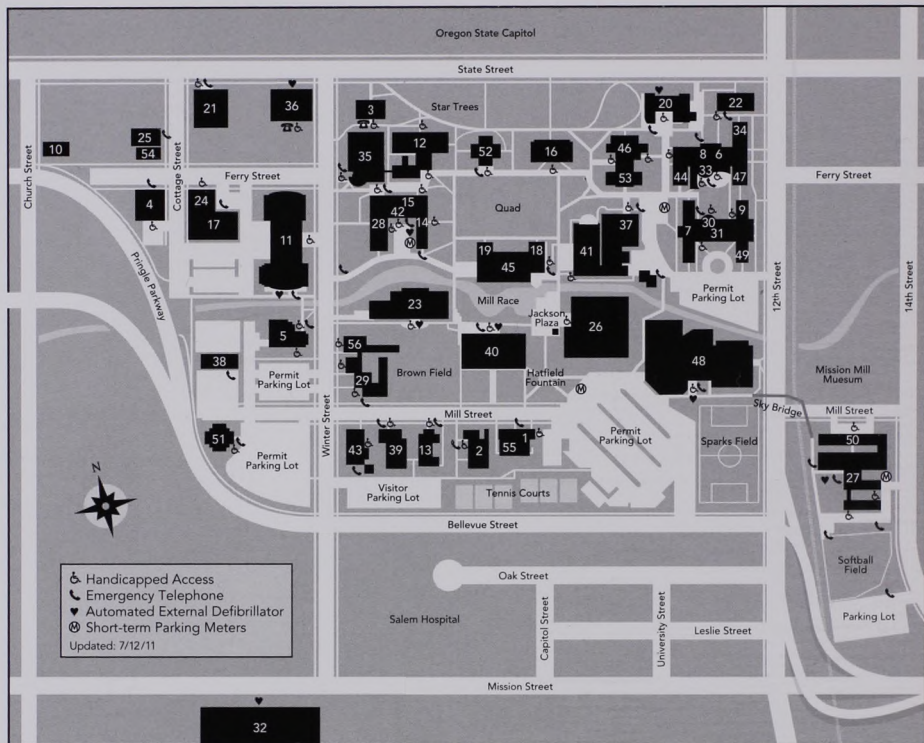


**STUDENT  
HANDBOOK**

**2011 2012**



- |  |   |
|--|---|
| 1 Admission Office (CLA)   | 31 Matthews Hall  |
| 2 Alpha Chi Omega Sorority   | 32 McCulloch Stadium and Athletics Complex  |
| 3 Art Building   | 33 Montag Center  |
| 4 Atkinson Annex   | 34 Northwood Hall   |
| 5 Atkinson Graduate School of Management (Seeley G. Mudd Building)                                   | 35 Olin Science Center  |
| 6 Baxter Hall  | 36 Oregon Civic Justice Center  |
| 7 Belknap Hall   | 37 M. Lee Pelton Theatre  |
| 8 Bishop Wellness Center (Student Health)  | 38 Physical Plant   |
| 9 Cascadia House   | 39 Pi Beta Phi Sorority   |
| 10 Centers for Academic Excellence   | 40 Putnam University Center   |
| 11 College of Law (Truman Wesley Collins Legal Center)   | 41 Mary Stuart Rogers Music Center (including Hudson Hall)                                      |
| 12 Collins Science Center  | 42 Service Center (including Campus Safety, Residential Services, Residence Life, Compass Card) |
| 13 Delta Gamma Sorority  | 43 Shepard House  |
| 14 Doney Hall  | 44 Sigma Chi Fraternity   |
| 15 Doney North Offices   | 45 Smith Auditorium   |
| 16 Eaton Hall  | 46 Smullin Hall   |
| 17 Executive Building  | 47 Southwood Hall   |
| 18 Fine Arts East  | 48 Lestle J. Sparks Center  |
| 19 Fine Arts West  | 49 Terra House  |
| 20 Ford Hall   | 50 Tokyo International University of America  |
| 21 Hallie Ford Museum of Art   | 51 University Apartments  |
| 22 Gatke Hall  | 52 Waller Hall  |
| 23 Goudy Commons   | 53 Walton Hall  |
| 24 Graduate School of Education and Willamette Academy (Executive Building)                          | 54 Willamette Academy Annex   |
| 25 Haseldorf Apartments  | 55 Willamette International Studies House (WISH)  |
| 26 Mark O. Hatfield Library  | 56 York House   |
| 27 Kaneko Commons  |   |
| 28 Lausanne Hall   |   |
| 29 Lee House   |   |
| 30 Matthews Academic Center (including the Learning Center, Writing Center, International Education) |   |

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**WILLAMETTE INFO**

# WILLAMETTE INFO

## CLA ACADEMIC CALENDAR 2011–2012

### August

- 25 Residence halls open for new students. Opening Days begins.
- 28 Residences open for returning students.
- 30 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2011.

### September

- 5 Labor Day, no CLA classes

### October

- 21 Mid-Semester Day, no CLA classes

### November

- 24–25 Thanksgiving Break

### December

- 9 Last day of classes
- 10–11 Study days
- 12 Fall Semester final examinations begin.
- 14 Study day
- 17 Fall Semester final examinations end. Winter Break begins.

### January

- 14 Residences open for Spring semester at noon.
- 16 Registration for new students and for returning students who did not complete Advance Course Selection.
- 16 Classes begin at 8 a.m.

### March

- 26–30 Spring Break

### April

- 18 Student Scholarship Recognition Day

### May

- 1 Last day of classes
- 2 Study day
- 3 Study day
- 4 Spring Semester final examinations begin.
- 6 Study day
- 9 Spring Semester final examinations end.
- 12 Baccalaureate
- 13 Commencement

# IMPORTANT CONTACT NUMBERS

## Campus Telephone Numbers: Prefix Extension

- 503-370...begins with 6
- 503-375...begins with 5
- 503-373...begins with 3
- 503-480...begins with 2

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

Accounting	6104
ADA Coordinator-President's Office	6209
Administrative Services	6112
Admission, CLA	6303
ASWU Office	6058
Athletics	6420
Bistro	6900
Bon Appetit Food Service	6005
Campus Conduct	6212
Campus Life	6447
Campus Recreation	6812
Career Services	6413
Cashier	4350
Chaplains	6213
<i>Chrysalis/Collegian</i>	6053
College Learning Center	6505
Community Service Learning	6807
The Compass Card	6000
Counseling Services	6471
Dean's Office, CLA	6285
Disability Services	6471
Financial Aid	6273
Instructional Design Center (IDC)	6019
Hallie Ford Museum of Art	6855
Hatfield Library	6312
Health Services	6062
Interfraternity Council	6463
International Education	5493
Lilly Project	6213
The Mail Center	5472
Mill Stream Market	4036
Multicultural Affairs	6265
Panhellenic Council	6463
President's Office	6209
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Residence Life	6212
Residential Services	6880
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Student Accounts	6120
Student Activities	6463
Student Payroll	6188
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Tokyo International University of America (TIUA) . . .	3300
University Information Center . . . . .	6300
Van Reservations (Facilities Management) . . . . .	6003
Willamette Conferences, Scheduling & Events . . . . .	5442
Willamette Events Board (WEB). . . . .	4049
Willamette Safety, Security & Parking. . . . .	6911
The Willamette Store . . . . .	6315
Willamette Travel Center . . . . .	6388
WITS . . . . .	6004
WITS Help Desk . . . . .	6767
Writing Center . . . . .	6959

## HISTORY OF WILLAMETTE

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

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

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

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

Because of its failure to thrive, in 1844 the Methodist Mission Board closed the mission and the building that had previously housed the Manual Labor School was sold to the trustees of the Oregon Institute to be used as a school for the children of missionaries and settlers. The building that remained on

the university campus was renamed the Oregon Institute. It housed the first session of the legislature to meet in Salem and sheltered the first court in the territory under the auspices of the United States. It is this Institute that finally became Willamette University. At a mission meeting, Jason Lee and his followers determined to use Feb. 1, 1842, as the founding date for Willamette University.

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

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

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

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

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

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

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

## FIGHT SONG AND ALMA MATER

### Fight Bearcats Fight

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

### Ode to Willamette

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

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

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

## WILLAMETTE TRADITIONS AND LINGO

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

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

**The Atkinson School:** 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 Sigma Chi Fraternity, wellness residence hall, Bishop Wellness Center and the Montag Center.

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

**Bistro Willamette:** Located on the first floor of the University Center, the student-run coffee shop has unique cuisine and atmosphere where occasional poetry readings and music are featured. They also have a second location at the College of Law.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Formal Recruitment:** The official time in January when fraternities and sororities recruit new members.

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

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

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

**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.

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

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

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

**Matthews Complex:** The location of three residence halls and the Matthews Academic Center.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## WILLAMETTE UNIVERSITY MISSION STATEMENT

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

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

## STATEMENT OF EQUAL OPPORTUNITY AND COMPLIANCE

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

## STATEMENT OF TITLE IX COMPLIANCE

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

## UNIVERSITY POLICY ON RELIGIOUS HOLIDAYS

Willamette University recognizes the value of religious practice and strives to accommodate students' commitment to their religious traditions whenever possible. When conflicts between holy days or other religious practice and academic scheduling arise, every effort should be made to allow students to adhere to their tradition, including, when possible, excusing class absences and allowing make-up work. A student anticipating the need to miss a class for religious reasons should alert the faculty member within the first two weeks of the semester, and the two of them should determine the next course of action. Any unresolved difficulty should be referred to the Office of the Chaplains.





