STUDENT RIGHTS AND RESPONSIBILITIES

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

- 1) Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, political creed, marital status, age, sexual orientation or disability.
- 2) Students have a right to fair and impartial academic evaluation.
- 3) Students have a right to be free from involuntary disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors.
- 4) Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.
- 5) Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
- 6) Students have a right to organize and join associations to promote interests held in common with others.
- 7) Students have a right to peaceful protest on University premises. 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 Non-Discrimination Policy and requirements for the use of University facilities.

- 10) Students have a right to a press free of any censorship, subject to state, local and federal laws, and University policies.
- 11) Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
- 12) Students have a right to a confidential disciplinary process, as outlined in the University Standards of Conduct.

In addition to the rights accorded to all students of Willamette University, each person living on campus possesses certain individual rights that must be held in high regard. This guide is intended to define the minimal expectations of the rights and responsibilities of residents in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

### **Residents' Primary Rights**

Every resident is entitled to the following rights:

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

### **Residents' Secondary Rights**

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

- 1) The right to personal privacy. All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.
- 2) The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill

their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations.

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

### Student Responsibilities

Willamette University is sensitive to the rights, freedoms and responsibilities of all student residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. The residential community aims to maintain standards conducive to academic, social and personal growth. Students at Willamette University are expected to:

- Observe state and federal laws as well as University policies and regulations
- Respect the rights and privileges of others
- Be forthright and honest in all of their academic and social conduct
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare

This means that students have both the right and the responsibility to confront each other directly in a constructive manner when problems occur. Residence Life staff will support and work with students in an effort to understand and abide by University policies.

Students are also responsible for abiding by all policies, rules and regulations for on-campus living contained in this handbook, as well as information from other sources including:

- Willamette University Selected Policies Manual
- Terms and Conditions for Room and Board
- Terms and Conditions for the Single Student Apartment Lease
- Residence Life staff

The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible individual. Remember: If it's illegal off campus, it's illegal on campus. University property does not insulate students from being accountable for their actions.

While most students demonstrate respect for others in the community and conduct themselves in an appropriate manner, the small number of individuals who do cause behavioral problems may have a negative effect and disrupt the entire community. Failure to comply with University and/or residential policy may result in disciplinary action. Serious or repetitive violations of these policies would be grounds for termination of a student's housing contract/lease and may affect his/her opportunity to return to University residences.

Conversely, those students who are positive and active community members may enhance their residential status, as they are vital to the quality of life on the Willamette University campus. Abiding by the regulations set forth in this guide is a major part of developing a supportive residential community that encourages academic, social and personal growth.

## Civility

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

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

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

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

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

### *Standards of Conduct (from the Willamette University Selected Policies Manual)*

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

- 1) Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, student identification, or combination door locks;
- 2) Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, discipline, or any other service or activity provided or sponsored by the University;
- 3) Lying, withholding of information, or misrepresentation in any transaction with the University, whether oral or written;
- 4) Damage, destruction, theft, or misuse of University property or personal property located on the University campus;
- 5) Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;

- 6) Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;
- 7) Aiding and abetting another in a violation of the Standards of Conduct;
- 8) Failure to comply with a directive from a University staff member in the performance of his/her duty;
- 9) Lewd or indecent conduct on University property or at University-sponsored activities;
- 10) Sexual harassment (quid pro quo and hostile work environment) - see *Willamette University Selected Policies Manual, 2001-2002*;
- 11) Sexual harassment (peer) - Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or written activity of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive living or academic environment, regardless of whether the alleged harasser or person being harassed are members of the same or opposite sex;
- 12) Non-sexual harassment - includes harassment on the basis of race, ethnicity, national origin, gender, religion, sexual orientation, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated, or left uncorrected. (see Standards of Conduct, IV, A. I. for the inclusive list)
- 13) Acts that threaten, intimidate, harass, degrade or disgrace another. The University standard for differentiating between an isolated instance and harassment is "... when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment."

Each incident is to be judged individually and is subject to a "reasonable person" standard, which would include such criteria as whether a reasonable person would subjectively feel harmed, or if a reasonable person would actually incur harm.<sup>1</sup>

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

- Single comment (e.g., "You have a nice figure")
  - Single request for a date, even if unwelcome
  - Single gift of flowers, even if unwelcome
  - Single incident or comment re: student's muscles, even if sexual in nature and unwelcome
  - Student actively participates in sexual banter and gives no indication that he/she doesn't like it
- 14) Sexual offenses - the following are sexual offenses when the alleged victim does not consent or is incapable of consenting.\*
    - a) Sexual intercourse - penetration of the penis into the vagina, sodomy, oral sex and/or penetration with a foreign object.
    - b) Sexual contact - any touching of intimate parts of the alleged victim or causing the alleged victim to touch the intimate parts of the alleged perpetrator for the purpose of arousing or gratifying sexual desire of either party.

- \* Incapacity to consent - if at the time of the alleged offense, the alleged victim is rendered incapable of making or communicating a decision to the alleged perpetrator for any of the following reasons:
  - the alleged victim is under the influence of a controlled substance or other intoxicating substance
  - the alleged victim is unconscious
  - the alleged victim has a mental disability
  - consent is obtained by force or threat of force
  - for any other reason the alleged victim is unable to communicate his/her intentions
- 15) Possession, use, or threatened use of firearms, ammunition, explosives, or any other objects as weapons on University property or at University-sponsored activities (see Firearms/Weapons Policy);
- 16) Possession, sale, or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
- 17) Violations of the University Alcohol Policy (see Alcohol Policy);
- 18) Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise, or behavior that results in material inconvenience, annoyance, or alarm;
- 19) Tampering with fire equipment, turning in a false alarm, or engaging in behavior which constitutes a fire hazard;
- 20) Making harassing phone calls, misuse or abuse of University telephone equipment, computer access lines, mail services or telecommunication resources;
- 21) Failure to abide by any published University policy or procedure, applicable local, state and federal laws (e.g., including, but not limited to Residence Life policies, catalogs);
- 22) Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

## FACILITIES AND RESIDENTIAL RESPONSIBILITIES

“For years our nation’s courts have been using four basic arguments in an effort to sustain the balance between the individual and the state’s interest in our public colleges and universities.” Although Willamette is a private university, the following compelling community interests still provide a useful framework for understanding the rationale behind our policies:

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

The University has the responsibility to establish policies and procedures that safeguard the health and safety of its community members. Policies and procedures were designed to protect students against incidents or behavior that may jeopardize the physical, mental and emotional health and/or safety of either the group or the individual. Most of the policies related to issues of health and safety were established to reduce the risk of fire. At first glance, some of these policies may seem unduly restrictive. However, given the

potential for loss of life, the State of Oregon Fire Marshal mandates strict adherence to these standards. Certain rights of the individual may be limited for the common good of the community.

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

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

Each of the policies in the Facilities and Residential Responsibilities section of this handbook were developed to address one or more of these compelling community interests.

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

### **Abandonment**

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

### **Alcohol**

As educators, our goals are to promote legal and responsible use of alcohol for those who choose to drink and to take appropriate action to stop minors who are drinking and legal drinkers who are drinking irresponsibly. These goals are based on (a) our concern about alcohol use which is detrimental to the physical, social or academic well-being of the students involved or is inconsiderate of the rights of others and (b) on our responsibility to uphold state laws and University policies.

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

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy. Individuals not of legal drinking age (not yet 21 years old) are not permitted to consume alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- Consistent with Oregon State law, private gatherings in individual student rooms will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all University policies.
- Any gathering in an individual student room where alcohol is present

may not exceed a safe and manageable occupancy for that room. The University defines "safe and manageable occupancy" as no more than three (3) times the residential occupancy for that room.

- Regardless of the number of persons in an individual student room, a University employee may enter a room to ensure compliance with health and safety standards, or if there is reason to believe that there have been violations of University policy or state and federal law.
- Alcohol may not be served or consumed in any outdoor areas of the campus.
- Willamette University community members are responsible for their guests.
- Kegs, party balls and other common-source containers are not permitted on campus without the written permission of the Dean of Residential Life.

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

- University Trips and Off-Campus University Events

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

- Minor in Possession

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

- Sanctions will be administered under the policies and procedures of the Standards of Conduct, or as outlined in the Employee Handbook, whichever is appropriate. Sanctions will be administered for the abusive use of alcohol. Sanctions will always include an educational component. Students should expect a required alcohol education class for first time violations of the Alcohol Policy. The University may require additional sanctions such as, but not limited to, Risk Management and liability or leadership education programs. Repeat or egregious behavior will require more comprehensive educational sanctions including outpatient treatment and assessment. Repeated violations may require that the University contact a parent under FERPA guidelines. Repeated violations may lead to suspension.
- Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities. The University may require students to be absent from functions where alcohol is

served or consumed including, but not limited to, their own private residences.

<sup>1</sup>2Fed.Reg. 61, 194, 52173.

### **Appliances**

Residences and Greek Houses: Refrigerators must have a UV label, draw 1.5 amps or less of electricity and be no larger than 3 cubic feet. One refrigerator for each room occupant is permitted. Appliances with any type of exposed burner or open flame device are prohibited. Examples include space heaters, toaster ovens, toasters, woks, fry pans, sun lamps, electric grills and hot plates. Hot pots and hot air poppers are permitted. Microwave ovens are only permitted in the student kitchens.

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

### **Balconies at Kaneko**

Student rooms at Kaneko have balconies. A \$50 fine will be issued to anyone putting anything on or throwing anything off a balcony at Kaneko. Balconies cannot be used for storage. Oregon Fire Code violations will result in disciplinary action.

### **Bathrooms**

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

### **Bikes**

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

### **Biohazard (Bodily Fluid) Cleanup**

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

### **Building Access**

Campus residences are open when the University is in session. Except for the sororities, residences are also open during both Thanksgiving and spring breaks. Residences are closed during semester break (except Haseldorf and the University Apartments). All residences are locked 24 hours a day and all buildings have a card-lock access system for entry. Your ID card is your

"outside door key." Nonresident students have access to your residence from 7 a.m. to 11 p.m. with the use of their ID cards. After 11 p.m., only those assigned to the building have card-lock access.

### **Check-In**

When you move into your room or apartment, your Residence Life staff member will provide you with a Room/Apartment Inventory Card. For your protection, it is essential that you ensure that damages to your room/apartment prior to your occupancy are documented on the card. You are responsible for reviewing and signing the card with your staff member within 24 hours of moving into your room/apartment. Failure to properly check in will result in a \$25 fine. You will be held responsible for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

### **Check-Out**

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

### **Civility**

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

### **Common Areas**

To reserve common space for a program in a residence or apartment lounge, contact the Area Coordinator responsible for the building.

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

### **Common Area Event**

Out of concern for the safety of all residents, any activity in a residence of Greek chapter house must be registered with the Office of Residence Life

seven (7) working days prior to the event if expected attendance will exceed one-and-a-half of the building's capacity. This will allow for proper coordination among the many constituents needed to execute a large-scale event.

### **Cooking**

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

### **Damage or Loss of University Property**

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

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

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

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

### **Decorations in Student Rooms and Apartments**

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

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

### Decorations for Community Events and Programs in and around Campus Residences

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

- Paper decorations cannot cover more than 10 percent of wall space.
- If decorative material could ignite, it cannot be used unless treated effectively with a flame retardant purchased through Campus Safety. (Examples are: paper, streamers, etc.) Hay bales, cornstalks and the like are not permitted as decorative material. Campus Safety will provide the retardant at cost between 8 a.m. to 5 p.m. Monday-Friday (\$5 per quart which will cover 125 square feet).
- As stated in the Oregon Uniform Fire Code, "Decorative Materials shall include all materials such as curtains, draperies, streamers, surface coverings applied over the building interior, cotton batting, straw, vines, leaves, trees and moss used for decorative effect, but it shall not include floor coverings, ordinary window shades, nor materials 1/40 of an inch or less in thickness applied directly to and adhering tightly to a base."
- Plastic tarp and styrofoam are classified as flammable, toxic materials by the Fire Department. They cannot be flame retarded and therefore are prohibited under any conditions.
- Keep stairways and hallways free of clutter and handrails clear of decorations. Doorways, corridors, stairways or other passageways cannot be obstructed by decorative materials or displays. Movement through these areas cannot be impaired.
- Exit signs or fire protection equipment must not be obscured or obstructed.
- Tunnels or other passageways cannot be constructed to serve as a means of entering, moving through or exiting a building, hallway or room.
- Decorative materials of any kind are not permitted on light fixtures, fire sprinkler heads, smoke detectors, fire extinguisher cabinets or electrical fans. Remember that hallway and room lights cannot be covered, tampered with or have the bulbs removed.