STUDENT INVOLVEMENT  
OPPORTUNITIES

# STUDENT INVOLVEMENT OPPORTUNITIES

## STUDENT GOVERNANCE

ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY (ASWU)  
UC, second floor, 503-370-6058



### Officers

Tej Reddy  
President  
treddy@willamette.edu



Ben Kittelson  
Vice President of the Executive  
bkittels@willamette.edu



Alicia Updegraff  
Vice President of Administration  
aupdegra@willamette.edu



Lauren Vannini  
Vice President of Finance  
lvannini@willamette.edu

Lisa Holliday, advisor, [lcjones@willamette.edu](mailto:lcjones@willamette.edu)  
ASWU Senate: Thursdays, 7 p.m.

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

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

#### **Class of 2012 Senators**

Rafael Baptista  
Ryan Bourke  
Andrew Halberg  
Henry Lo  
Jessica Meyers

#### **Class of 2013 Senators**

Samantha Briggs  
Sean Harding  
Sveta Krishna  
Chris Santana  
Nick Taylor

#### **Class of 2014 Senators**

Matthew Bateman  
Cynthia Chand  
Lindsey Erickson  
Megan Newcomb  
Maxfield Peterson

## GREEK LIFE

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

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

### INTERFRATERNITY COUNCIL (IFC)

UC second floor, 503-370-6463



#### Officers

Marshall Curry

President

[mcurry@willamette.edu](mailto:mcurry@willamette.edu)

Anthony Ertola, VP of administration, [aertola@willamette.edu](mailto:aertola@willamette.edu)

Josh Rice, VP of recruitment, [jrice@willamette.edu](mailto:jrice@willamette.edu)

Nathan Combs, VP of programming, [ncombs@willamette.edu](mailto:ncombs@willamette.edu)

Mitch Wood, VP of public relations, [tmwood@willamette.edu](mailto:tmwood@willamette.edu)

Lisa Holliday, advisor, [lcjones@willamette.edu](mailto:lcjones@willamette.edu)

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

- Fraternities at Willamette and their campus chartering dates:
  - Beta Theta Pi (1947)
  - Kappa Sigma Colony
  - Phi Delta Theta (1946; rechartered 1991)
  - Sigma Alpha Epsilon (1949)
  - Sigma Chi (1947)

PANHELLENIC COUNCIL (PHC)

UC second floor, 503-370-6463



Officers

Jessica Meyers

President

jmeyers@willamette.edu

Sarah Sonnenfeld, VP of recruitment, ssonnenf@willamette.edu  
Jaci Abeloe, VP of external programming, jabeloe@willamette.edu  
Lyndsy Clark, VP of public relations, lnc Clark@willamette.edu  
Laura Braithwaite, VP of administration, lbraithw@willamette.edu  
Judy Lee, VP of internal programming, jnlee@willamette.edu  
Lisa Holliday, advisor, lcjones@willamette.edu

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

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

## AMERICAN STUDIES PROGRAM (ASP) — STUDENT LEADERSHIP

Kaneko Commons, TIUA offices, 503-373-3300

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

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



### 2011 ASP Student Leadership

First row:

Mika Hasumi <mhasumi>, Community Service Learning (CSL) Coordinator  
Kaede Arakaki <arakakik>, Capital Community Television (CCTV) Intern  
Mao Tamura <mtamura>, Outdoor Programs Intern  
Yoshika Sakamaki <ysakamak>, Cultural Exchange Intern  
Akihiro Takiguchi <atakiguc>, Cultural Exchange Intern  
Mitsuru Suzuki <suzuki>, Sustainability Intern

Second row:

Mari Ito <mito>, Publications Intern  
Chinami Tatta <ctatta>, Community Service Learning (CSL) Coordinator  
Jeong Hwa Han <jhan>, Associated Students of Willamette University (ASWU) Senator  
Satomi Ono <sono>, Travel Center Intern  
Ayaka Kimura <akimura>, Language In Motion Intern  
Mizuki Ueshima <mueshima>, Willamette Events Board (WEB) Intern

Third row:

- Sarah Abe <sabe>, TIUA Assistant Director of Student Life, Leadership Advisor
- Akira Miyamae <amiyamae>, Intramurals (IM) Supervisor
- Daiki Miyano <dmiyano>, Community Relations Intern

Not pictured:

- Su Ryeon Lim <slim>, Language Learning Center (LLC) Intern

## STUDENT ORGANIZATIONS

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

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

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

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

## ACADEMIC ORGANIZATIONS

### African Studies Club

The African Studies club aims to create a better understanding of the vastness, diversity, and complexity of the continent of Africa and its countries through activities and events that engage Willamette's students and help our community grow.

### Chemistry Club

The purpose of the Chemistry Club is to engage the Willamette community in chemistry-related activities both on campus and around Salem. The club provides teaching experience, along with training in lab safety techniques, for members who perform science demonstrations at local elementary and middle schools. The Chemistry Club also provides opportunities to learn about possible careers in chemistry. Science and humanities majors alike are welcome.

### French Club

The French club's purpose is to promote the culture of the French speaking world on the Willamette campus and to improve students' knowledge of this culture by providing them with an insight of francophone particularities that they cannot experience in the classroom (food, movies, exhibits, music, etc.)

**German Club**

The German Club will provide a community setting for students of German and those with an interest in the German language and culture to broaden their learning through activities, informative gatherings, traditional festivals, and group excursions related to the subject of German.

**Math Club**

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

**Museum Club**

The purpose of this organization is to increase awareness and student involvement with the Hallie Ford Museum of Art and provide a variety of activities related to the museum.

**Philosophy Club**

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

**Pre-Health**

The Pre-Health Club provides a supportive and informative environment for students interested in or pursuing a career in health-related professions by means of guest speakers, a monthly newsletter, volunteer activities and workshops.

**Pre-Vet Club**

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

**Russian Club**

The purpose of the Russian Club is to promote awareness and a greater appreciation of the Russian culture and also to provide an opportunity for students of the Russian Department to associate and socialize.

**GREEK ORGANIZATIONS****Interfraternity Council (IFC)**

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

**Panhellenic Council (PHC)**

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

## FRATERNITIES

### Beta Theta Pi

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

### Kappa Sigma Colony

### Phi Delta Theta

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

### Sigma Alpha Epsilon

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

### Sigma Chi

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

## SORORITIES

### Alpha Chi Omega

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

### Delta Gamma

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

### Pi Beta Phi

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

## HONORARY ORGANIZATIONS

### Alpha Lambda Delta

This organization is a national freshman honor society for those with a minimum 3.5 GPA. This honorary encourages superior scholastic achievement among students during their first year in institutions of higher education,

promotes intelligent living and a continued high standard of learning and assists students in recognizing and developing meaningful goals for their roles in society.

### **Mortar Board**

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

### **Mu Phi Epsilon**

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

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

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

### **Order of Omega**

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

### **Phi Beta Kappa**

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

### **Tri Beta Biological Honor Society**

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

## **MEDIA ORGANIZATIONS**

### **Chrysalis**

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

**Collegian**

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

**Photography Club**

The purpose of this club is to build community among photographers on campus and anyone else who is interested in photography. Events include: photo walks, field trips, photo contests for campus, workshops and other sociable events for campus concerning both film, (black and white processing) and digital photography.

**WIRE**

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

**MULTICULTURAL ORGANIZATIONS****Alianza**

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

**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 Student Association**

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

**Hawai'i Club**

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

**Japan Studies Student Leaders (JSSL)**

JSSL is an organization open to all students interested in Japan, with the purpose of organizing engaging academic activities centered around Japanese culture, society and language for the Willamette, TIUA and Salem communities.

### **Namaste**

Namaste's purpose is to present Willamette students as well as the surrounding community with cultural experiences for the purpose of heightening the appreciation and awareness of South Indian culture. It is the goal of this organization to enlighten and enrich the Willamette community, as well as the surrounding Salem community to what Indian culture has to offer.

### **Native American Enlightenment Association**

The purpose of NAEA is to enlighten its members to the cultural diversity of the Native American people. This association will help Native Americans to identify with an organization on campus and all other students of different origins to be enlightened by the activities, debates and lectures this association may offer.

### **Queer Student Union (QSU)**

The purpose of the Queer Student Union is to create a space promoting and supporting the understanding, rights, and needs of queer people, issues, culture, and politics within the Willamette community, and in the surrounding Salem area, through social interaction outreach, education and community service.

### **Willamette International Student Association**

This organization was created in order to improve the experience of TIUA and other international students during their stay at Willamette. The mission is to improve life at WU by engaging in intercultural leadership opportunities.

## **PERFORMING ARTS ORGANIZATIONS**

### **Dance Company**

The Willamette Dance Company is an organization of dancers and dance enthusiasts with the common goal of creating and performing a dance concert each semester.

### **Headband**

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

### **Improv Club**

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

### **Poi**

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

### **Student Theatre Arts Group**

The Student Theatre Arts Group will provide Willamette students the opportunity to create, produce and perform original and existing works. It will also try to help establish a community of people interested in theatre both academically and recreationally.

### Taiko Club

The purpose of Taiko is to give an opportunity to students to learn the traditional ways of Japanese Taiko and to perform for Willamette as well as other local communities in hopes of expanding the knowledge of Japanese tradition.

### Up Top

Up Top is a student-run female a capella musical group comprised of full-time Willamette students of any major. It strives to promote a creative and performance outlet through the process of performing and arranging original and "covered" vocal pieces.