- Use of extension cords must meet the requirement listed under Electrical Extensions.
- Candles or any flame-producing devices are not permitted. With prior approval from a Residence Life professional staff member, residents who want to observe religious holidays which involve open flames as part of the ceremony may do so conditional on strict adherence to the specific guidelines set forth.
- Smoke and simulated smoke cannot be used as it obstructs vision and sets off the smoke detectors.
- Mini lights are the only type of light strands permitted. If you use mini lights, make sure they are UL approved and test them before use. Look for loose, broken sockets and frayed cords. Make sure bulbs do not touch combustible materials. Similar to electrical extensions, lights cannot be strung through doorways, across hallways or anywhere the cords could be pinched or broken. No more than two strands of lights can be strung together. Do not use staples to suspend lights; use painter's masking tape only.
- Use painter's masking tape whenever possible to attach decorations to walls. Small quantities are available through the Residence Life staff. Larger quantities can be purchased at hardware stores. Masking tape or very small pins are acceptable alternatives. Do not use duct tape, cellophane tape, nails or staples.
- If a stage is being constructed as part of the event, it must be preapproved through Physical Plant with a final inspection done by a Campus Safety officer prior to its use. Please remember that Physical Plant hours are 7:30 a.m.-4 p.m., Monday-Friday. Any stage that is constructed for an event must be disassembled and removed within seventy-two (72) hours.
- Painting on windows and tiled bathroom walls is permitted if the materials are washable, leaving no permanent damage. Be sure to use plastic under the window to prevent damage to the wall or carpet. Let custodial staff know you are planning to paint and when the paint will be removed.

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

Campus Safety may consider exceptions to these guidelines in some instances. For example, it might be permissible to relax the mandate for exclusive use of flame-resistant material if the event is scheduled for a finite period of time, sober individuals will be monitoring the event, and the officer feels certain that the possibility of a source of heat or flame is virtually nil. Any exceptions to these guidelines need to be approved through Campus Safety.

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

Small flashlights can be purchased for use in pumpkins.

Black (visquene) plastic is not allowed on campus. There are several alternatives to black plastic. The least expensive option is to use flame-retardant black butcher paper. Black sheets can be coated with flame retardant and saved for future use.

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

Anderson's Party	2001 price:
4875 White Bear Parkway	12 feet x 100 feet - \$66.38
White Bear Lake, MN 55110	
1-800-848-7168	

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

Rosco	2001 prices:
1135 N. Highland Avenue	1 foot x 50 feet - \$29.50
Hollywood, CA 90038	2 feet x 25 feet - \$29.50
E-mail: info@rosco.com	4 feet x 25 feet - \$72.50
213-462-2233 or 1-800-ROSCO-LA	
fax: 213-462-3338	

- Winter Holidays

Live holiday trees in lounges must be kept in water stands. Check the water level daily. Lights cannot be put on trees that exceed six feet in height. (An eight-foot pine tree can burn completely in 30 seconds.)

Artificial trees need to be labeled flame resistant.

Never use glass wool (angel hair) in combination with spray or flocking. The combination is highly combustible.

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

Cleanup and removal of decorations must be completed before students leave for the semester.

### Drugs

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

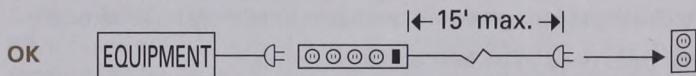
## Duty Coverage

Duty coverage in the residences (except sororities) is provided by the Residence Life Staff after normal working hours (Monday through Friday from 8 a.m.-5 p.m.). The Resident Assistant, Senior Resident Assistant or University Representative on duty carries a pager and can respond in case of a lock-out or other concern from 5 p.m.-8 a.m. A Coordinator is also on call for the campus and can be paged in case of an emergency from 8 a.m.-5 p.m. on weekends. The Coordinator on call does not have access to master keys for lock-outs. Pager numbers are listed on page 69.

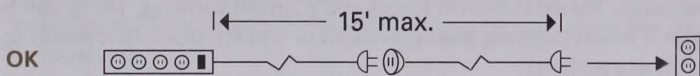
## Electical Extentions

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

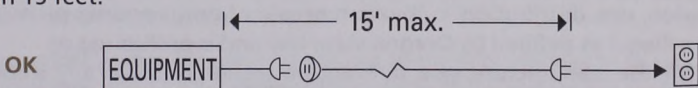
A fused power strip should be plugged directly into an outlet. The maximum cord length on a power strip is 15 feet.



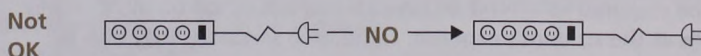
A fused power strip can be plugged directly into a single-use, heavy-gauge, grounded extension cord as long as the combined cord length is not longer than 15 feet.



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



Power strips may not be plugged into other power strips.



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

Not  
OK



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

Not  
OK



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

### Energy Conservation

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

### Entry of Rooms/Apartments

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

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

### Fireworks, Explosives and Dangerous Chemicals

Because of their potential to start a fire or otherwise endanger members of the campus community, explosives, fireworks, compressed gas and dangerous chemicals are prohibited on University property. Equipment and vehicles that use combustible fuel are also prohibited in the residences without written permission.

## Fire Safety

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

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

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

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

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

### Furniture in Rooms and Apartments

Residences and fraternity chapter houses: Furniture cannot be removed from your room and/or switched between rooms. Physical Plant personnel will remove the extra furniture used in overassigned rooms.

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

Beds may not be raised off the floor in any manner not consistent with manufacturer specifications. Due to limited storage on campus, it is not an option to remove any of the original room/apartment furniture. Please be mindful that your room/apartment is to be left in the same condition as upon your arrival. Permanent additions are not permitted.

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

## Guests

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

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

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

## Hallways

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

## Hanging Decorations in Student Rooms and Apartments

To hang items on the walls, use painter's masking tape, pins or very small nails. Do not use duct tape, cellophane tape, double-sided mounting tape, stickers, staples, screws or large nails. Do not hang items from the ceiling.

## Halogen Lights

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

## Identification

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

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

## Insurance

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

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

### **Keys and Building Security**

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

Repeat offenses double the fine and may result in disciplinary action against the student or living organization.

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

For the security of all campus residents, students may not lend their key or ID card to anyone. If you live in Haseldorf or the University Apartments and circumstances require that another student have access to your apartment over the semester break, contact the Office of Residence Life for additional information. In addition, the unauthorized possession, use, reproduction or sale of keys to University facilities is prohibited.

### **Kitchenettes in Residences**

Most of the residences have student kitchens. These facilities are provided since cooking is not permitted in student rooms, bathrooms or hallways, or on the balconies at Kaneko.

### **Laundry Facilities**

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

### **Lockouts**

Residence Life staff members and Campus Safety open your room/apartment when you are locked out. This service is provided to you free of charge three times during the academic year. Each time you are let into your residence/apartment/room you will be given a notice that explains that there is a three-time limit and this is one of those times. You will be required to present your student ID and sign a form. Staff will turn these notices in to Residence Life to

be logged. If you receive three notices you will be sent a memo stating that the service is no longer free and there will be a \$10 charge assessed to your student account for each subsequent entry.

If you lock yourself out of your room:

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

Pager numbers:

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

### Lofts

Due to the danger of added fire load (combustible material) created by lofts, they are not permitted on campus.

### Names of Residence Halls and Apartment Buildings

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

### Maintenance and Phone Repairs

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

### Noise

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

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

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

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

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

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

#### **Notice**

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

#### **Occupancy**

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

#### **Open Flames**

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

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

### **Painting**

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

### **Pesticides, Notification of Use**

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

### **Pets**

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

### **Physical Harm**

Physical harm or the threat of physical harm to any person, including sexual misconduct (e.g., sexual assault, sexual harassment), assault, battery and physical fights, will result in serious disciplinary action. You and your guests are expected to resolve differences in a mature, constructive manner.

### **Posting Guidelines**

- Poster size is limited to a maximum of 11" x 17"
- Material that contains obscene language or references to alcoholic beverages or illegal substances will not be approved
- Posting on individual room doors without the permission of the occupants is prohibited
- Posters may not be placed on the exterior of buildings or on entrance/exit doors without the approval of the Area Coordinator
- Soliciting for events is not permitted

It is our goal to ensure that people feel welcome and comfortable in their living environment and are not threatened or offended by posted material. If material submitted for posting is incongruent with this goal, the Office of Residence Life reserves the right to contact the organization and discuss concerns prior to posting the material.

For information on the posting policies in other University buildings (including sororities), please refer to pages 25 and 26 of this handbook.

### **Posting in Campus Residences (except sororities)**

Campus departments, administrative offices, student organizations, groups sponsored by campus organizations and off-campus nonprofit organizations may post information or publicity in University residences on a space available

basis. Posters of an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) do not need approval. All other postings within campus residences need to be approved through the Office of Residence Life.

Individuals need to bring or send the posters to the Office of Residence Life. The material will be reviewed, and if approved, our staff will stamp each poster with the date the poster will be taken down. After receiving approval, the ASWU programming board is the only group that may post materials in the halls themselves. All other posters will be posted by Residence Life staff within three working days and will be removed on the stamped date. Unauthorized postings will be removed.

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

- Nineteen copies will provide one in the lobby of each residential building.
- Thirty-four copies will provide one for each staff member to post in each community.

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

- If the organization only wants the posters displayed in selected halls (up to 34) the hall needs to be designated on each poster.

**Posting in Bathroom Stalls**

Only two posters are permitted in each bathroom stall at a time - one from an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) and one from the ASWU programming board.

**Posting During ASWU elections**

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

Campaign materials may not be posted on any doors. Doors are entrances and exits. Therefore, they need to be free from material that could block the view through glass door and from flammable material that would inhibit exit during a fire. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. If candidates were to plaster walls and corridors with paper, it could create a very dangerous situation in a fire. Three posters per candidate or issue in a particular area (lounge, hallway, etc.) is reasonable.

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

### **Propped Doors**

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

### **Roofs, Porches and Fire Escapes**

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

### **Sidewalk Chalking**

Writing on sidewalks and buildings is prohibited.

### **Skating**

Roller skating, roller blading or skateboarding is prohibited in the residences.

### **Smoke Detectors/Sprinklers**

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

### **Smoking**

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

### **Solicitation**

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

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

### **Sports within Buildings**

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

### **Stolen Property**

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

### **Storage**

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

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

Items that CANNOT be stored on campus include but are not limited to: motor vehicles (such as scooters), gasoline, oil, paint, hazardous chemicals or chemicals that are a potential fire danger, weapons, compressed gas, animals, empty cardboard boxes\*, student-owned furniture or carpet, and other items that may be deemed unsafe by the fire marshal or the University.

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

### **Television**

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

### **Vending Machines**

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

### **Verbal Abuse and Harassment**

All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect. Therefore, verbal abuse and harassment of another individual will not be tolerated. This includes threats, malicious pranks, abusive name calling, and racial, gender or sexual orientation harassment. You and your guests are expected to resolve differ-

ences in a mature, constructive manner. Refer to the Standards of Conduct (page 53) or contact a Residence Life staff member for more information and/or clarification.

### **Waterbeds**

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

### **Weapons**

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

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

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

### **Windows**

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

# LEARNING ENHANCEMENT RESOURCES

## TIME AS AN INVESTMENT

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

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

### Time Commitment Analysis

Step 1: What are my time commitments?

How many hours per week do I:

Attend Class \_\_\_\_\_

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

Work \_\_\_\_\_

Exercise \_\_\_\_\_ (a minimum of 3-5 is recommended)

Religious Activities \_\_\_\_\_

Organizations \_\_\_\_\_

Relationships \_\_\_\_\_

Family \_\_\_\_\_

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

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

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

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

Step 4: Do I need help balancing my time? \_\_\_\_\_

### Time Management Self-Determination Plan

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

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

Step 2: Include planned study time as well.

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

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

Step 5: Analyze and make adjustments.

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

## TIME MANAGEMENT RECORD

Day/ Date	Sun./		Mon./		Tue./		Wed./		Thu./		Fri./		Sat./	
	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
8:00														
8:30														
9:00														
9:30														
10:00														
10:30														
11:00														
11:30														
12:00														
12:30														
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8:30														
9:00														
9:30														
10:00														
10:30														
11:00														
11:30														
12:00														
Study														

Additional copies may be downloaded from [www.willamette.edu/cla/ler](http://www.willamette.edu/cla/ler)

## CHART THE JOURNEY

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

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

Course \_\_\_\_\_ Prof. \_\_\_\_\_

Date Due	Exam/Paper	Possible Grade	My Grade

LEARNING  
ENHANCEMENT

## FINALS COUNTDOWN

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

### Fall

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Nov. 18</b> Write dates for exams and papers	19 Review each chapter for key concepts/formulas & make note cards Make a list of questions for Professor	20 Meet with professors to ask questions	21 If you haven't been studying with a peer, find 1 or 2 now	22 Thanksgiving	23 Weekend	24
25 Now that you had a relaxing weekend, bear down	26 Read, Review and Recite Practice problems out of order	27 Anticipate questions and practice writing answers	28 Check the library for old exams to review	29	30 Anxious? It is not too late to ask for help. Go to <a href="http://willamette.edu/cla/ler">willamette.edu/cla/ler</a>	<b>Dec. 1</b> →
2 Planning helps avoid panic	3 Follow a routine of sleep, exercise, eating and studying	4	5	6	7 Classes End	8 →
9 Get a good night's sleep and relax	10 TAKE A RELAXING DEEP BREATH REGULARLY Finals Begin	11	12 Study Day	13	14	15 Finals End

### Spring

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>April 15</b> Write dates for exams and papers	16 Review each chapter for key concepts/formulas & make note cards Make a list of questions for Professor	17 Meet with professors to ask questions	18 If you haven't been studying with a peer, find 1 or 2 now	19	20	21 →
22	23 Read, Review and Recite Practice problems out of order	24 Anticipate questions and practice writing answers	25 Check the library for old exams to review	26	27 Anxious? It is not too late to ask for help. Go to <a href="http://willamette.edu/cla/ler">willamette.edu/cla/ler</a>	28 →
29 Planning helps avoid panic	30 Classes End Follow a routine of sleep, exercise, eating and studying	<b>May 1</b> Study Day	2 Study Day Get a good night's sleep	3 Finals Begin Remember deep breathing and relaxation	4	5 Study Day →
6	7	8 Finals End	9	10	11	12 Congratulations Graduates!



# academicplanner

August 2001-May 2002



# August 2001

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

<b>19</b> sunday	priorities
<b>20</b> monday	priorities
<b>21</b> tuesday	priorities
International student orientation	

**22** wednesday

priorities

International student orientation

**23** thursday

priorities

Opening Days begins!

**24** friday

priorities

Apartments open for returning AGSM and Law students

**25** saturday

reminders

# Aug./Sept. 2001

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

<p><b>26</b> sunday</p>	<p>priorities</p>
<p>Greek houses, residence halls and apartments open for returning CLA students at 10 a.m.</p>	
<p><b>27</b> monday</p>	<p>priorities</p>
<p>AGSM and Law classes begin. First board meal is breakfast.</p>	
<p><b>28</b> tuesday</p>	<p>priorities</p>
<p>CLA First Day of Classes The best day to start studying for finals is the first day of classes!</p>	

**29** wednesday

priorities

**30** thursday

priorities

**31** friday

priorities

Volleyball vs. Eastern Oregon, 7 p.m.

**1** saturday

reminders

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

# September 2001

September

October

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

<p><b>2</b> sunday</p>	<p>priorities</p>
<p><b>3</b> monday</p>	<p>priorities</p>
<p>Labor Day. No classes. All campus offices are closed. Soccer vs. Trinity Western, women's game, noon; men's game, 2:00 p.m.</p>	
<p><b>4</b> tuesday</p>	<p>priorities</p>
<p>Sorority informal recruitment information meeting (for sophomores, juniors and seniors only.) Parents Conference Room, 6 p.m</p>	

<p><b>5 wednesday</b></p>	<p><b>priorities</b></p>
<p>Activities Fair, Quad, 10 a.m.-2 p.m.  Poster Sale, UC Deck, 10 a.m.-4 p.m.  Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>6 thursday</b></p>	<p><b>priorities</b></p>
<p>Poster Sale, UC Deck, 10 a.m.-4 p.m.  Deadline for Spring 2002 study abroad applications</p>	
<p><b>7 friday</b></p>	<p><b>priorities</b></p>
<p>Last day to change Board Plan Credits (BPCs) for fall semester  Poster Sale, UC Deck, 10 a.m.-4 p.m.  Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>8 saturday</b></p>	<p><b>reminders</b></p>
<p>Football vs. Central Wash. University,  McCulloch Stadium, 1:30 p.m.  Men's soccer vs. Western Baptist, 2 p.m.</p> <p>Harvest Festival  Willamette Events Board Movie,  Smith Auditorium, 9 p.m.</p>	

# September 2001

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

<p><b>9</b> sunday</p>	<p>priorities</p>
<p>Women's soccer vs. UC-Santa Cruz, noon</p>	
<p><b>10</b> monday</p>	<p>priorities</p>
<p><b>11</b> tuesday</p>	<p>priorities</p>
<p>Last Day to Add/Drop Classes without "W"            Second Tuesday Presentation, CAT Cavern, noon            Oregon Symphony, Smith Auditorium, 8 p.m.</p>	

# 12 wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  
Senior Celebration, Cat Cavern, 5:30 p.m.  
Volleyball vs. Cal State-Hayward, 7 p.m.

COP Alternative Spring Break  
Info Night, Parents Conference  
Room, 7 p.m.

# 13 thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.

# 14 friday

priorities

Willamette Events Board Hypnotist, Smith Auditorium, 8 p.m.  
Volleyball vs. Whitworth, 7 p.m.

# 15 saturday

reminders

Football at Wisconsin-Stout, 7 p.m.  
Volleyball vs. Whitman, 7 p.m.

September

October

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

# September 2001

<p><b>16</b> sunday</p>	<p>priorities</p>
<p>Women's soccer at LaVerne (CA) 1 p.m.; Men's soccer at Whittier (CA) 7 p.m.</p>	
<p><b>17</b> monday</p>	<p>priorities</p>
<p>Career Workshop: Grad School Applications, Parents Conference Room, 5:30 p.m. Soccer at Cal Lutheran, women's game, 1:30 p.m.; men's game, 3:30 p.m.</p>	
<p><b>18</b> tuesday</p>	<p>priorities</p>

# 19 wednesday

## priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m. Junior Dessert, Cat Cavern, 6 p.m.  
Soccer at Linfield, women's game, noon; Volleyball vs. George Fox, 7 p.m.  
men's game, 2:30 p.m.

# 20 thursday

## priorities

Sweets for Sophomores, Alumni Lounge, 6 p.m.  
ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 9 p.m.

# 21 friday

## priorities

Willamette Events Board Movie, Smith Auditorium, 9 p.m.  
Career Workshop: Resumes & Cover Letters, Parents Conference Room, 3 p.m.  
Volleyball at PLU, 7 p.m.

# 22 saturday

## reminders

Football at University of Puget Sound, 1:30 p.m.  
Soccer at Whitman, women's game, noon; men's game, 2:30 p.m.  
Into the Streets, Cat Cavern, 9 a.m.-3 p.m.

# September 2001

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

<p><b>23</b> sunday</p>	<p>priorities</p>
<p>Soccer at Whitworth, women's game, noon; men's game, 2:30 p.m.</p>	
<p><b>24</b> monday</p>	<p>priorities</p>
<p><b>25</b> tuesday</p>	<p>priorities</p>

**26** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  
Internship & Volunteer Fair, Cat Cavern,  
2:30-5:30 p.m.

Panhellenic & Interfraternity Councils  
Blood Drive, Sparks Center  
Volleyball at Lewis & Clark, 7 p.m.

**27** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.

**28** friday

priorities

Homecoming Weekend  
Get a headstart. Go to [www.willamette.edu/cla/ler](http://www.willamette.edu/cla/ler) for great information!  
Volleyball at Puget Sound, 7 p.m.

**29** saturday

reminders

Homecoming Weekend  
Football vs. Chapman, McCulloch Stadium, 1:30 p.m.  
Soccer vs. Pacific, women's game, noon; men's game, 2:30 p.m.

# Sept./Oct. 2001

September

October

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

<b>30</b> sunday	priorities
Soccer vs. George Fox, women's game, noon; men's game, 2:30 p.m.	
<b>1</b> monday	priorities
<b>2</b> tuesday	priorities
Career Workshop: Resumes & Cover Letters, Parents Conference Room, 6 p.m. Oregon Symphony, Smith Auditorium, 8 p.m.	

<p><b>3 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  Career Workshop: Grad School Applications, Parents Conference Room, 6 p.m.  Volleyball vs. Linfield, 7 p.m.</p>	
<p><b>4 thursday</b></p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m.  "Good Person of Sichuan" theatre preview, Kresge Theatre, 8 p.m.  Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>5 friday</b></p>	<p>priorities</p>
<p>Willamette Events Board Movie, Smith Auditorium, 9 p.m.  "Good Person of Sichuan" theatre performance, Kresge Theatre, 8 p.m.  Volleyball at Colorado College Invitational</p>	
<p><b>6 saturday</b></p>	<p>reminders</p>
<p>"Good Person of Sichuan," Kresge Theatre, 8 p.m. Volleyball at Colorado College Inv.  Football at Southern Oregon University, 3 p.m.  Soccer at Puget Sound, women's game, noon; men's game, 2:30 p.m.</p>	

# October 2001

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

<p><b>7</b> sunday</p>	<p>priorities</p>
<p>"Good Person of Sichuan" theatre matinee, Kresge Theatre, 2 p.m. Soccer at PLU, women's game, noon; men's game, 2:30 p.m.</p>	
<p><b>8</b> monday</p>	<p>priorities</p>
<p><b>9</b> tuesday</p>	<p>priorities</p>
<p>Last day to choose CR/NC grading Second Tuesday Presentation, CAT Cavern, noon</p> <p>Oregon Symphony, Smith Auditorium, 8 p.m. Volleyball vs. Pacific, 7 p.m.</p>	

<p><b>10</b> wednesday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>11</b> thursday</p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m.  "Good Person of Sichuan" theater performance, Kresge Theatre, 8 p.m.</p>	
<p><b>12</b> friday</p>	<p>priorities</p>
<p>Parents and Family Weekend  Volleyball at Whitworth, 7 p.m.  Jazz Night, Smith Auditorium, 7:30 p.m.</p>	<p>"Good Person of Sichuan" theater performance, Kresge Theatre, 8 p.m.</p>
<p><b>13</b> saturday</p>	<p>reminders</p>
<p>Parents and Family Weekend  "Good Person of Sichuan" theater performance, Kresge Theatre, 8 p.m.  Football vs. Whitworth College, McCulloch Stadium, 1:30 p.m.</p>	

# October 2001

October

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

November

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

<b>14</b> sunday	priorities
<p>"Good Person of Sichuan" theater matinee and closing performance, Kresge Theatre, 2 p.m. (signed for the hearing impaired) Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m.</p>	
<b>15</b> monday	priorities
<b>16</b> tuesday	priorities

<p><b>17 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  Career Panel: What I Did With My Major In ... English, Alumni Lounge, 4 p.m.  Volleyball at George Fox, 7 p.m.</p>	
<p><b>18 thursday</b></p>	<p>priorities</p>
<p><b>19 friday</b></p>	<p>priorities</p>
<p>Mid semester day, no CLA classes  Volleyball vs. PLU, 7 p.m.  Think finals!</p>	
<p><b>20 saturday</b></p>	<p>reminders</p>
<p>Read, Review, Recite daily to avoid cramming  Soccer vs. Whitworth, women's game, noon; men's game, 2:30 p.m.</p>	

# October 2001

October

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

November

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

<b>21</b> sunday	priorities
Soccer vs. Whitman, women's game, noon; men's game, 2:30 p.m.	
<b>22</b> monday	priorities
Career Workshop: Resumes & Cover Letters, Parents Conference Room, 4 p.m.	
<b>23</b> tuesday	priorities

**24** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**25** thursday

priorities

Career Workshop: Choosing a Major, Parents Conference Room, 4 p.m.  
ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 2 p.m.