### Willamette Choirs

This organization represents all curricular choirs at Willamette including: Chamber Choir, Willamette Singers, Voce Femminile and Male Ensemble Willamette. The organization goal is to promote excellence in the choral art.

## RELIGIOUS ORGANIZATIONS

### Campus Ambassadors

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

### Inter Varsity Christian Fellowship

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

### Jewish Student Union

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

### Newman Club

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

## SERVICE ORGANIZATIONS

### Alternative Agriculture Community

The club's purpose is to provide a forum, resources and student collaboration for alternative agriculture on the WU campus. We will function to provide human and material resources to enable both food production and place-based learning at Zena farm.

### **Bearcats Offering Others Meals (Boom)**

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

### **Best Buddies**

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.

### **Environmental Career Outreach & Services (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.

### **Garden and Compost Society**

The Garden and Compost Society's main purpose is to be an organizational tool to provide Willamette students access to volunteer opportunities involving gardening and composting. It will also act as a forum for students to discuss food sustainability on campus.

### **Sexual Assault Response Allies (SARA)**

SARA aims to provide a safe group of trained volunteers to which survivors of sexual assault and their allies can go to seek support, advocacy, and information.

### **Up 'til Dawn**

The Up 'til Dawn fundraiser consists of a letter writing event and benefit concert hosted by the University's Up 'til Dawn chapter. We intend to hold this annual event as well as host mini-events that raise awareness of St. Jude's Children's Hospital and educate the community about pediatric cancers.

### **Willamette Emergency Medical Services (WEMS)**

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

## **SOCIAL/SUPPORT ORGANIZATIONS**

### **ASWU**

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

### **Boffer Club**

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

## CAUSA

CAUSA chapter is dedicated to civic engagement of its members through organizing, educating and mobilizing Willamette and its surrounding communities. CAUSA chapter will attempt to raise awareness about pertinent issues affecting the immigrant community.

## College Democrats

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

## College Republicans

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

## Colleges Against Cancer

Colleges Against Cancer gives students the opportunity to combat cancer on their campus while uniting with other chapters nationwide. Students can make an impact nationwide, as well as within the Salem community.

## Feel Good

Feel Good is a non-profit organization whose aim is to transform college students into inspired citizens and empowered social entrepreneurs while ending world hunger in our lifetime.

## Go Club

The Go Club's purpose is to spread the game of Go in the Willamette and Salem community, to help its members to improve their ability at the game, and to provide an environment where players can gather and enjoy Go.

## Men Against Violence

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

## Progressive Eating and Animal Rights Club (PEAR)

Promoting and supporting: animal rights, progressive eating lifestyles (local, seasonal, vegetarianism, etc), awareness of excessive consumption and poverty.

## Respectable Knitting Society

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

## Settlers Club

The purpose of Settlers Club is to promote and play the board game Settlers of Catan with other Catan enthusiasts as well as newcomers with an interest in a

game of strategy, development, negotiation and good times. Be prepared for some sweet tournament action with prizes for the top players and a chance to be known as "King/Queen of Catan" for the overall winner.

### **S.H.E. (Strength Health Equality)**

Symbolizing key elements in her advocacy, S.H.E. stands for Strength-Health-Equality. We are a socially conscious group that works to bring awareness and thought to realities like domestic violence, rape, eating disorders, depression, and international injustices. S.H.E. also follows her celebratory roots by reminding people that their bodies, minds, creativity, and souls are beautiful. Personal health, goodness, and unity are important in everyone's lives, and we create programming around these beliefs as well. This club is an inclusive group that reminds our communities that "women's issues" are everyone's issues.

### **Students For Choice**

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

### **Willamette Events Board (WEB)**

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

### **Wulapalooza**

Wulapalooza is an earth, art, and music festival that has been organized by students every spring for the past 12 years. Student and professional bands perform on two stages at the festival, along with other performance groups such as Willamette Dance Company and Poi Club. We also have club activities, food, and a craft fair, among other events. Each year we also select a charitable organization to support!

## **SPORTS/RECREATIONAL ORGANIZATIONS**

### **Backpacking Club**

The purpose of Backpacking Club is to give the Willamette University community access to outdoor recreation and the environment of the Pacific Northwest. The group is committed to outdoor and environmental education to encourage participants to pursue interests in the outdoors. The outdoor program will build campus unity, while providing an opportunity to get outdoors.

### **Badminton Club**

The purpose is to be an organization where members can compete against each other and enhance their skills as badminton players.

**Broadway Dancers**

The Broadway Dancers want to learn about and perfect Broadway styles to unite people with a common interest and perform a style of dance that is not yet represented in an organization. The dancers would do a style of dance that combines hip-hop, jazz, and ballroom to Broadway inspired music and upbeat songs and perform these dances at sport events.

**Cheer Squad**

The purpose of the Cheer Squad is to provide enthusiasm, spirit and entertainment at Willamette sporting events on campus. We perform at home football games during the fall semester and home basketball games at the beginning of spring semester.

**Climbing Club**

The club supports recreational climbing pursuits including indoor climbing gym and outdoor guided climbing and promotes safe climbing habits and practices by planning and offering climbing outings and events.

**Cycling Club**

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

**Dance Team**

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

**Hockey Club**

Hockey Club is a chance for students at WU to come and learn one of the most popular sports in the north. By joining Hockey Club, students will learn the rules of hockey, how to skate, and how to play the game. This club will also serve as an organization where people who already know how to play can come and enjoy themselves.

**Juggle/Unicycle Club**

The Juggle/Unicycle Club provides an opportunity to learn how to juggle and/or unicycle from educated instructors in a very fun and active environment while having the opportunity to perform at shows and events on campus.

**Kayak Club**

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

**Martial Arts Club**

Brings together students who have an interest or experience in martial arts, developing a safe and friendly environment where students can teach each other.

**Men's Club Soccer Team**

Men's Soccer Team provides players with a more competitive soccer environment than intramurals provides, without being at the extreme level of collegiate varsity sport.

**Men's Lacrosse**

Men's Lacrosse gives the Willamette community an opportunity to understand and appreciate the game of lacrosse through team practice and competitions with other schools.

**Men's Volleyball Club**

The Men's Volleyball Club will practice weekly to introduce students to the competitive aspects of volleyball. We will also strive to compete in some sort of league in the Pacific Northwest as well as compete in local area tournaments. All skill levels are encouraged to join.

**Quidditch Club**

The purpose and function of this organization is to play the game of Quidditch. We will establish a supportive community, while having fun participating in a recreational activity. We will also spread knowledge and appreciation of the game.

**Racquetball Club**

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

**Rod and Reel Club**

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

**Rugby Club**

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

**Running Club**

The purpose of the running club is to unite runners of all abilities to go on runs together. Participants may choose to run in races together.

**Scuba Divers**

The purpose of Scuba Divers is to provide students the opportunity to scuba dive, become certified in scuba diving, and further their skills and education as a scuba diver.

**Ski and Snowboard Club**

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

**Swing Club**

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

**Ultimate Frisbee**

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

**Women's Club Soccer**

This organization is designed to provide the WU community with a more competitive soccer environment than intramurals provides, without being at the extreme level of a collegiate varsity sport.

**Women's Club Volleyball**

This organization is to gather women of Willamette University to play competitive indoor volleyball.

**Women's Rugby**

Our purpose at Willamette University is to provide women with a fun and athletic pastime outside of the varsity sports. By participating in women's rugby, students have a chance to participate in an interesting sport and get involved in the Willamette community.

**Women's Ultimate Frisbee**

This club is designed for women to learn and enjoy the sport of Ultimate Frisbee, play in all conditions, attend tournaments and have fun playing a competitive sport. Open to all skill levels and athletic ability.

**Yoga Club**

The Yoga Club is a relaxing environment, once a week, where students can come and do yoga together, releasing the stress of their week. We will be open to any style of yoga and sometimes be involved in destination hikes.

**REGISTRATION OF STUDENT ORGANIZATIONS**

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

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

## PUBLICITY POLICIES FOR STUDENTS AND STUDENT ORGANIZATIONS

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

### GENERAL POLICIES

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

- Publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be approved.
- The name of the sponsoring individual or group must be displayed as well as contact information such as an email address or phone number.
- A cleaning charge will be assessed if materials are not removed 24 hours after the event (e.g., painting windows, sidewalk chalking, helium balloons, etc.).
- All publicity posted in the residence halls, with the exception of ASWU election materials, must be approved by the Office of Residence Life. (See page 37 for more information)
- The Office of Student Activities reserves the right to discuss concerns with the individual or group prior to posting the material.

## PUBLICITY BY THE NUMBERS

Flyers:

Residence Hall Lobbies	18
Residence Hall Floors	38
Sorority Houses	3

## POLICIES SPECIFIC TO LOCATION

### Academic Buildings

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

### Bistro and Willamette Store

Contact the managers individually about their posting policies.

### Goudy Commons

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

### Grounds

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

### Library Boards

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

### Mail Center

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

### Montag Center

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

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

### General Policies

- General publicity policies for student organizations must be followed.
- Flyers may be posted on designated bulletin boards in the entry of the Montag Center. Posters and banners may be taped to the inside of windows and on the walls using blue painter's tape.
- Glass doors must be free from obstructions (posters, flyers, etc).

- Publicity is not allowed on the student art walls and will be removed.
- The Montag Center staff reserves the right to discuss concerns with the individual or group prior to posting the material.