**26** friday

priorities

Willamette Events Board Movie, Smith Auditorium  
Soccer vs. PLU, women's game, noon; men's game, 2:30 p.m.  
Volleyball vs. Puget Sound, 7 p.m.

**27** saturday

reminders

Athletic Hall of Fame Banquet Volleyball vs. Lewis & Clark, 4 p.m.  
Football vs. Pacific Lutheran University, McCulloch Stadium, 2 p.m.  
Soccer vs. Puget Sound, women's game, noon; men's game, 2:30 p.m.

# Oct./Nov. 2001

October

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

November

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

<p><b>28</b> sunday</p>	<p>priorities</p>
<p>Chamber Choir and Willamette Master Concert, First United Methodist Church, 3 p.m.</p>	
<p><b>29</b> monday</p>	<p>priorities</p>
<p>Christmas in Hudson Hall tickets on sale for \$5 in Music Office, 503-370-6255</p>	
<p><b>30</b> tuesday</p>	<p>priorities</p>
<p>Don Asher on Graduate School Applications, Smullin B-17, 7 p.m.</p>	

**31** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  
Career Workshop: Resumes & Cover Letters, Parents Conference Room, 4 p.m.

**1** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Warren Miller Ski Film, Smith Auditorium, 6 & 9 p.m.

**2** friday

priorities

Last day to withdraw from courses  
Volleyball at Linfield, 7 p.m.

**3** saturday

reminders

Football at Lewis & Clark, 1 p.m.  
Volleyball at Pacific, 4 p.m.

# November 2001

November

December

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

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

<p><b>4</b> sunday</p>	<p>priorities</p>
<p><b>5</b> monday</p>	<p>priorities</p>
<p>Career Workshop: Informational Interviewing, Parents Conference Room, 4 p.m.              Oregon Symphony, Smith Auditorium, 8 p.m.</p>	
<p><b>6</b> tuesday</p>	<p>priorities</p>

<p><b>7 wednesday</b></p>	<p>priorities</p>
<p>Mentor Day, Portland (Career Services &amp; Alumni Relations), all day Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>8 thursday</b></p>	<p>priorities</p>
<p>"Quilters" theatre preview, Kresge Theatre, 6 &amp; 9 p.m. ASWU Senate Meeting, UC, 6:30 p.m.</p>	
<p><b>9 friday</b></p>	<p>priorities</p>
<p>Hunger Banquet, Cat Cavern Dining Rooms 1 &amp; 2, 6:30-8 p.m. "Quilters" theatre production, Kresge Theatre, 8 p.m. Musical Theatre Workshop, Hudson Hall, 8 p.m.</p>	
<p><b>10 saturday</b></p>	<p>reminders</p>
<p>GRE Subject Exams, Law School (pre-registration required), 8 a.m.-noon Football vs. Linfield, McCulloch Stadium, 1 p.m. Music Scholarship Auditions, Rehearsal Hall, 10 a.m.-2 p.m. "Quilters" theatre production, Kresge Theatre, 8 p.m. Musical Theatre Workshop, Hudson Hall, 8 p.m.</p>	

# November 2001

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

<b>11</b> sunday	priorities
<p>"Quilters" theatre matinee, Kresge Theatre, 1 p.m. Musical Theatre Workshop, Hudson Hall, 3 p.m.</p>	
<b>12</b> monday	priorities
<b>13</b> tuesday	priorities
<p>Second Tuesday Presentation, CAT Cavern, noon Career Workshop: Personal Statements for Grad School, Parents Conference Room, 4 p.m. Oregon Symphony, Smith Auditorium, 8 p.m.</p>	

<p><b>14 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  Salem Peace Lecture: Jim Wallis, Cone Chapel, 7:30 p.m.  Chamber Music Concert, Hudson Hall, 7:30 p.m.</p>	
<p><b>15 thursday</b></p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m.  "Quilters" theatre production, Kresge Theatre, 8 p.m.</p>	
<p><b>16 friday</b></p>	<p>priorities</p>
<p>Jazz Night, Smith Auditorium, 7:30 p.m.  "Quilters" theatre production, Kresge Theatre, 8 p.m.</p>	
<p><b>17 saturday</b></p>	<p>reminders</p>
<p>"Quilters" theatre production, Kresge Theatre, 8 p.m.</p>	

November

December

			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
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					

# November 2001

<p><b>18</b> sunday</p>	<p>priorities</p>
<p>"Quilters" theatre matinee and closing performance, Kresge Theatre, 1 p.m. (signed for the hearing impaired) Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m.</p>	
<p><b>19</b> monday</p>	<p>priorities</p>
<p>3 weeks until final exams begin! See page 83.</p>	
<p><b>20</b> tuesday</p>	<p>priorities</p>

<p><b>21 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>22 thursday</b></p>	<p>priorities</p>
<p>Thanksgiving vacation Residences remain open (except sororities). No meals are served after lunch on Wednesday, Nov. 21 until breakfast on Monday, Nov. 26, 2001.</p>	
<p><b>23 friday</b></p>	<p>priorities</p>
<p>Thanksgiving vacation</p>	
<p><b>24 saturday</b></p>	<p>reminders</p>

# Nov./Dec. 2001

November

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

December

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

<b>25</b> sunday	priorities
<b>26</b> monday	priorities
2 weeks until final exams begin!	
<b>27</b> tuesday	priorities
Oregon Symphony, Smith Auditorium, all day	

**28** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**29** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**30** friday

priorities

Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**1** saturday

reminders

Willamette Star Tree Lighting and Holiday Concert, Smith Auditorium, 7 p.m. (concert)



**5** wednesday

priorities

Convocation: Lessons & Carols, Cone Chapel, 11:30 a.m.  
Hector Olivera Benefit Concert, Hudson Hall, 7:30 p.m.

**6** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Christmas in Hudson Hall – A Service of Readings and Carols, Hudson Hall, 8 p.m.

**7** friday

priorities

Last day of CLA classes  
Lessons & Carols, Cone Chapel, 8 p.m.  
Christmas in Hudson Hall – A Service of Readings and Carols, Hudson Hall, 8 p.m.

**8** saturday

reminders

CLA study days  
GRE Subject Exams, Law School (pre-registration required), 8 a.m.-noon

# December 2001

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

<p><b>9</b> sunday</p>	<p>priorities</p>
<p>CLA study days A Victorian Christmas with John Doan, Hudson Hall, 7 p.m.</p>	
<p><b>10</b> monday</p>	<p>priorities</p>
<p>CLA finals</p>	
<p><b>11</b> tuesday</p>	<p>priorities</p>
<p>CLA finals Programming Board Midnite Breakfast, Goudy Commons, 10 p.m -midnight Second Tuesday Presentation, CAT Cavern, noon</p>	

**12** wednesday

priorities

CLA study days

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**13** thursday

priorities

CLA finals

**14** friday

priorities

Oregon Symphony, Smith Auditorium, 8 p.m.

**15** saturday

reminders

CLA finals end

Brunch is the last board meal of the semester

Willamette Master Chorus Holiday Concert, Hudson Hall, 7 p.m.

# December 2001

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

<p><b>16</b> sunday</p>	<p>priorities</p>
<p>Willamette Master Chorus Holiday Concert, Hudson Hall, 3 p.m. Greek houses and residence halls close at noon. University Apartments and Haseldorf remain open to current residents. TIUA class of 2001 leaves.</p>	
<p><b>17</b> monday</p>	<p>priorities</p>
<p><b>18</b> tuesday</p>	<p>priorities</p>

**19** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**20** thursday

priorities

**21** friday

priorities

**22** saturday

reminders

# December 2001

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

<p><b>23</b> sunday</p>	<p>priorities</p>
<p><b>24</b> monday</p>	<p>priorities</p>
<p>Willamette University offices are closed for Winter Break (Monday, December 24, 2001-Tuesday, January 1, 2002)</p>	
<p><b>25</b> tuesday</p>	<p>priorities</p>

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

December

January

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

# Dec. 2001/Jan. 2002

<b>30</b> sunday	priorities
<b>31</b> monday	priorities
<b>1</b> tuesday	priorities

**2** wednesday

priorities

**3** thursday

priorities

**4** friday

priorities

**5** saturday

reminders

January

February

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

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

# January 2002

<p><b>6</b> sunday</p>	<p>priorities</p>
<p><b>7</b> monday</p>	<p>priorities</p>
<p><b>8</b> tuesday</p>	<p>priorities</p>
<p>MAT program begins</p>	

<b>9</b> wednesday	<p>priorities</p>
<b>10</b> thursday	<p>priorities</p>
<b>11</b> friday	<p>priorities</p>
<b>12</b> saturday	<p>reminders</p>
<p>Greek houses and residence halls open at noon</p>	

# January 2002

January

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

February

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

<p><b>13</b> sunday</p>	<p>priorities</p>
<p>First board meal of the semester is brunch</p>	
<p><b>14</b> monday</p>	<p>priorities</p>
<p>First Day of CLA, Law and AGSM classes              Sorority formal recruitment (registration information sent out mid-November)              The best day to start studying for finals is the first day of classes!</p>	
<p><b>15</b> tuesday</p>	<p>priorities</p>
<p>Sorority formal recruitment (registration information sent out mid-November)</p>	

**16** wednesday

priorities

Sorority formal recruitment (registration information sent out mid-November)

**17** thursday

priorities

Sorority formal recruitment (registration information sent out mid-November)

**18** friday

priorities

Sorority formal recruitment (registration information sent out mid-November)

**19** saturday

reminders

Sorority formal recruitment (registration information sent out mid-November)

January

February

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

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

# January 2002

<p><b>20</b> sunday</p>	<p>priorities</p>
<p><b>21</b> monday</p>	<p>priorities</p>
<p>School of Theological Studies, UC, 7-9 p.m.      MLK, Jr. Celebration</p>	
<p><b>22</b> tuesday</p>	<p>priorities</p>

**23** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**24** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**25** friday

priorities

Willamette Events Board Movie, Smith Auditorium, 9 p.m.  
Last Day to Add/Drop classes without a "W"  
Last day to change Board Plan Credits (BPCs) for spring semester

**26** saturday

reminders

Salem All-City High School Choir, Band, and Orchestra Concert, Smith Auditorium, 7 p.m.

# Jan./Feb. 2002

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

<b>27</b> sunday	priorities
<b>28</b> monday	priorities
School of Theological Studies, UC, 7-9 p.m.	
<b>29</b> tuesday	priorities

<p><b>30</b> wednesday</p> <p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	<p>priorities</p>
<p><b>31</b> thursday</p> <p>ASWU Senate Meeting, UC, 6:30 p.m.</p>	<p>priorities</p>
<p><b>1</b> friday</p> <p>Willamette University Founder's Day (160)</p>	<p>priorities</p>
<p><b>2</b> saturday</p> <p>Music Scholarship Auditions, Rogers Music Center, all day</p>	<p>reminders</p>

# February 2002

February

March

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

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

<b>3</b> sunday	priorities
Salem Chamber Orchestra Family Concert, Elsinore Theatre, 2 p.m.	
<b>4</b> monday	priorities
TIUA class of 2002 arrives School of Theological Studies, UC, 7-9 p.m.	
<b>5</b> tuesday	priorities

<p><b>6</b> wednesday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>7</b> thursday</p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m.</p>	
<p><b>8</b> friday</p>	<p>priorities</p>
<p>Deadline for Fall 2002 and Full Year Study Abroad Applications Have you checked out <a href="http://www.willamette.edu/cla/ler/">www.willamette.edu/cla/ler/</a>?</p>	
<p><b>9</b> saturday</p>	<p>reminders</p>
<p>Jazz Festival XXI, Smith Auditorium, all day Jazz Concert, Smith Auditorium, 8 p.m.</p>	

# February 2002

February

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

March

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

<b>10</b> sunday	priorities
<b>11</b> monday	priorities
Arrival of TIUA students School of Theological Studies, UC, 7-9 p.m	
<b>12</b> tuesday	priorities
Second Tuesday Presentation, CAT Cavern, noon	

<p><b>13</b> wednesday</p>	<p>priorities</p>
<p><b>14</b> thursday</p>	<p>priorities</p>
<p><b>15</b> friday</p>	<p>priorities</p>
<p><b>16</b> saturday</p>	<p>reminders</p>

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

ASWU Senate Meeting, UC, 6:30 p.m.  
 "Stop Kiss" theatre preview, Kresge Theatre, 8 p.m.