### Window Painting

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

### Decoration Guidelines for The Montag Center Den

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

### Residence Halls

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

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

### Approval Process

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

Individuals need to bring or send the posters to the Office of Residence Life. The material will be reviewed, and if approved, our staff will stamp each poster with the date the poster will be taken down. Door hangers will be limited to two per month for each community. The organization/individual wishing to put up door hangers will need to come to Residence Life to stamp their own door hangers before hanging them. After receiving approval, the Willamette Events Board (WEB) is the only group that may post materials in the halls themselves. Unauthorized postings will be removed.

#### **Posting schedule for posters that go up in Residence Halls ONLY**

There are two poster "due dates" each week. Posters will go into RA/CM boxes on Mondays and Thursdays. Residence Life Staff will pick up the posters from their boxes on Tuesday and Friday and put them up that day. Please plan marketing for your event so you can take advantage of the posting dates since only Residence Life staff can post in the residence halls. If you have any questions or need approval of a poster please contact Residence Life at x6212.

#### **Distribution Quantities**

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

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

Baxter	3	Cascadia	1	WISH	1	Lausanne	4
Belknap	2	Northwood	1	Shepard	2	Doney	3
Matthews	2	Southwood	1	Lee	1	Haseldorf	1
Terra House	1			York	1	Kaneko	12
Sigma Chi	1			Univ. Apts	1		

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

#### **Posting in Bathroom Stalls**

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

#### **Posting During ASWU Elections**

While candidates and students advocating for or against an election issue do not need to abide by the standard Residence Life posting policy restrictions, they do need to abide by guidelines established by the Elections Board and the following policies. Campaign materials may not be posted on any doors. Doors are entrances and exits. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. Three posters per candidate or issue in a particular area (lounge, hallway, etc.) is reasonable.

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

### Sororities

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

### University Center

Flyers:

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

Banners:

- Banners may be hung outside on the UC railings. Poster paper is available in the Office of Student Activities for registered student organizations.
- Banners may be hung inside the UC, but the space is limited so a sign-up is available at the UC Information Desk. Use a 78" long piece of banner paper folded in half for a double sided banner.

## EVENT PLANNING GUIDELINES FOR STUDENT ORGANIZATIONS

### Alcohol Policy

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

### ASWU Sound

ASWU owns a sound system that can be reserved. Requests may be made online at [willamette.edu/org/aswu/sound.html](http://willamette.edu/org/aswu/sound.html)

### ASWU Stage

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

### Contracts

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

### Food

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

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

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

### Insurance

The University insurance covers most official Willamette University events. Events which bring a large number of visitors to campus or have higher risk activities may require the purchase of special event insurance. For more information, contact the Office of Scheduling, Events & Conferences.

### Room Setups

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

### Security

An event could require the hiring of contracted security officers. Security may be required for events where alcohol is served, a significant number of off-campus guests are invited, 200 people or more are expected, or a controversial topic or speaker is planned. Security officers are arranged by the Office of Campus Safety, with a minimum cost of \$68 per security officer (\$18 per hour, 4 hour minimum).

## FUNDRAISING POLICIES FOR STUDENT ORGANIZATIONS

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

Off-campus fundraising is defined as any solicitation effort to area businesses or alumni, whether for in-kind (goods or services) or monetary donations. It is important that all off-campus fundraising go through the Office of Foundation and Corporate Relations (Waller, 4th floor) so that the University presents an organized and coordinated fundraising effort to the Salem and surrounding communities.

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

### Bake Sales

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

### Door Prize Drawing

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

### Off-campus Fundraising

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

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

### Willamette University Raffles

Willamette University policy permits raffles to be held on campus under the parameters of local laws and a State of Oregon Class "A" raffle license. All staff, faculty and student organizations planning a raffle must register with and report their raffle event and proceeds to the Administrative Services Office at 503-370-6112. Please contact our office for assistance.

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

The following information must be printed upon each ticket sold or otherwise provided to each purchaser at the time of the ticket sale:

- The date and time of the drawing
- The location of the drawing
- The name of the organization conducting the drawing
- The price of the chance
- A full and fair description of the prize or prizes to be awarded

- The retail market value of each prize to be awarded, and the total number of tickets which may be sold

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

## **Raffle Records and Reports - Oregon Administrative Rule 127-25-310:**

### **137-025-0240**

#### **Raffle Records**

(1) A raffle licensee shall maintain the following records or information with regard to individual raffle games and retain the information for a period of three years:

- (a) The total amount of proceeds received from the sale of tickets for each raffle game;
- (b) All expenses relating to the conduct of each raffle game; and
- (c) The winning ticket stubs.

(2) A Class A licensee shall maintain a raffle log book for all raffle games where sales are intended to exceed \$10,000. The raffle log book shall be retained by the licensee for a period of three years. The raffle log book shall contain:

- (a) A list of the names of all volunteers or employees who receive raffle tickets for sale;
- (b) The numbers of tickets received by each seller;
- (c) The number of purchased tickets returned to the licensee by each seller;
- (d) The amount of money from ticket sales returned to the licensee by each seller.

### **137-025-0250**

#### **Raffle Receipts**

(1) A record shall be prepared by a raffle licensee for each winner of a prize with a retail value of \$100 or more, which shall include:

- (a) The name of the licensee;
- (b) The date of the drawing;
- (c) A description of the prize;
- (d) The name and address of the prize winner; and
- (e) The signature of the prize winner.

(2) A raffle licensee shall obtain a receipt from the seller/distributor for all noncash prizes awarded with a retail value of more than \$500.

(3) The preceding receipts shall be retained by the licensee for a period of three years.

### **137-025-0260**

#### **Notice of Raffle Game**

(1) Prior to conducting sales of raffle tickets, each Class A raffle licensee shall submit to the Department a completed raffle notice for all raffles where sales are intended to exceed \$10,000.

(2) The notice shall be submitted on a form to be obtained from the Department. The information to be submitted shall include:

- (a) The name of the organization;
- (b) The organization's raffle license number;
- (c) The location, date and time for the draw;
- (d) A description of and the retail value of the prizes to be awarded;
- (e) The total number of tickets to be offered for sale and the price of each ticket;
- (f) A copy of a sample ticket.

**Raffle Reports**

- (1) A raffle licensee shall file an annual report with the Department of Justice no later than 60 days after the end of the license year. The report shall be on a form prescribed by the Department. The report shall include the following information:
- (a) The number of raffle games held during the license year;
  - (b) The date of each drawing;
  - (c) The total sales of each game;
  - (d) The total expenses relating to the conduct of each raffle game;
  - (e) The total amount of cash prizes and the total cost to the licensee of all noncash prizes awarded;
  - (f) The total expenses of all games expressed as a percentage of the total raffle handle; and
  - (g) The net income from raffle games.
- (2) All raffle reports shall be signed by a responsible official of the organization.

**STUDENT ORGANIZATION RESPONSIBILITY**

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

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

**ACADEMIC POLICIES FOR STUDENT LEADERS AND PARTICIPANTS**

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

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

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

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

### Plagiarism/Cheating Policy

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

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

### Definitions and Penalties

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

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

### Initial Determination and Penalty

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

1. Immediately meet with the student(s) involved, provide evidence of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty. If the faculty member suspects plagiarism or cheating during a final exam period, and timely resolution is not possible, the professor shall assign the student(s) involved a grade of "T," and provide the student(s) with a written explanation. The faculty member shall meet with the student(s) no later than the first week of classes the following semester to complete the steps outlined in the paragraph above.
2. Within five work days (excluding holidays) of meeting with the student(s), place in a confidential file with the Dean of the College of Liberal Arts a form that details the incident, provides documentation, and indicates the penalty.

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

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

### Student's Right to Appeal Initial Determination and Penalty

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

### Academic Status Committee Hearing

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

If the Academic Status Committee finds that plagiarism or cheating did not

occur, then the Committee shall ask the Dean to remove the form filed by the faculty member from the student's confidential file. If the Status Committee finds that the penalty should be changed, then the Committee shall determine a procedure that is fair to the faculty member and the student for changing the penalty. If the Academic Status Committee upholds the decision of the faculty member, the chair will record the decision on the form and return it to the Dean to be placed in the student's file.

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

### **Examples of Plagiarism and Cheating**

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

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

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

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

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

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

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

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

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





CAMPUS LIFE

# CAMPUS LIFE

## OFFICE OF CAMPUS LIFE

University Center, third floor, 503-370-6447

David Douglass, dean of Campus Life, ddouglas@willamette.edu

The following departments constitute the Division of Campus Life:

- Athletics
- Campus Conduct Office
- Campus Recreation
- Career Services
- Community Service Learning
- Counseling Services
- Disability Services
- Multicultural Affairs
- Residence Life
- Student Activities
- Student Health Services

## ATHLETICS

Sparks Center

Administrative Office 503-370-6420

David Rigsby, director of athletics, 503-370-6420, drigsby@willamette.edu

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

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

### Athletic Facilities

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

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

### Women's Sports

volleyball	softball
soccer	golf
cross country	track
basketball	rowing
swimming	tennis

### Men's Sports

football	baseball
soccer	golf
cross country	track
basketball	rowing
swimming	tennis

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

## CAMPUS CONDUCT OFFICE

Doney Hall (north side) 503-370-6725

Allison Burzio, associate director of residence life and chief conduct officer,

aburzio@willamette.edu

willamette.edu/dept/judicial

The Campus Conduct Office (CCO) promotes student rights and responsibilities by educating students about Willamette University's Standards of Conduct and other relevant policies, and responds to behavior which may be considered a violation of these expectations. The goal of this office and its associated programs is to facilitate communication, foster the development of integrity and personal responsibility, and enhance Willamette community life.