"Stop Kiss" theatre production, Kresge Theatre, 8 p.m.

Choirs Concert, Hudson Hall, 7 p.m.  
 "Stop Kiss" theatre production, Kresge Theatre, 8 p.m.

# February 2002

February

March

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

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

<p><b>17</b> sunday</p>	<p>priorities</p>
<p>"Stop Kiss" theatre matinee, Kresge Theatre, 2 p.m.</p>	
<p><b>18</b> monday</p>	<p>priorities</p>
<p>Music Scholarship Auditions, Rogers Music Center, all day</p>	
<p><b>19</b> tuesday</p>	<p>priorities</p>
<p>Oregon Symphony, Smith Auditorium, 8 p.m.</p>	

<p><b>20</b> wednesday</p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>21</b> thursday</p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m. New Music Concert, Hudson Hall, 8 p.m. "Stop Kiss," Kresge Theatre, 8 p.m.</p>	<p>Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>
<p><b>22</b> friday</p>	<p>priorities</p>
<p>"Stop Kiss" theatre production, Kresge Theatre, 8 p.m. Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>23</b> saturday</p>	<p>reminders</p>
<p>"Stop Kiss" theatre production, Kresge Theatre, 8 p.m.</p>	

# Feb./March 2002

February

March

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

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

<p><b>24</b> sunday</p>	<p>priorities</p>
<p>"Stop Kiss" theatre matinee, Kresge Theatre, 2 p.m.              Portland Youth Philharmonic, Hudson Hall, 7 p.m.</p>	
<p><b>25</b> monday</p>	<p>priorities</p>
<p>Operation Dream (see Community Outreach Program office for more info)              Last day to choose CR/NC grading</p>	
<p><b>26</b> tuesday</p>	<p>priorities</p>
<p>Operation Dream (see Community Outreach Program office for more info)              Oregon Symphony, Smith Auditorium, 8 p.m.</p>	

**27** wednesday

priorities

Operation Dream (see Community Outreach Program office for more info)  
Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**28** thursday

priorities

Operation Dream (see Community Outreach Program office for more info)  
ASWU Senate Meeting, UC, 6:30 p.m.

**1** friday

priorities

Puttin' on the Ritz Dinner and Dance featuring Willamette Singers and Willamette Jazz  
Band, CAT Cavern, 7 p.m., (for ticket information call 503-370-6214)

**2** saturday

reminders

Puttin' on the Ritz Dinner and Dance featuring Willamette Singers and Willamette Jazz  
Band, CAT Cavern, 7 p.m., (for ticket information call 503-370-6214)

# March 2002

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

<b>3</b> sunday	priorities
<b>4</b> monday	priorities
<b>5</b> tuesday	priorities

**6** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**7** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Spring Dance Concert preview, Kresge Theatre, 8 p.m.

**8** friday

priorities

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

**9** saturday

reminders

Spring Dance Concert performance, Kresge Theatre, 8 p.m.  
Community Kids Play Day, Sparks Center, noon-5 p.m.  
Band and University Chamber Orchestra Concert, Hudson Hall, 7 p.m.

# March 2002

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

<b>10</b> sunday	priorities
Spring Dance Concert matinee, Kresge Theatre, 2 p.m. Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m.	
<b>11</b> monday	priorities
<b>12</b> tuesday	priorities
Second Tuesday Presentation, CAT Cavern, noon Oregon Symphony, Smith Auditorium, 8 p.m.	

<p><b>13 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m. Alternative Spring Break</p>	
<p><b>14 thursday</b></p>	<p>priorities</p>
<p>Alternative Spring Break Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>15 friday</b></p>	<p>priorities</p>
<p>Alternative Spring Break Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>16 saturday</b></p>	<p>reminders</p>
<p>Alternative Spring Break Spring Break begins. Residences remain open (except sororities) No meals are served after lunch on March 15 until breakfast on Monday, March 25, 2002 Read, Recite, Review to avoid cramming</p>	

# March 2002

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

<b>17</b> sunday	priorities
Alternative Spring Break Spring Break	
<b>18</b> monday	priorities
Alternative Spring Break Spring Break	
<b>19</b> tuesday	priorities
Alternative Spring Break Spring Break	

**20** wednesday

priorities

Alternative Spring Break  
Spring Break

**21** thursday

priorities

Alternative Spring Break  
Spring Break

**22** friday

priorities

Alternative Spring Break  
Spring Break

**23** saturday

reminders

Alternative Spring Break

# March 2002

March

April

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

<b>24</b> sunday	priorities
<b>25</b> monday	priorities
<b>26</b> tuesday	priorities

**27** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**28** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**29** friday

priorities

Willamette Events Board Movie, Smith Auditorium, 9 p.m.  
CLA last day to withdraw from courses

**30** saturday

reminders



**3 wednesday**

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  
OLAPC Jobs Fair, University of Portland, 1-4 p.m.

**4 thursday**

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
OLAPC Jobs Fair Interviews, University of Portland, all day

**5 friday**

priorities

4 weeks until final exams begin! See page 83.  
Musical Theatre Workshop, Hudson Hall, 8 p.m.

**6 saturday**

reminders

Musical Theatre Workshop, Hudson Hall, 8 p.m.

# April 2002

April

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

May

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

**7** sunday

priorities

Musical Theatre Workshop, Hudson Hall, 3 p.m.

**8** monday

priorities

**9** tuesday

priorities

Campus Life Honors & Awards Night, CAT Cavern, 6:30 p.m.

**10** wednesday

priorities

CLA Student Scholarship Recognition Day (no CLA classes)  
Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**11** thursday

priorities

ASWU Senate Meeting, UC, 6:30 p.m.  
Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**12** friday

priorities

Willamette Events Board Movie, Smith Auditorium, 9 p.m.

**13** saturday

reminders

April

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

May

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

# April 2002

<b>14</b> sunday	priorities
<b>15</b> monday	priorities
<b>16</b> tuesday	priorities

**17** wednesday

priorities

Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.

**18** thursday

priorities

Housing selection lottery for 2002-2003  
ASWU Senate Meeting, UC, 6:30 p.m.  
"All My Sons" theatre preview, Kresge Theatre, 8 p.m.

**19** friday

priorities

Second Tuesday Presentation, CAT Cavern, noon  
"All My Sons" theatre performance, Kresge Theatre, 8 p.m.  
2 weeks until final exams begin!

**20** saturday

reminders

Earth Day Celebration & Day of Service, CAT Cavern, 9 a.m.-3 p.m.  
"All My Sons" theatre performance, Kresge Theatre, 8 p.m.

# April 2002

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

<b>21</b> sunday	priorities
"All My Sons" theater matinee, Kresge Theatre, 2 p.m. Band and University Chamber Orchestra Concert, Hudson, 3 p.m.	
<b>22</b> monday	priorities
<b>23</b> tuesday	priorities

<p><b>24 wednesday</b></p>	<p>priorities</p>
<p>Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.  Chamber Music Concert, Hudson, 7:30 p.m.  Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>25 thursday</b></p>	<p>priorities</p>
<p>ASWU Senate Meeting, UC, 6:30 p.m.  "All My Sons" theatre performance, Kresge Theatre, 8 p.m.  Willamette Events Board Movie, Smith Auditorium, 9 p.m.</p>	
<p><b>26 friday</b></p>	<p>priorities</p>
<p>Jazz Night, Smith Auditorium, 7:30 p.m.  "All My Sons" theatre performance, Kresge Theatre, 8 p.m.  1 week until final exams begin!</p>	
<p><b>27 saturday</b></p>	<p>reminders</p>
<p>Wulapalooza  "All My Sons" theatre performance, Kresge Theatre, 8 p.m.</p>	

# April/May 2002

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

<b>28</b> sunday	priorities
<p>"All My Sons" theatre matinee &amp; closing performance, Kresge Theatre, 2 p.m. (signed for the hearing impaired). Salem Chamber Orchestra Concert, Hudson Hall, 7 p.m.</p>	
<b>29</b> monday	priorities
<b>30</b> tuesday	priorities
<p>Last day of CLA classes Oregon Symphony, Smith Auditorium, 8 p.m.</p>	

<p><b>1 wednesday</b></p>	<p>priorities</p>
<p>CLA Study days Convocation, Cone Chapel, 11:30 a.m.-12:20 p.m.</p>	
<p><b>2 thursday</b></p>	<p>priorities</p>
<p>CLA Study days Apartments close for 1st year AGSM students</p>	
<p><b>3 friday</b></p>	<p>priorities</p>
<p>CLA Final exams Faculty Retirement Dinner</p>	
<p><b>4 saturday</b></p>	<p>reminders</p>
<p>CLA Final exams Apartments close for 1st and 2nd year Law students Willamette Master Chorus Concert, Hudson Hall, 7 p.m.</p>	



**8 wednesday**

priorities

CLA Final exams end  
Lunch is the last board meal of the semester  
Senior Week Activities  
Willamette Events Board Midnite Breakfast, Goudy Commons, 10 p.m.-midnight

**9 thursday**

priorities

Senior Week Activities  
Greek houses, residence halls and apartments (CLA lease) close at noon

**10 friday**

priorities

Senior Week Activities

**11 saturday**

reminders

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

# May 2002

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

<b>12</b> sunday	priorities
Commencement	
<b>13</b> monday	priorities
CLA, Law and AGSM Graduates check out by noon	
<b>14</b> tuesday	priorities
Oregon Symphony, Smith Auditorium, 8 p.m.	

<b>15</b> wednesday	<b>priorities</b>
<b>16</b> thursday	<b>priorities</b>
<b>17</b> friday	<b>priorities</b>
<b>18</b> saturday	<b>reminders</b>
MAT program ends	

# CAMPUS SERVICES AND FACILITIES

## BISTRO

University Center, first floor, 503-370-6900

### Management:

Cheri Lester, General Manager, klester@willamette.edu

Kirsten Gunst, Financial Manager, kgunst@willamette.edu

Andy Walter, Assistant Manager, awalter@willamette.edu

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

Other services provided for students include:

- coffee and espresso drinks, lunch entrees, and specialty treats
- regularly scheduled poetry readings, acoustic musical performances and other interesting programs
- employment opportunities

## BON APPETIT FOOD SERVICE

Goudy Commons, 503-370-6005

Sia Mohsenzadegan, General Manager

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

### Dining Service

- designed with flexibility to meet the unique needs of each student
- board program has two parts:
  - Part I consists of "all you can eat" (AYCE) board plan for dinners Sunday through Friday and brunch on Saturday
  - Part II is a Board Plan Credit (BPC) program with four different BPC amount options. BPC meals are offered on an "a la carte" basis for breakfast and lunch Monday through Friday, dinner Saturday and brunch Sunday.
- adjustments to board plans are made in the Office of Residence Life the first two weeks of each semester (sorority residents excluded)
- BPCs carry over from Fall to Spring semester for students who remain on the Willamette Meal Plan
- students who move off the Willamette Meal Plan (e.g., to a sorority, University-owned apartment, off campus, semester abroad program or who graduate at semester) receive no BPC carry-over credit or refund
- BPCs remaining at the completion of Spring semester are nonrefundable

All students living in a residence hall or fraternity are required to participate in the Willamette Meal Plan program. All students living in a sorority are required to participate in the Sorority Meal Plan program.

### Meal Cards

- a student's ID card is also their meal card
- students gain admittance to the Goudy Commons, Kaneko Hall dining room and the Cat Cavern in the University Center by presenting a properly validated meal card or paying cash
- meal cards are validated at the beginning of each semester
- there is a \$10 replacement charge for lost ID cards
- to pay for another person's meal on your card, the student owning the card must be present
- unauthorized use of a meal card will result in confiscation and disciplinary action

### Willamette Meal Plan

The Willamette Meal Plan includes four different meal plan choices: Plan A equals \$330 of BPC each semester plus All You Can Eat meals Plan B equals \$400 of BPC each semester plus All You Can Eat meals Plan C equals \$500 of BPC each semester plus All You Can Eat meals Plan D equals \$630 of BPC each semester plus All You Can Eat meals

### Sorority Meal Plan

- nineteen meals per week are provided in the sorority houses
- cost of the board contract for sorority residents is equivalent to Plan B of the Residence Life Contract for Room and Board
- no plan adjustments are available on the Sorority Meal Plan
- sorority members who move from the Willamette Meal Plan to a Sorority Meal Plan during the academic year have their BPCs voided and their board payment transferred to their chapter house
- to eat at Goudy, the Cat or Kaneko thereafter, it is necessary to purchase Voluntary Dollars or pay cash

### Hours of Operation

#### Goudy Commons

##### Monday-Friday:

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

##### Saturday-Sunday:

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

## Cat Cavern

### Monday-Friday:

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

## Kaneko Dining Room

### Monday-Friday:

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

### Saturday-Sunday:

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

## Special Needs

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

## Take-out Meals

There are two programs in place to order take-out meals from Bon Appetit. Groups can arrange a pack-out meal for a special program and individuals can order sack lunches if they have a class or work conflict. Request forms are available from a manager. Notice is required 24 hours in advance for single orders and four days in advance for group orders.

## COPY CENTER

Waller Hall, first floor, 503-370-6717

Mark Wade, Supervisor, mwade@willamette.edu

The Copy Center offers the following services:

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

## LANGUAGE LEARNING CENTER

Walton Hall, 503-375-5492

Natalia Shevchenko, Director, nshevche@willamette.edu

The Language Learning Center has two labs for faculty and students, with the following equipment:

- 25 audio listening carrels
- individual VCR monitors
- scanner
- tri-standard video equipment
- satellite dish
- CD-ROM
- computers equipped with foreign language software and multimedia tools: eleven iMacs, one PowerMac G-3, two Gateway Pentium IIIs, and a PowerMac G-4 teaching station

- one color and one black and white printer
- a high quality sound system
- an installed data-projector connected to the teaching station equipped with a DVD/CD/laserdisc player and multi-standard VCR.

## MARK O. HATFIELD LIBRARY

503-370-6312

Larry R. Oberg, University Librarian, loberg@willamette.edu

The Mark O. Hatfield Library serves as the library for the College of Liberal Arts, the School of Education and the Atkinson Graduate School of Management, offering a collection of more than 260,000 volumes and 1,400 current journal subscriptions.

Other services provided for students include:

- a collection of more than 300,000 books, journals, newspapers, CD-ROMs, video recordings, sound recordings and musical scores
- partial depository for federal government documents
- Hatfield Library home page is found at <library.willamette.edu>
- numerous individual and group study rooms and audiovisual rooms
- provide photocopy machines, microfilm readers and printers, computers and audiovisual equipment
- Hatfield Room can be reserved for lectures, readings and recitals
- 24-hour study room equipped with vending machines remains available during the hours the library is closed
- materials not owned by the Hatfield Library usually can be obtained directly through Orbis <orbis.uoregon.edu>, the unified catalog of 18 Pacific Northwest colleges and universities and through interlibrary loan
- individual research consultations with librarians
- programs of course-related library instruction are available in which librarians teach students search strategies and research methods
- access to a Web-based catalog of Mark O. Hatfield Library materials <library.willamette.edu> and to the Orbis union catalog <orbis.uoregon.edu> of 18 Pacific Northwest colleges and universities
- direct borrowing of books through Orbis
- web access to over 60 electronic indexes and databases that provide a wealth of research quality information
- electronic course reserves and exam files in addition to non-digital reserve materials
- useful online subject guides and handouts

## MAIL SERVICES CENTER

University Center, first floor, 503-375-5472

Connie Ames, Supervisor, coames@willamette.edu

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

### Student Mailboxes:

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

### Additional Services:

- receipt and distribution of all incoming mail/packages
- U.S. Post Office stamp purchase and postage meter services
- special services (express, registered, certified, insured, etc.)
- both international and U.S. package shipment
- shipping vendors' services (UPS, Federal Express, Airborne, etc.)

### Outgoing Mail:

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

### Hours of operation

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

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

## MONTAG CENTER

Baxter Quad: Located between Matthews/Belknap & Baxter residence halls  
Zea Wood, Advisor to Montag Center Student Advisory Board,  
zwood@willamette.edu

Opening in the fall of 2001, the Montag Center is named after 1952 Willamette graduates Dan and Jean Montag. The Montag Center will support the University's diversity efforts, will support the academic purposes of the University and be a hub of late night activity.

The features of the Montag Center will include:

- big screen television
- video games
- pool tables
- laundry facilities
- late-night café
- movie rentals
- recreation/activity room
- student art gallery
- comfortable furniture for small social gatherings or studying,
- convenience store

In addition to the Montag Center, the Baxter Quad will consist of a student-friendly space with a large grassy area and outdoor amphitheater.

## PHYSICAL PLANT

Physical Plant, 503-370-6003

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

Ron Nichols, Grounds Supervisor, rnichols@willamette.edu

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

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

The Physical Plant consists of Building and Grounds Maintenance and Facilities Services. Facilities Services is comprised of Custodial Services, Recycling and Waste, and Set-ups and Special Events.

Responsibilities include:

- maintenance and service of all University-owned furnishings, buildings and grounds
- motor pool, pest control, keys, elevator and energy services
- providing repairs to campus facilities (for instructions on submitting a work order for repairs in your room/apartment or for reporting an emergency, see Residential Facilities)

## RECYCLING

Physical Plant, 503-370-6003

Facilities Services, 503-370-6802

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

## SPARKS CENTER

503-370-6063

Skip Kenitzer, Director, rkenitze@willamette.edu

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

Other services available to students include:

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

Building Open

Monday-Friday

7 a.m.-10 p.m.

Saturday-Sunday

10 a.m - 8 p.m.

## Pool Hours

Monday-Friday	7 a.m.-8 a.m. Lap 11:30 a.m.-1:30 p.m. Lap
Monday-Wednesday	7 p.m.-9 p.m. Recreational
Saturday-Sunday	4 p.m.-7 p.m. Lap/Recreational

## Fitness Center Hours

Monday-Thursday	7 a.m.-9 a.m. 11:30 a.m.-1:30 p.m. 6 p.m.-10 p.m.
Friday	7 a.m.-3:30 p.m. 6 p.m.-10 p.m.
Saturday-Sunday	10 a.m.-8 p.m.

Update of hours: 503-370-6976

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

## WILLAMETTE INTEGRATED TECHNOLOGY SERVICES

### COMPUTING, MULTIMEDIA, TELEPHONE, AND NETWORK SERVICES

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

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

John Balling, Executive Director, jballing@willamette.edu

WITS is responsible for planning and management of the campus network, technical assistance for students, faculty, and staff, general access microcomputer facilities, multimedia/production, audiovisual check-out, and telephone services, and encourages the integration of educational technologies in learning by making available a wide variety of technical resources.

### Computing Services

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

### Production Services

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

- Offers graphic design, poster printing, color printing, computer to 35mm slide conversion, dry mounting, and lamination
- Instruction on the use of multimedia software including PowerPoint slide production, and equipment including film recorders and scanners available by appointment
- Flatbed scanners, film recorder, and slide scanner are available for self-service use. Advance reservation is advisable WITS Main Office, Smullin 101, first floor, 503-370-6650/6004.

- Bulk-loaded black and white and Ektachrome slide film
- Video duplicates can be made from non-copyright protected originals
- Taping of classes and recitals available by arrangement through the WITS Main Office, Smullin 101, 503-370-6004
- There is a charge for labor and materials on all production services

### Audio-Visual Services

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

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

### General Access Computer Lab

Smullin 119, first floor

- Houses 43 computers, including both Pentium III PCs and iMacs as well as 2 laser printers
- Accessible 24 hours a day, 7 days a week during the academic year (holiday and summer hours may vary)
- Student Lab Assistants on duty during the morning, afternoon, and most nights until 1 a.m.
- Offers most software commonly used by students

### Electronic Classroom

Collins Science Center 407, third floor

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

### Residence Hall Computers

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

## Campus Network Access

- All student rooms/apartments (except Haseldorf) are wired for campus network access
- All students have free access to the network, but must use it responsibly
- Students can purchase network cards, cables, and software from the Willamette Store, University Center, first floor, 503-370-6345
- Specific information about connecting to the network is available online at <http://www.willamette.edu/wits>, or can be obtained by contacting the WITS Help Desk at 503-370-6767

## Off-Campus Modem Access

- Off-campus students may connect to the network using a computer equipped with a modem
- Currently, the university's modems support speeds up to 28.8K bps using V.Fast or V.34 protocols
- Point to Point Protocol (PPP) is supported for connections made via modem
- Modem Access Numbers:  
10-minute express line: 503-370-6626  
Maximum of 14.4K bps connection: 503-370-6627  
Maximum of 28.8K bps connection: 503-370-6628  
The modem pool is often very busy, and support for setup is limited. Off-campus students may wish to find a commercial internet service provider to offer more reliable access to the internet and the campus network

## Phone Information

### General Dialing Instructions

- Extension to extension (on campus): dial 4 digit extension only.
- Direct Inward Dialing (DID, off campus to an on campus number):  
- 503-480-2xxx - 503-373-3xxx  
- 503-375-5xxx - 503-370-6xxx
- Internal-only extensions: 4xxx
- Dialing off campus numbers in the local area: 9 + 503 + number.  
Long Distance Dialing
- All students receive an Access Code to be used for making long distance calls. Long distance calls charged to your extension: 7 + (6-Digit Access Code), Wait for Tone, 9 + 1 + number
- Long Distance via MCI credit card: 9 + 0 + (Area Code) + number, Wait for Tone, credit card number
- Long Distance via Any Other credit card: 9 + Credit Card Access Code + 0 + (Area Code) + number, Wait for Tone, +Credit Card Number
- Credit Card Access Codes: MCI = 1010222, AT&T = 1010288, Sprint = 1010333
- Directory Assistance: 7 + (Area Code), Wait for Tone, 9 + 1 + (Area Code) + 555-1212 (411 is not activated)
- Important Numbers (dialed from on campus)  
Campus Switchboard ..... 0  
Campus Safety ..... 6000 or 6911  
Outside Emergency ..... 9911 or 911

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

### **Computing and Network Policies**

Policies for the appropriate use of campus computing and network facilities are printed in the Selected Policies Manual and published on the WITS website at: [www.willamette.edu/wu/policy/technology.html](http://www.willamette.edu/wu/policy/technology.html) .

All students are expected to be familiar with these policies and to abide by them.

### **More Information**

WITS website: <http://www.willamette.edu/wits>

WITS Help Desk: [wits@willamette.edu](mailto:wits@willamette.edu), 503-370-6767

## **WRITING CENTER**

Matthews Hall, first floor, 503-370-6959

Gretchen Flesher Moon, Director, [gmoon@willamette.edu](mailto:gmoon@willamette.edu)

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

Other important information for students:

- drop-ins are welcome, but appointments are recommended during busy times of the semester
- consultants are trained in responding constructively to work at any stage in the writing process, from prewrites to revisions of graded papers
- staff also conducts workshops on a wide variety of topics such as proper grammar usage and writing effective grant proposals
- the writing center provides a reference library with relevant texts on writing, a lounge where students can work individually or meet with groups, and a computer laboratory with 20 Macintosh computers

# CAMPUS RESOURCES

## ACCOUNTING

Waller Hall, first floor, 503-370-6104

Bob Olson, Controller, bolson@willamette.edu

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

Services provided for students include:

- cashing personal checks up to \$50
- collecting phone payments
- collecting student account payments
- disbursement of funds to students and vendors

## ADMISSION

WISH, East Wing, 503-370-6303

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

The Admission Office is responsible for student admission to the College of Liberal Arts and the Master of Arts in Teaching (MAT) program.