CCO resolves conflict through a variety of means. Ideally, individuals and communities discuss concerns and settle disagreements directly and informally. In other circumstances, students may meet with Residence Life administrators, campus conduct officers or a student-run conduct board to determine a suitable response to the given issue. Regardless of the particular conduct course of action, each provides accused students with the opportunity to play an active role in the determination of appropriate sanctions.

For additional information, please visit [willamette.edu/dept/judicial](http://willamette.edu/dept/judicial)

## CAMPUS RECREATION

University Center, second floor 503-370-6812

Bryan Schmidt, director, bschmidt@willamette.edu

[willamette.edu/dept/campusrec](http://willamette.edu/dept/campusrec)

**Intramural (IM) Activities:** Opportunities for more than 20 different team and individual activities that students may choose from throughout the year.

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

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

- Competitive clubs compete regionally with other university sport clubs. Recreational/instructional clubs are internal to fit the needs of the Willamette University community.

**Indoor Bouldering Wall:** The indoor bouldering wall is located in Henkle Gym along the northwest wall of the gym. It has more than 30 feet of bouldering sections.

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

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

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

**Special Programs:** Annual Opening Days grass volleyball tournament, Blitz the Bearcat (our official University mascot), and Steppin' Out (a part of JumpStart).

## CAREER SERVICES

University Center, third floor, 503-370-6413

Jerry Houser, director, [jhouser@willamette.edu](mailto:jhouser@willamette.edu)

[willamette.edu/dept/careers/](http://willamette.edu/dept/careers/)

We possess two secret career weapons: Expert software and quality staff. We use the three top-ranked software programs in the country to list jobs, write resumes, prepare for behavioral interviews, create a professional web page/portfolio, and get help from alumni. Our second secret weapon is our friendly counseling staff of industry leaders. Our high-tech software is complemented by our high-touch counselors. We know the insider's track to take you to the next level in your career whether it's choosing a major, deciding on long-term career goals, finding a job or internship, applying for graduate school, or planning an exciting career-building gap year. We also host events such as career fairs, panels, presentations, employer interviews, and we have a new for-credit career planning class: IDS275 Theories of Career Development.

Graduating seniors consistently rank the Career Center among the top services on campus. As one alumnus put it, "without the Career Center's programs and people I'd still be clueless. They made all the difference." You are invited to join fellow students to talk with our staff of experts and use our quality systems to launch the next successful phase of your career.

It all starts with a call to x6413, or drop by the office. Together we will find your best next step.

## COMMUNITY SERVICE LEARNING

University Center, 2nd floor, 503-370-6807

[service@willamette.edu](mailto:service@willamette.edu)

[willamette.edu/dept/csl](http://willamette.edu/dept/csl)

The Office of Community Service Learning connects students to volunteer opportunities in the community, supports student-initiated community service partnerships and programs, offers service projects and social issue awareness events for the Willamette campus, and supports the integration of service-learning into the academic curriculum.

Services provided for students include:

- Individual appointments to connect students to service opportunities in the community
- Listserv of upcoming and on-going community service opportunities

- Online searchable database of service opportunities
- Opportunities to serve in the community with other Willamette students through service-related student organizations, the Tiger Club afterschool program, and the Take-a-Break alternative break program
- Monthly service projects and social issue awareness events
- Opportunities to earn education funding through the Students in Service part-time AmeriCorps program
- Assistance in the placement process for service-learning courses

## COUNSELING SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6471  
 Don Thomson, director, [dthomson@willamette.edu](mailto:dthomson@willamette.edu)  
[willamette.edu/dept/wellness](http://willamette.edu/dept/wellness)

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

Services provided for students include:

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

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

## DISABILITY SERVICES

Bishop Wellness Center, Baxter Complex, 503-370-6471, TTY 503-375-5383  
 Lorie Fontaine, disability services coordinator, [lfontain@willamette.edu](mailto:lfontain@willamette.edu)  
[willamette.edu/dept/wellness](http://willamette.edu/dept/wellness)

Disability Services provides accommodation for the needs of students with documented disabilities or temporary medical conditions including learning, visual, auditory, mobility impairments or other learning or medical needs.

Appropriate accommodations are offered to students to provide equal access to university programs. Accommodations are an interactive process that may include taped course material, note takers, exam accommodations, sign language interpreting, and liaison for physical access needs.

## HARASSMENT AND SEXUAL HARASSMENT COMPLAINTS

Please refer to information in the Willamette University *Selected Policies Manual*. It is available online at [willamette.edu/dept/campuslife/policies](http://willamette.edu/dept/campuslife/policies).

## HEALTH SERVICES

Bishop Wellness Center, Baxter Complex  
Margaret Trout, director, [mtrout@willamette.edu](mailto:mtrout@willamette.edu)  
Appointments: 503-370-6062  
[willamette.edu/dept/health](http://willamette.edu/dept/health)

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

Services provided for students include:

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

### After-Hours Care Within Walking Distance

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

Salem Hospital Emergency Room, 503-814-1225, 890 Oak St. SE, open 24 hours daily.

WEMS (Willamette Emergency Medical Services) Student volunteers certified as First Responders and EMTs respond to medical emergencies on campus. WEMS is on call from Fridays at 5 p.m. to Sunday at 5 p.m. and are dispatched through Campus Safety at 503-370-6971.

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

University Center, second floor, 503-370-6213

Karen Wood, associate chaplain for vocational exploration & director of the Lilly Project, [kwood@willamette.edu](mailto:kwood@willamette.edu)

Jeani Bragg, associate director of the Lilly Project, [jbragg@willamette.edu](mailto:jbragg@willamette.edu)  
[willamette.edu/dept/lilly](http://willamette.edu/dept/lilly)

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

**Lilly's Definition of Vocation:** The way in which we live out our passions in the world, the way in which our values, our commitments and our beliefs are embodied in our choices about work, about family, about our political and social lives.

We are talking about vocation in the context of a liberal arts education, one that opens up choices and options, that teaches students how to think critically, inquire freely, lead wisely, serve generously and live with integrity.

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

- Discernment retreats held each fall and spring
- Grants for summer research, focusing upon a particular aspect of vocation
- Summer internships in congregations and faith-based agencies
- Seminary semesters — scholarships to study one semester in a graduate theological program, to count toward a Willamette undergraduate degree
- Seminary visits — funding for road trips to visit programs in graduate theological education
- Speakers, arts events and visiting scholars addressing particular issues of vocation
- Lilly Outreach Grants — \$300 each year for residence halls, Greek chapters and student organizations to support service projects
- Expanded alternative breaks through the Community Outreach Program
- Counseling for vocational discernment
- Vocational Discernment grants up to \$200 for conferences and other educational opportunities that promote discernment of a service-related vocation
- Ongoing Life Planning Workshops

## MULTICULTURAL AFFAIRS

University Center, second floor, 503-370-6265

Gordy Toyama, director, [gtoyama@willamette.edu](mailto:gtoyama@willamette.edu)

[willamette.edu/dept/oma/](http://willamette.edu/dept/oma/)

Multicultural Affairs provides support for students centered on a collective identity such as race, ethnicity, culture and sexual identity, religion or gender. 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/social justice issues and concerns of individuals and groups
- Supporting the ongoing development of multicultural and LGBT student organizations

## RESIDENCE LIFE

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

Michael Seals, director, [reslife@willamette.edu](mailto:reslife@willamette.edu)

[willamette.edu/dept/Reslife](http://willamette.edu/dept/Reslife)

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

Residence Life staff work in collaboration with students in:

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

For further information regarding staff, programs and policies, please visit our website: [willamette.edu/dept/reslife](http://willamette.edu/dept/reslife).

Note: Residential Services administers all housing contracts and leases. For information on contracts, policies and leases as well as the University residency requirements and assignments, please visit their website at [willamette.edu/dept/resservices/home/index.html](http://willamette.edu/dept/resservices/home/index.html).

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

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

## SEXUAL ASSAULT ADVISORS AND SEXUAL ASSAULT RESPONSE ALLIES (SARA)

Sexual Assault Advisors and SARA have been designated by the University to provide information to student survivors of sexual assault and their allies 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. The Sexual Assault Advisors are available 24/7.

Contact them directly:

Warren Binford, director of clinical law prog. 503-480-0281; home 503-363-9788  
*Oregon Justice Civic Center*

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

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

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

SARA student volunteers hold drop in hours on weekday evenings in the Women's Resource Center, 3rd floor UC. SARA is available on weekends while classes are in session. Weekend crisis number: 503-851-4245.

- Staff members of the Counseling Services, Health Services and the Chaplains are also available (client/patient confidentiality is protected by law).
- More information is available in the *Selected Policies Manual* online at [willamette.edu/dept/campuslife/policies](http://willamette.edu/dept/campuslife/policies).

## STUDENT ACTIVITIES

University Center, second floor, 503-370-6463

Lisa Holliday, associate dean of campus life and director of student activities,  
[lcjones@willamette.edu](mailto:lcjones@willamette.edu)

[willamette.edu/dept/osa/](http://willamette.edu/dept/osa/) [student-activities@willamette.edu](mailto:student-activities@willamette.edu)

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

Services provided for students include:

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

## STUDENT HEALTH INSURANCE

Baxter Complex, 503-370-6972

Julie Prieto, senior program assistant/insurance coordinator, [jprieto@willamette.edu](mailto:jprieto@willamette.edu)  
[willamette.edu/dept/health/insurance](http://willamette.edu/dept/health/insurance)

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

Important information about this plan and its administration to students:

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





## CAMPUS RESOURCES AND FACILITIES

# CAMPUS RESOURCES AND FACILITIES

## ALUMNI RELATIONS

Waller Hall, third floor, 503-375-5304

Denise Callahan, senior director, [dcallaha@willamette.edu](mailto:dcallaha@willamette.edu)

[willamette.edu/alumni](http://willamette.edu/alumni)

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

Services to students and alumni include:

- Coordinating class reunions, starting with the 10 year reunion during Reunion Weekend, early fall
- Co-sponsoring many activities for students on campus
- Putting students in touch with alumni to learn about potential career fields via the Career Network on the WU website. Contact the Career Services office for assistance
- Publishing a monthly e-newsletter called WU News (call or email to add your address to the list)
- Providing opportunities to connect at regional alumni events
- Maintaining website and directory for alumni
- Having student representation on the Alumni Association Board of Directors
- Providing opportunities through G.O.L.D. program (graduates of the last decade) to network socially and professionally
- Outreach to new graduates, helping them get settled and connected with other alumni in their area

## BIKE SHOP

University Center, first floor lobby, 503-370-6884

[willamette.edu/dept/bikeshop/index.html](http://willamette.edu/dept/bikeshop/index.html) or email us [bikeshop@willamette.edu](mailto:bikeshop@willamette.edu)

The Bike Shop is an entirely student operated program with a mission to help foster a sustainable cycling culture in Willamette's community through education, enthusiasm and encouragement.

Services provided include:

- Bike repair: Bring in your bicycle and learn from our staff how to maintain your bike. The services are free with the exception of inner tubes; a \$3 fee is charged.
- Bike rental: The rental program offers both long-term (semester) and short-term, free rentals to Willamette community members (students, faculty and staff). Rental bikes come equipped with a helmet, lock and safety lights.
- Bicycle information: We can provide you with maps for local routes and Oregon bike trails and bike safety information as well.
- Volunteer: Once you have received repair and maintenance training from a bicycle technician, you are then eligible to volunteer time to staff the Bike Shop.

Shop hours change each semester, so please check our website for the most up to date hours of operation.

## BISTRO

University Center, first floor, 503-370-6900  
[willamette.edu/org/bistro/](http://willamette.edu/org/bistro/)

### Management:

Devon Cooke, general manager, [dcooke@willamette.edu](mailto:dcooke@willamette.edu)  
Jo Reeder, financial manager, [jreeder@willamette.edu](mailto:jreeder@willamette.edu)  
Ethan Poole, kitchen manager, [epoole@willamette.edu](mailto:epoole@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 SERVICE

Goudy Commons, 503-370-6005  
Marc Marelich, general manager,  
[mmarelic@willamette.edu](mailto:mmarelic@willamette.edu)  
[willamette.edu/dept/bafs](http://willamette.edu/dept/bafs)

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



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

### Compass Cards (Meal Cards)

- A student's Compass Card is also their meal card.
- Your Compass Card must be presented at time of purchase or to gain entry into your Board meal.
- Meal Plan Points and cash are accepted at Goudy Commons, Kaneko Commons Atrium, the Cat Cavern in the University Center and the Montag Convenience Store.
- There is a \$10 replacement charge for lost Compass Cards.
- Meal plan participants can treat friends/family to a meal by personally presenting their Compass Card to the cashier and using their Meal Plan Points.
- Unauthorized use of a Compass Card will result in confiscation and is considered a violation of the Standards of Conduct.

## Hours of Operation

### Goudy Commons

#### Monday–Friday:

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

#### Saturday–Sunday:

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



### Cat Cavern

#### Monday–Friday:

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

### Kaneko Commons Cafe

#### Monday–Friday:

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

## Special Needs

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

## Box Lunches

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

## Off-Site Meals

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

## CHAPLAINS

University Center, second floor, 503-370-6213

Charlie Wallace, University chaplain, [cwallace@willamette.edu](mailto:cwallace@willamette.edu)

Karen Wood, associate University chaplain, [kwood@willamette.edu](mailto:kwood@willamette.edu)  
[willamette.edu/dept/chaplain/](http://willamette.edu/dept/chaplain/)

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

Services provided for students include:

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

## THE COMPASS CARD

Service Center, 503-370-6000

Ross Stout, director, [rstout@willamette.edu](mailto:rstout@willamette.edu)

[willamette.edu/compasscard/](http://willamette.edu/compasscard/)

The Compass Card office manages the University's Compass Card, a one-card system of identification, building access and campus commerce. Willamette community members can make purchases throughout the University for food, books, gifts, snacks, sodas, laundry and photocopies using the Compass Card. The Compass Card is accepted at The Willamette Store, the Bistro, Paw Prints and various vending, copy and laundry machines around campus.

## DEAN OF THE COLLEGE OF LIBERAL ARTS

Smullin 108, first floor, 503-370-6285

Marlene Moore, dean, [moorem@willamette.edu](mailto:moorem@willamette.edu)

Roberta Bigelow, associate dean, [rbigelow@willamette.edu](mailto:rbigelow@willamette.edu)

Don Negri, associate dean, [dnegri@willamette.edu](mailto:dnegri@willamette.edu)

Mark Stewart, associate dean, [mstewart@willamette.edu](mailto:mstewart@willamette.edu)

[willamette.edu/dept/cla/](http://willamette.edu/dept/cla/)

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

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

- Addresses issues of academic integrity
- Responds to concerns regarding faculty or academic programs
- Oversees and coordinates academic support

## FINANCIAL AID

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

Patty Hoban, director, [phoban@willamette.edu](mailto:phoban@willamette.edu)

[willamette.edu/dept/finaid](http://willamette.edu/dept/finaid)

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

Important financial aid information for students:

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

## HALLIE FORD MUSEUM OF ART

700 State Street, 503-370-6855

John Olbrantz, director, [jolbrant@willamette.edu](mailto:jolbrant@willamette.edu)

[willamette.edu/museum\\_of\\_art/index.htm](http://willamette.edu/museum_of_art/index.htm)

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

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

Exhibits provided for the University and Salem community include:

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

## INTERNATIONAL EDUCATION

Matthews Academic Center, 503-375-5493

Kris Lou, director, [klou@willamette.edu](mailto:klou@willamette.edu)

[willamette.edu/dept/oie](http://willamette.edu/dept/oie)

The Office of International Education (OIE) provides administrative oversight of and information about international and domestic off-campus study opportunities for Willamette students. Willamette sponsored programs earn Willamette credit and include semester and academic year sites. Applications for semester or academic year programs must meet the deadline in late fall and participants are selected by a faculty committee. Students usually participate in off-campus study in their junior year. This means most students apply during the fall of their sophomore year. The OIE also provides advising, programming, advocacy and various services to all WU community members.

### Study Abroad Services Provided for Students

- Semester or academic year programs located in more than 40 countries around the world
- Domestic semester programs in Chicago and Washington, D.C.

### International Student and Scholar Services

- Advising related to cultural, personal, academic and social adjustment, finances, health, etc.
- Advising and assistance with U.S. Citizenship and Immigration Service (USCIS), Department of State (DOS), Internal Revenue Service (IRS) and Social Security Administration (SSA) regulations and procedures
- Campus cultural and educational programming
- Administration of WU insurance plan for international students and their dependents

## LEARNING CENTER

Mathilda (Mat) Barreiro, director, mbarreir@willamette.edu

learningcenter@willamette.edu

Academic Center room 100/114

Matthews Hall, 503-370-6505

The Learning Center provides a wide range of academic support for undergraduate students. Among the services provided are individual consultations about study strategies, time management, and how to meet Willamette's rigorous academic expectations. Peer tutors are available through the Learning Center, for both individual and group study. All undergraduate students are invited to use Learning Center services.

## MAIL CENTER

University Center, first floor, 503-375-5472

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

willamette.edu/dept/mail-services/

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

### Student Mailboxes

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

### Services we provide

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

### Outgoing Mail

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

### Hours of Operation during the academic year

Monday–Friday 10 a.m.–4 p.m.

Saturday 10 a.m.–2 p.m.

## MARK O. HATFIELD LIBRARY

MARK O. HATFIELD LIBRARY

503-370-6312

Deborah Dancik, university librarian, [ddancik@willamette.edu](mailto:ddancik@willamette.edu)  
[library.willamette.edu](http://library.willamette.edu)

The Mark O. Hatfield Library serves as the library for the College of Liberal Arts, the School of Education and the Atkinson Graduate School of Management. The Hatfield Library offers a collection of more than 430,000 books, newspapers, video recordings, sound recordings, federal documents and journals.

In addition, some 28 million books and other materials are available through an arrangement with more than 35 academic libraries in the Northwest. The Hatfield Library includes many attractive areas suitable for study and reflection. A variety of displays are hosted and lectures, readings and recitals are held frequently in the Hatfield Room.

Other services include:

- Individual help with research via phone, email, IM and face-to-face.
- A strong and growing collection of video recordings that includes both feature films and documentaries.
- Access to more than 100 online databases and more than 25,000 electronic and print journals.
- Access to electronic books, digital image collections, and classical music online.
- Speedy interlibrary loan borrowing for materials not available in the library.
- Course-related classroom instruction and individual research consultations for help with research papers and projects.
- GamePlan program providing first year athletes with information literacy skills to help them be successful in college and as lifelong learners.
- A 24-hour study room (the Fishbowl) with vending machines and comfortable seating.
- A University Archives with materials showcasing Willamette's rich academic, cultural and social history.
- Special Collections consisting of primary and secondary materials relating to the Northwest, a foundation collection of Northwest political papers, and a small but impressive collection of rare books.