Services provided for students include:

- arranging campus tours, overnight visits, meals, class visits and other appointments for prospective students
- inviting student participation on Admission Open House, Preview Day and Counselor Visitation panels, at selected college fairs in the Northwest, at off-campus admission receptions and during other admission-related activities during the year. If you would like to volunteer for an admission activity please contact Tyler Macmillan at 503-375-5332

## ALUMNI AND PARENT RELATIONS

Waller Hall, third floor, 503-375-5304

Jim Booth, Director, jbooth@willamette.edu

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

Services to students, alumni and parents include:

- coordinating class reunions every five years after graduation during Homecoming Weekend in the fall
- sponsoring senior party called "Zero Reunion" each spring
- putting students in touch with alumni to learn about potential career fields, via the Career Network on the WU web site (call office for login and password)
- publishing a newsletter for Willamette parents
- supporting Parents Association Committees
- co-sponsoring Mentor Day program for juniors and seniors
- recruiting local alumni to host an Opening Days dinner and provide mentoring

## COMMUNICATIONS

Waller Hall, fourth floor, 503-370-6014

Edward Kramer, Associate Vice President for Marketing and Communications, ekramer@willamette.edu

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

## DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin 108, first floor, 503-370-6285

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

Don Negri, Associate Dean, dneгри@willamette.edu

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

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

- implementing academic programs proposed by the various campus and faculty committees
- working with student concerns involving faculty or programs
- coordinating the Carson Undergraduate Research Program and Willamette's student internships

## FINANCIAL AID

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

Jim Eddy, Director, jeddy@willamette.edu

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

Important financial aid information for students:

- students must complete a Free Application for Federal Student Aid (FAFSA) Form to establish financial need
- FAFSA Form must be renewed each year in early February to receive aid for the next school year
- campus job information is available in this office

## FINANCIAL AFFAIRS

Waller Hall, first floor, 503-370-6728

Brian Hardin, Vice President for Financial Affairs, bhardin@willamette.edu

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

Services provided include:

- overseeing Physical Plant, Accounting and Finance, Human Resources,

Word Processing, Mail Services, Copy Center, Travel Center, Financial Aid, Facility Planning and Construction

- handling long-distance telephone access codes and bills

## HUMAN RESOURCES

Waller Hall, first floor, 503-370-6210

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

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

Services provided for employees of the University include:

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

## INSTITUTIONAL RESEARCH AND PLANNING SUPPORT

Gatke Hall 201, 503-370-5303

Christopher Antons, Director, cantons@willamette.edu

The purpose of the Office of Institutional Research and Planning Support is to support University planning activities, enrollment management and assessment.

Services provided for the University include:

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

## INTERNATIONAL EDUCATION

Smullin 105, 503-375-5493

Kelly Ainsworth, Director, kainswor@willamette.edu

The Office of International Education (OIE) provides information about opportunities for Willamette students to engage in foreign study opportunities for a semester or academic year. The OIE also houses the International Student and Scholar Advisor.

Services provided for students include:

- semester or academic year programs located in England, Wales, Sweden, Germany, France, Spain, Ukraine (Crimea), Ecuador, Chile, Australia, Japan, China, Denmark, Cuba and Ireland.
- short-term programs available in Italy, Greece, Cuba and South Africa
- international Programming
- immigration Counseling and VISA processing
- students may also study at other accredited institutions in any

country of the world and receive transfer credit with appropriate approvals

The International Student and Scholar Advisor provides advising, programming, advocacy and various other services to all foreign nationals — students, visiting professors, language assistants and full-time students and faculty.

Advising:

- Issues related to cultural, personal, academic and social adjustment, finances, health, etc.
- Immigration and Naturalization Service (INS), U.S. Information Agency (USIA), Internal Revenue Service (IRS) and Social Security Administration regulations and procedures

Programming:

- International Orientation, Friendship Partner Program, Opening Days Reception for international students, Re-entry Workshop and Graduation Brunch for international students
- Recreational and Educational Programming throughout the year (e.g. the fall International Dinner, the spring International Extravaganza, Thetford Lodge and beach and ski retreats)
- Collaborative programming with other University groups, including but not limited to TIUA, WISH, Multicultural Affairs, and the Office of Off-Campus and International Education

Resources:

- Intercultural communication library
- Advice on contacts with international people, organizations, materials and resources for working and living abroad
- International reference books such as foreign consulate offices in the U.S., U.S. Consulate offices abroad, etc.
- Training sessions in intercultural communication

## PAYROLL

Waller Hall, first floor, 503-370-6188

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

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

Important information for students about payroll:

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

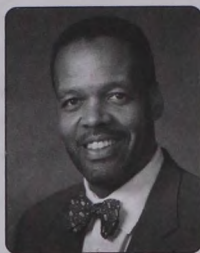
## PRESIDENT'S OFFICE

Waller Hall, fifth floor, 503-370-6209

M. Lee Pelton

President

president@willamette.edu



Gary Cordova, Senior Executive Assistant to the President,  
gcordova@willamette.edu

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

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

## REGISTRAR

University Center, third floor, 503-370-6206

Paul Olsen, University Registrar, polsen@willamette.edu

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

Services provided to students include:

- addressing concerns about accuracy of transcripts and petitioning for changes in official records
- information concerning the General Education Program, major requirements, transfer credit, foreign study credit and graduation
- Drop or Add cards, Change of Advisor forms, Petitions for Graduation and forms for declaring majors and minors
- official transcripts and enrollment information
- Veteran's Services information

## STUDENT ACCOUNTS/STUDENT LOANS OFFICE

Waller Hall, first floor, 503-375-5308

Joe Johnston, Assistant Controller, jjohnsto@willamette.edu

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

Services provided to students include:

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

## TRAVEL CENTER

Hours: Monday through Friday 10 a.m. to 4:30 p.m. (closed 1 p.m. to 2 p.m.)

University Center, first floor, 503-370-6388

Kindra Jordan, Manager, kjordan@willamette.edu

Maryann Davis, Travel Counselor, mtdavis@willamette.edu

Judy Mahr, Travel Counselor, jmahr@willamette.edu

Services provided by the Travel Center to students are:

- airline tickets, domestic and international
- student discount fares (Student Travel Network and Council Travel airfares)
- Eurail passes
- vacation packages
- international student identification cards
- cruises

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

## UNIVERSITY DEVELOPMENT OFFICE

Waller Hall, fourth floor, 503-370-6340

Ron Korvas, Vice-President, rkorvas@willamette.edu

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

## UNIVERSITY INFORMATION CENTER

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

Liesa Kister, Information Specialist, lkister@willamette.edu

Services provided to students include:

- campus maps and event information
- Salem area information
- off-campus housing and rental listings
- poster and flyer approval for the University Center and Goudy Commons
- visitor parking permits
- check cashing service up to \$20 (with WU ID)
- special event ticket sales
- campus activity sign-ups
- copier for public use
- key check-out for rooms in University Center
- University switchboard operation
- University Center reception

## VISUAL AND PERFORMING ARTS

Hallie Ford Museum of Art

700 State Street, 503-370-6856

John Olbrantz, Director, jolbrant@willamette.edu

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

Exhibits provided for the University and Salem community include:

- Carl Hall Gallery, which features historic and contemporary art of the region

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

### Music Department

Mary Stuart Rogers Music Building, 503-370-6255

Martin Behnke, Department Chair, mbehnke@willamette.edu

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

Services provided for students include:

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

### Theatre Department

General Information, 503-370-6222

Box Office Information, 503-370-6221

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

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

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

The theatre department provides for students:

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

## SALEM AND PORTLAND AREA DIRECTORY

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### Theaters

Salem Elsinore Theatre, 70 High St SE (Touring Events) .....	503-375-3574
Pentacle Theatre (Community), 324 52nd Ave, West Salem .....	503-364-7200
Willamette University Theatre (University) .....	503-370-6221
Portland Artists Repertory Theatre, 1516 SW Alder (PDX) .....	503-241-1ART
Imago Theatre (Experimental), 17 SE 8th & Burnside (PDX) .....	503-231-9581
Miracle Theatre/Teatro .....	503-236-7253
Portland Center Stage, 1111 SW Broadway (PDX) .....	503-274-6588
Stark Raving Theatre (Fringe), 3430 SE Belmont (PDX) .....	503-232-7072
Tears Of Joy Theatre .....	503-248-0557
Theatre Vertigo (Fringe), Russell St. Theatre	
Triangle Productions, 3430 SE Belmont (PDX) .....	503-246-8967
Tygres Heart, 1111 SW Broadway (PDX) .....	503-222-9220

### Restaurants

#### (\$15-\$20 per person and up without drinks)

Alessandros, 120 Commercial NE .....	503-370-9951
DaVincis (Italian), 180 High St SE .....	503-399-1413
J. James, Pringle Park Plaza, 325 High St SE .....	503-362-0888
Jonathans Oyster Bar (Seafood), 445 State St NE .....	503-362-7219
Mortons Bistro, 1128 Edgewater NW .....	503-585-1113
Old Europe Inn, 3195 Liberty S .....	503-588-3639
Wild Pear, 3635 River Rd. S .....	503-589-4532

#### (\$10 per person)

Amadeus Cafe, 585 Liberty SE .....	503-362-8830
Arbor Cafe, 380 High St NE .....	503-588-2353
Boons Treasury (Microbrewery), 888 Liberty NE .....	503-399-9062
Brick Bar and Broiler, 105 Liberty NE .....	503-375-0959
Busick Court Restaurant, 250 Court NE .....	503-370-8107
Cafe Today, 1244 State .....	503-378-9180
Cafe Today At The Capital, 900 Court NE .....	503-585-4266
Changs Mongolian Grill , 3928 Center NE .....	503-373-9779
China Best (Chinese), 364 Center .....	503-581-1668
Court Street Dairy Lunch, 347 Court NE .....	503-363-6433
Croissant & Co., 190 High SE .....	503-362-7323
Demetrius (Mediterranean), 1671 Center NE .....	503-588-1028
Dennys, 3155 Ryan SE .....	503-585-8424
El Tapatio (Mexican), 1391 Broadway NE .....	503-581-2405
Fuji Japanese Restaurant (Japanese), 159 High SE .....	503-364-5512
Geppetots Restaurant (Italian), 616 Lancaster NE .....	503-378-1271
Golden Crown, 365 Liberty NE .....	503-362-9560
Golden Tent BBQ (Mongolian), 4250 Commercial SE .....	503-588-4866
Heritage Tree Restaurant, 574 Cottage NE .....	503-399-7075
India Palace (East Indian), 377 Court NE .....	503-371-4808
International House of Pancakes, 260 Liberty SE .....	503-581-2622
Jackies Ribs, 2155 Siverton Rd NE .....	503-371-7339
Kuong Chans (Szechuan/Hunan), 2290 Fairgrounds Rd SE .....	503-585-1775