## MONTAG CENTER

Baxter Quad: Located between Matthews/Belknap & Baxter residence halls  
Jill Munger, director of auxiliary support services, [jmunger@willamette.edu](mailto:jmunger@willamette.edu)  
[willamette.edu/montag/](http://willamette.edu/montag/)

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

The features of the Montag Center include:

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

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

## PAYROLL

Waller Hall, first floor, 503-370-6188

Charlene Bramble, student payroll specialist, [cbramble@willamette.edu](mailto:cbramble@willamette.edu)  
[willamette.edu/dept/payroll/](http://willamette.edu/dept/payroll/)

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

Important information for students about payroll:

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

## PRESIDENT'S OFFICE

Waller Hall, fifth floor, 503-370-6209  
[willamette.edu/president/](http://willamette.edu/president/)

Stephen E. Thorsett  
President  
[president@willamette.edu](mailto:president@willamette.edu)

Kristen Grainger, vp and executive assistant to the president, [kgrainge@willamette.edu](mailto:kgrainge@willamette.edu)

Michelle Maynard, director of special events,  
[mmaynard@willamette.edu](mailto:mmaynard@willamette.edu)

Joy Campos, administrative specialist to the president and scheduler, [jcampos@willamette.edu](mailto:jcampos@willamette.edu)

Dena Comer, receptionist and admin support, [dcomer@willamette.edu](mailto:dcomer@willamette.edu)



The president of Willamette University is the chief executive officer of Willamette University. The president's office serves as a resource to students for information and advice about the operations of Willamette.

## PRINT SERVICES

Lee House, 503-370-6717

Jennifer Mathany, director print services, [jmathany@willamette.edu](mailto:jmathany@willamette.edu)

Mark Wade, supervisor

[willamette.edu/dept/cc](http://willamette.edu/dept/cc), [printdesign@willamette.edu](mailto:printdesign@willamette.edu)

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

The Print Center offers the following printing services:

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

## REGISTRAR

University Center, third floor, 503-370-6206

Annie Russell, university registrar, [registrar@willamette.edu](mailto:registrar@willamette.edu)

[willamette.edu/registrar/](http://willamette.edu/registrar/)

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

Services provided to students include:

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

## RESIDENTIAL SERVICES

Residential Services

Service Center, 503-370-6880

Cheryl Todd, director, [housing@willamette.edu](mailto:housing@willamette.edu)

[willamette.edu/dept/resservices/](http://willamette.edu/dept/resservices/)

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

- Meal plans
- Keys

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

Further information on these topics is available on our website,  
[willamette.edu/dept/resservices/](http://willamette.edu/dept/resservices/)

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

## SPARKS CENTER

503-370-6420

David Rigsby, director of athletics, [drigsby@willamette.edu](mailto:drigsby@willamette.edu)  
[willamette.edu/athletics/](http://willamette.edu/athletics/)

Sparks Center is Willamette's athletic and recreational facility, serving all students, faculty and staff. Sparks also is home to the Department of Exercise Science.

Other services available to students include:

- Two full-court basketball courts, three volleyball courts, handball and racquetball courts, fitness center, natatorium, indoor climbing wall (for usage information, contact the Director of Campus Recreation at x6812), multi-purpose room, and locker room with showers.
- Use of Sparks Center is limited to WU students (CLA, SoE, Law, Atkinson, TIUA), faculty and staff, dependents of faculty and staff, emeritus faculty, paid users and 2011 graduates.

### Building Hours

Monday–Friday	6 a.m.–11 p.m.
Saturday–Sunday	10 a.m.–6 p.m.

### Pool Hours

The Pool is open for lap or recreational swim only when a certified lifeguard is on duty. Hours vary by semester and during breaks and study days. Hours may also be affected by staffing, maintenance, or the scheduling of University events.

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

Update of hours: [willamette.edu/athletics/facilities/sparks/hours](http://willamette.edu/athletics/facilities/sparks/hours)

### **Sparks Hours Hotline**

503-370-6979

General use hours posted outside main doors to Sparks

### **Racquetball Court Sign-up**

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

## **STUDENT ACADEMIC GRANTS AND AWARDS**

Collins Hall 206, 503-370-6607

Monique Bourque, director, [mbourque@willamette.edu](mailto:mbourque@willamette.edu)  
[willamette.edu/dept/saga/](http://willamette.edu/dept/saga/)

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

Services provided for students include:

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

## **STUDENT ACCOUNTS/STUDENT LOANS OFFICE**

Waller Hall, first floor, 503-375-5308 (student accounts), 503-375-5455 (loans)  
Kirk Rutledge, director of student accounts, [krutledg@willamette.edu](mailto:krutledg@willamette.edu)  
Jon Anderson, assistant controller, [jmanders@willamette.edu](mailto:jmanders@willamette.edu)  
[willamette.edu/dept/studentaccounts](http://willamette.edu/dept/studentaccounts)

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

Services provided to students include:

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

## **UNIVERSITY INFORMATION CENTER**

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

Liesa Kister, university information coordinator, 503-370-6267,  
[lkister@willamette.edu](mailto:lkister@willamette.edu)

Services provided to students include:

- Campus maps and event information
- Salem area information
- Off-campus housing and rental listings

- Poster and flyer approval for the University Center
- Special event ticket sales
- Campus activity sign-ups
- Key check-out for rooms in Putnam University Center
- University switchboard operation
- Putnam University Center reception
- Scheduling and event assistance

## **WILLAMETTE SCHEDULING, EVENTS AND CONFERENCES**

Executive Building, 503-375-5442

Angie Anderson-May scheduling coordinator [adanders@willamette.edu](mailto:adanders@willamette.edu)

[willamette.edu/dept/schedule/](http://willamette.edu/dept/schedule/)

The Office of Scheduling, Events and Conferences is responsible for scheduling all meeting and event requests for space in all campus buildings, outdoor locations, and tables in Goudy Commons and the UC lobbies.

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

## **WILLAMETTE INTEGRATED TECHNOLOGY SERVICES (WITS)**

### **Computing, Multimedia, Telephone and Network Services**

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

WITS Help Desk: Smullin 119, 503-370-6767, [wits@willamette.edu](mailto:wits@willamette.edu)

John Balling, vice president for integrated technology services,

[jballing@willamette.edu](mailto:jballing@willamette.edu)

[willamette.edu/wits](http://willamette.edu/wits)

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

### **Computing Services**

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

### **Graphic Design and Media Services**

Ford 101, 503-370-6653

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

**Smullin 101**

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

**Multimedia Facilities and Services****Multimedia Workroom, Smullin B38**

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

**Language Learning Center, Smullin B18**

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

**Audio-Visual Services****WITS Main Office, Smullin 101, 503-370-6004**

- Students may check out AV equipment for class use with signed permission from the instructor.
- Students may check out equipment for use in campus residence halls with approval from the Office of Residence Life.
- Representatives of fraternities and sororities may check out equipment for use in their facilities by making arrangements directly with WITS.
- Equipment available for check-out includes laptop computers, data projectors, digital cameras, digital audio recorders, slide projectors, sound equipment, conference phones, and more. Contact the WITS Main Office or go to [willamette.edu/wits/services/checkout\\_equipment/equipment.html](http://willamette.edu/wits/services/checkout_equipment/equipment.html) for more information.

**General Access Computer Lab****Smullin 119, first floor**

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

**Electronic Classroom****Collins Science Center 407, third floor**

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

**Campus Network Access**

- All student rooms/apartments are connected to the campus network.
- All buildings except Haseldorf Apartments offer both wired and wireless "WiFi" connections to the network. Haseldorf provides only wireless connectivity.

- All students have free access to the network, but must use it responsibly.
- Students can purchase computer peripherals, cables, and software from the Willamette Store, University Center, first floor, 503-370-6345.
- Access to the wireless network (BlitzNet) is available in all academic buildings and public areas such as Hatfield Library, Goudy Commons, the UC and the Montag Center.
- Specific information about connecting to the network is available online at [willamette.edu/wits/](http://willamette.edu/wits/), or can be obtained by contacting the WITS Help Desk at 503-370-6767.

### Off-Campus Internet Access

- Willamette University provides dial-up internet for students living off campus.
- This service requires the student to have a telephone line and compatible modem.
- Modem Access Numbers: 503-370-6627/6628
- These are local Salem area numbers. Students living outside the Salem area should consider an alternate Internet Service Provider to avoid long-distance charges.
- High-speed internet is available from local Internet Service Providers such as Comcast or Qwest.
- Not all of the University's network resources are available from off-campus. For any help or further information, students are advised to consult the WITS Help Desk, 503-370-6767.