Kwans Cuisine (Szechuan/Hunan), Commercial/Mission .....	503-362-7711
Kyoto Japanese Restaurant, 1610 Lancaster NE .....	503-363-3552
La Estrellita (Mexican), 1111 NW Edgewater .....	503-362-0522
La Margarita (Mexican), 545 Ferry SE .....	503-362-8861
La Margarita Express (Mexican), 515 Chemeketa NE .....	503-371-7960
Los Arcos (Mexican), 3969 Commercial SE .....	503-581-2740
Macedonia (Greek), Reed Opera House, 189 Liberty NE .....	503-316-9997
Macheezmo Mouse, 40 Center NE .....	503-588-9395
McGrath's Fish House (Seafood), 350 Chemeketa NE .....	503-362-0736
Mill Creek Station and Catering, 131 Mill SE .....	503-370-8855
Ming's Restaurant, 440 State .....	503-588-2928
Newport Bay Restaurant (Seafood), I-5 & Market .....	503-315-7100
Off Center Cafe (Eccentric), 1741 Center NE .....	503-363-9245
Olive Garden Restaurant (Italian), 1302 Lancaster NE .....	503-364-6885
Original Pancake House, 4656 Commercial SE .....	503-378-0431
Original Roadhouse Grill, 481 Lancaster NE .....	503-375-0942
Outback Steakhouse, 2265 Lancaster NE .....	503-399-3700
Paprikas (Hungarian), 1696 Capitol NE .....	503-370-8992
Pointe Downtown, 195 Commercial NE .....	503-585-5588
Ram Border Cafe and Big Horn Brewery, 515 12th .....	503-363-1904
Red Robin, 3760 Center NE .....	503-362-9666
Rock-n-Rogers (Classic Diner), 850 High NE .....	503-585-4744
Rozells (Italian), 1495 Edgewater NW .....	503-391-1010
Soup Cellar, 189 Liberty NE .....	503-365-7100
Sweet River Bar and Grill, 285 Liberty NE .....	503-585-7877
Sybils Omelettes, 2373 State .....	503-581-7724
Taste Of Thai, 3405 Commercial SE .....	503-363-9010
Thai Beer (Thai), 1130 Lancaster SE .....	503-585-7701
Thai Restaurant, 176 Liberty NE .....	503-581-1006
Thompson Brewery (Microbrewery), 3575 Liberty S .....	503-363-7286
Tong King Garden (Chinese), 989 12th SE .....	503-585-9932
Tudor Rose (English Lunches/Teas), 480 Liberty SE .....	503-588-2345
Ventis Bento (Teriyaki Bento), Reed Opera House, Court NE .....	503-399-8733
Whites (Classic Diner), 1138 Commercial SE .....	503-363-0297

### Fast Food

Arctic Circle, 1411 State .....	503-585-4251
Bobs Burgers, 1415 Capital NE .....	503-581-9257
Burger Basket, 2455 Mission SE .....	503-364-0702
Burger King, 802 Lancaster NE .....	503-585-9797
Carls Jr., 1135 Lancaster NE .....	503-371-4100
Dairy Queen, 1465 25th SE .....	503-364-2601
Kentucky Fried Chicken, 3702 Commercial SE .....	503-585-2424
Kikka Juice, 360 High NE .....	503-763-0943
McDonalds, 1110 Center NE .....	503-363-5314
Schlotzskys Deli, 3833 Commercial SE .....	503-581-3663
Skippers Seafood, 1735 Lancaster NE .....	503-399-0727
Subway Sandwiches, 1310 State .....	503-391-9848
Taco Bell, 565 Lancaster SE .....	503-363-2066
Wendys, 641 Lancaster NE .....	503-585-9944

### **Willamette Area Pizza**

Christos Pizza, 324 NE Church .....	503-371-2892
Dominos Pizza, 1049 Commercial SE .....	503-371-3559
Izzys Pizza Restaurant, 2990 Commercial SE .....	503-581-9831
Mimis Golf Garden Pizza, 1145 Commercial SE .....	503-365-7225
Papa Johns Pizza, 3964 Center NE .....	503-585-7272
Papa Johns Pizza, 4689 Commercial SE .....	503-361-7272
Pizza Hut, 3302 Commercial SE .....	503-364-7286
Pizza Hut, 560 Wallace Rd. NW .....	503-363-2100
Straight from New York Pizza, 233 Liberty NE .....	503-581-5863
Walerys, 1555 Edgewater NW .....	503-362-6858

### **Bakeries, Desserts, Sweets**

Amadeus Cafe, 585 Liberty SE .....	503-362-8830
Baskin Robbins, Salem Center Mall, 480 Center NE .....	503-362-9824
Baskin Robbins, 3810 Commercial SE .....	503-363-2326
Cascade Bakery, 229 State .....	503-589-0491
Croissant & Co., 190 High SE .....	503-362-7323
Dunkin Donuts, 1630 Lancaster NE .....	503-588-9525
Don Pancho (Mexican Pastries), 1660 Salem Industrial NE .....	503-370-9710
Great Harvest Bread Company, 339 Court NE .....	503-363-4697
King Donuts, 1695 State .....	503-588-1565
Konditorei, 310 Kearney SE .....	503-585-7070
Sees Candies, 355 Liberty NE .....	503-362-9532
Williams Bakery Outlet Store, 1210 13th SE .....	503-399-7477

### **Downtown Coffee Houses**

Beanery, Liberty/Court .....	503-399-7220
Break Point, 1120 Commercial SE .....	503-378-9036
City Coffee, Reed Opera House, Court NE .....	503-763-0691
Coffee House Cafe (Organic), 135 Liberty NE .....	503-371-6768
Governors Cup, 471 Court NE .....	503-581-9675
Mona Lisa's Cafe, 136 High SE .....	503-581-0116
Starbucks Coffee, 399 Court NE .....	503-375-2156
Starbucks Coffee, Liberty/Chemeketa .....	503-587-9593

### **Shopping Malls in Salem**

Salem Center, Liberty/Center  
Lancaster Mall, Lancaster/Center  
Reed Opera House, Liberty/Court

### **Clothing Stores/Boutiques**

Byzantium (Women), 349 State .....	503-391-1238
Exit Real World, 505 Chemeketa NE .....	503-585-3948
Gen X Fashion, 1901 Lancaster NE .....	503-363-8888
La Rouge (Women), Reed Opera House, Court NE .....	503-370-4442
Les Newmans (Workclothes), 179 Commercial NE .....	503-363-5508
Mariposa (Women), 831 Lancaster NE .....	503-363-4825
Mens Wearhouse (Men), 410 Center NE .....	503-363-9551
Meringue (Women), 285 Liberty NE Suite 290 .....	503-365-7725

Mr. Rags (Men), 285 Salem Center Mall .....	503-362-9000
Shryocks Menswear, 290 Commercial NE .....	503-363-9292
Your Place (Women), 395 High SE .....	503-399-7459
20 Below, Lancaster Mall .....	503-316-0950

### Gift Stores

Arbor, 380 High NE .....	503-588-1330
Bush Barn Art Center, 600 Mission SE .....	503-581-2228
Crystal Power and Light, 100 Commercial NE .....	503-581-3024
Das Haus Am Berg, 1122 12th SE .....	503-363-0669
Embellish Mary Lou Zeek Gallery, 335 State .....	503-581-3229
Ma Valise, 379 State .....	503-371-2234
Made In Oregon, 480 Center NE .....	503-362-4106
Made In Salem, 189 Liberty NE .....	503-399-8197
Negstads, 3270 Liberty S .....	503-362-9580
Quisenberrys, 150 Liberty SE .....	503-364-3336
Razzle Dazzle, 508 State .....	503-588-7177
Tartan and Thistle, 189 Liberty NE .....	503-370-8396
Tudor Rose, 480 Liberty SE .....	503-588-2345

### Books

B Dalton Bookseller, Lancaster Mall .....	503-370-9561
Book Bin (Used), 450 Court NE .....	503-370-1235
Book Habit (Used), 390 Liberty SE, Salem .....	503-581-3637
Booksmart, 4908 River Road, Keizer .....	503-393-2899
Borders Books and Music, 2235 Lancaster Dr NE .....	503-375-9588
Jacksons Books, 320 Liberty SE .....	503-399-8694
Paperback Exchange, 1201 Commercial SE .....	503-362-0616
Powells (Portland) (New & Used), 1005 W Burnside, Portland ...	800-878-7323
Readers Guide to Rec. Lit., 1105 Edgewater NW .....	503-588-3166
S Salem Escape Fiction, 3240 Triangle Dr. SE, Salem .....	503-588-5965
Treasure Island Books, 2785 Commercial SE .....	503-585-1178
Walden Books, Nordstrom Mall .....	503-363-6797

### CDs, Tapes, Records, Movies

Borders Books and Music, 2235 Lancaster Dr NE .....	503-375-9588
Guitar Castle, 329 State .....	503-364-2757
Groovacious Platters (Used), 4190 River Rd N .....	503-390-6368
Oasis Records (Used), 423 Court St NE .....	503-399-9041
Opus One Recordings, 189 Liberty NE .....	503-362-1788
Ranch Records (Used), 456 Court St NE .....	503-362-8515
Sam Goody, Salem Center .....	503-370-9665
Tiger Music and Movies (Used), 1645 12th St SE .....	503-371-4744
Wherehouse Music, 1420 Lancaster Dr NE .....	503-588-8480

### Second Hand Stores

Dazy Maze Consignment Shop, 4710 River Rd N .....	503-393-3516
Engelberg Antiks II, 148 Liberty NE .....	503-363-8155
Freds Place, 1410 12th St SE .....	503-315-1005
Goodwill Stores, 3535 Lancaster Dr NE .....	503-585-4686
Goodwill Stores, 1125 Crowley Ave SE, .....	503-763-3573

Humane Society Shop, 311 Commercial NE .....	503-362-6892
Mission Store, 885 Commercial NE .....	503-375-2511
99-E Antigue Used, 17207 Hwy 99E, Woodburn .....	503-981-0200
St Vincent De Paul Store, 1550 Fairgrounds Rd. NE .....	503-364-3210
Teen Challenge Thrift Store, 3060 Portland Rd NE .....	503-585-6278
Terrible Toms, 3579 Cherry Ave, NE Keizer .....	503-390-0413
Union Gospel Mission, 885 Commercial NE .....	503-375-2511
Value Village, 2460 Mission SE .....	503-585-0511

### Consignment Clothing

Clothes Rack, 620 7th NW .....	503-364-6049
Coleens Closet, 360 Liberty SE .....	503-363-1759
Designer Clothing Consignment, 1635 12th SE .....	503-362-3934
Every Husbands Nightmare, 1223 Commercial SE .....	503-375-3266
My Sisters Closet, 433 Ferry SE .....	503-371-3158
Polka Dots Clothing, 761 Main .....	503-623-6163
Rags To Riches, 3595 Liberty Rd S .....	503-588-9286
Ritzi Too Resale, 3235 Liberty Rd S .....	503-361-7447
Second Season Clothes Etc., 1567 Edgewater NW .....	503-362-4135

### Automobile Mechanics

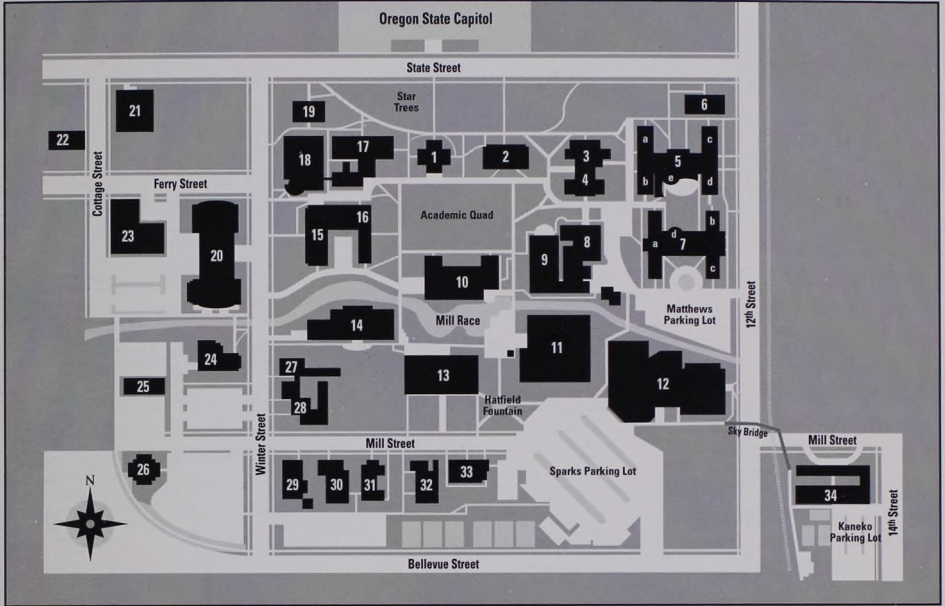
Japanese Auto (Japanese), 2974 12th SE .....	503-364-2881
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# Map of Willamette University



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



**WILLAMETTE UNIVERSITY**

COLLEGE OF LIBERAL ARTS

COLLEGE OF LAW

ATKINSON GRADUATE SCHOOL OF MANAGEMENT

SCHOOL OF EDUCATION

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