### Phone Information

#### General Dialing Instructions

- Extension to extension (on campus): dial 4 digit extension only.
- Direct Inward Dialing (DID, off campus to an on campus number):  
503-480-2xxx      503-373-3xxx  
503-375-5xxx      503-370-6xxx
- Internal-only extensions: 4xxx
- Dialing off campus numbers in the local area: 9 + 503 + number.
- Long Distance Dialing
- Students must have a phone calling card with a free access number to make long distance calls from campus telephones.
- Long Distance via MCI credit card: 9 + 0 + (Area Code) + number, wait for tone, follow voice menu
- Long Distance via any other credit card: 9 + 1 + toll free credit card access number + 0 + (Area Code) + number, wait for tone, + credit card number
- Directory Assistance:  
Local: 9 + 503 + 555 - 1212  
Long Distance: use calling card to dial (Area Code) + 555 - 1212 like any other long distance number (411 is not activated)
- Important Numbers (dialed from on campus)  
Campus Switchboard ..... 0  
Campus Safety ..... 6000 or 6911  
Outside Emergency ..... 9911 or 911

For more detailed instructions, see [willamette.edu/wits/help/telephone/dialing.html](http://willamette.edu/wits/help/telephone/dialing.html)

### Computing and Network Policies

Policies for the appropriate use of campus computing and network facilities are printed in the *Selected Policies Manual* and published on the web at: [willamette.edu/wu/policy/technology.html](http://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: [willamette.edu/wits/](http://willamette.edu/wits/)

WITS Help Desk: [wits@willamette.edu](mailto:wits@willamette.edu), 503-370-6767

## WILLAMETTE SAFETY AND SERVICE CENTER

Service Center, 503-370-6911, 24-hours

Ross Stout, director, [rstout@willamette.edu](mailto:rstout@willamette.edu)

[willamette.edu/dept/safety](http://willamette.edu/dept/safety)

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

Services provided for students include:

- ID cards and building access
- Information, assistance and advice on crime prevention, fire safety, parking and other security issues
- After dark safety escorts, residential lockouts, vehicle jump-starts
- Safe Driver Certification, bicycle registration, found property

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

## THE WILLAMETTE STORE

University Center, first floor, 503-370-6315

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

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

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

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

- We maintain a comfortable lounge area in the middle of the store where students can relax. Browsers are welcome.
- Gourmet coffee, soft drinks and snacks are available for purchase in the store's adjacent Mill Stream Market.
- We are the exclusive source for official Willamette University clothing, including authentic Bearcat apparel.
- We stock a wide assortment of high-quality gifts and insignia items, greeting cards, art supplies and school supplies.
- We offer a broad selection of academic, reference and leisure reading materials.
- Computers and software are available at academic prices in our Computer Shop, which also features email workstations available for student use.
- Compass Cards welcome at The Willamette Store and Mill Stream Market

## **WILLAMETTE TRAVEL CENTER**

Willamette Travel Center

University Center, first floor, 503-370-6388

Kindra Jordan, director of travel services

[travel@willamette.edu](mailto:travel@willamette.edu)

For online services provided to Willamette students, visit our website at [willamette.edu/dept/travel/](http://willamette.edu/dept/travel/)

Our website provides information on the following services:

- Willamette-preferred supplier discounts for air, car and hotel expenditures
- Discounted student airline ticket options (domestic and international)
- Online booking tool
- Youth hostels and other hotel information
- Amtrak
- Rail Europe
- Greyhound bus
- Hut airport shuttle schedule and reservations

## **WRITING CENTER**

Matthews Hall, first floor, 503-370-6959

Gretchen Flesher Moon, director, [gmoon@willamette.edu](mailto:gmoon@willamette.edu)

[willamette.edu/dept/wcenter](http://willamette.edu/dept/wcenter)

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

Other important information for students:

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





LEARNING ENHANCEMENT  
RESOURCES

# LEARNING RESOURCES

## TIME AS AN INVESTMENT

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

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

### Time Commitment Analysis

Step 1: What are my time commitments?

How many hours per week do I:

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

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

Work \_\_\_\_\_

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

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

Organizations \_\_\_\_\_

Relationships \_\_\_\_\_

Family \_\_\_\_\_

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

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

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

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

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

### Time Management Self-Determination Plan

A behavior or plan cannot be modified if you don't know what is happening. It is helpful to use a form such as the one on page 77 or any other system that is easiest for you.

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

Step 2: Include planned study time as well.

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

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

Step 5: Analyze and make adjustments.

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

## TIME MANAGEMENT RECORD

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

## Fall 2011 — Semester on a page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/28/11	Aug 29	Aug 30 First Day of Class	Aug 31	Sep 1	Sep 2	Sep 3
Sep 4	Sep 5 Labor Day No Classes	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10
Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17
Sep 18	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
Sep 25	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1
Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8
Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15
Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21 Mid Semester Break: No Class	Oct 22
Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29
Oct 30	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5
Nov 6	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11	Nov 12
Nov 13	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18	Nov 19
Nov 20	Nov 21	Nov 22	Nov 23	Nov 24 Thanksgiving Break No Class	Nov 25 Thanksgiving Break No Class	Nov 26
Nov 27	Nov 28	Nov 29	Nov 30	Dec 1	Dec 2	Dec 3
Dec 4	Dec 5	Dec 6	Dec 7	Dec 8	Dec 9 Last Day of Class	Dec 10 Study Day
Dec 11 Study Day	Dec 12 Final Examinations	Dec 13 Final Examinations	Dec 14 Study Day	Dec 15 Final Examinations	Dec 16 Final Examinations	Dec 17 Last day of final Examinations

### 3 Simple Steps for Academic Success at Willamette University

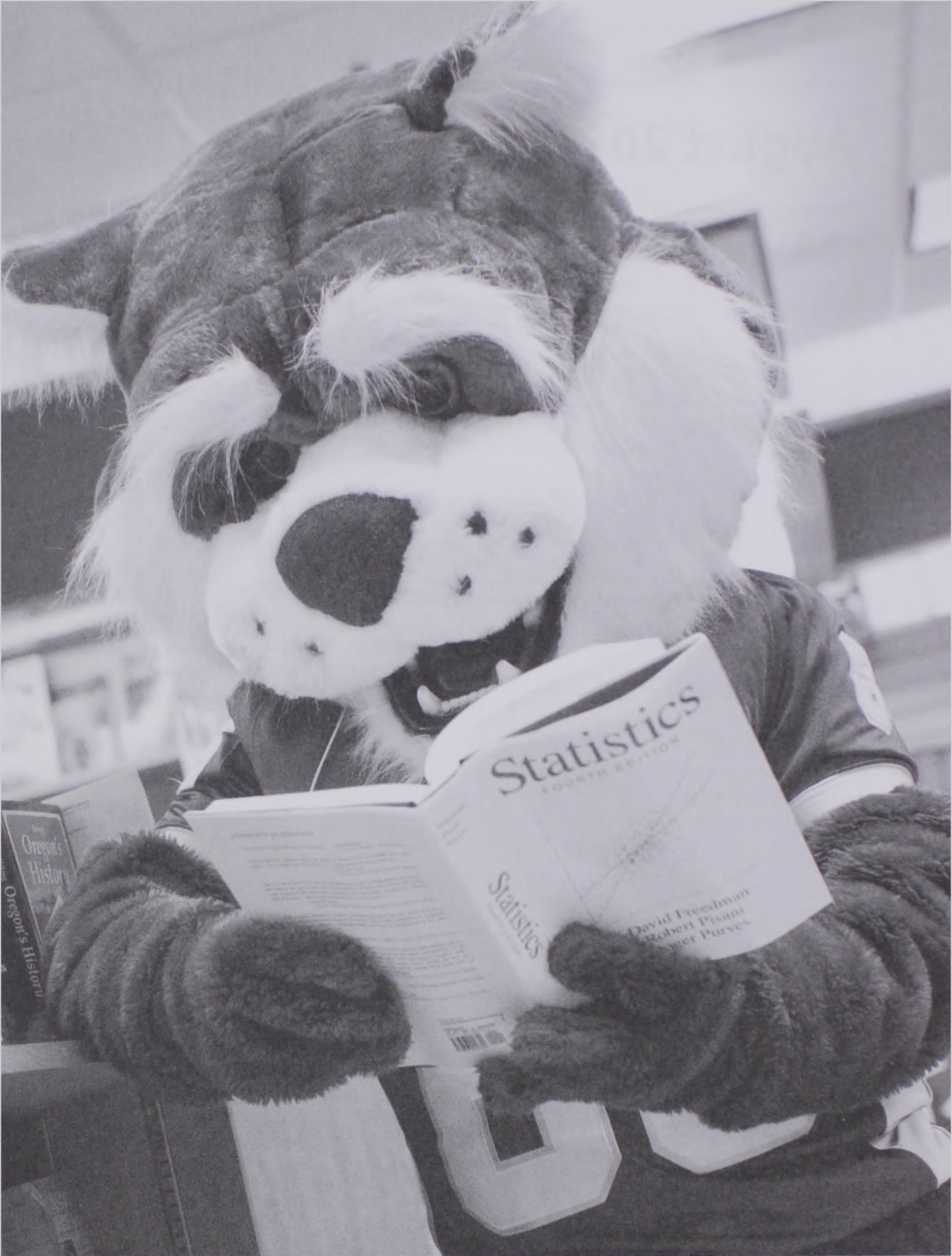
1. Attend classes!
2. Study effectively for at least 20 hours/week.
3. Talk to your professors.

For more information go to: [willamette.edu/cia/ler/](http://willamette.edu/cia/ler/)  
or make an appointment in Bishop Wellness Center 503-370-6471.

## Spring 2012 — Semester on a page

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 15	Jan 16 First Day of Class	Jan 17	Jan 18	Jan 19	Jan 20 MLK Jr. Day No P.M. Classes	Jan 21
Jan 22	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27	Jan 28
Jan 29	Jan 30	Jan 31	Feb 1	Feb 2	Feb 3	Feb 4
Feb 5	Feb 6	Feb 7	Feb 8	Feb 9	Feb 10	Feb 11
Feb 12	Feb 13	Feb 14	Feb 15	Feb 16	Feb 17	Feb 18
Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25
Feb 26	Feb 27	Feb 28	Feb 29	Mar 1	Mar 2	Mar 3
Mar 4	Mar 5	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10
Mar 11	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	Mar 17
Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24
Mar 25	Mar 26 spring break no class	Mar 27 spring break no class	Mar 28 spring break no class	Mar 29 spring break no class	Mar 30 spring break no class	Mar 31
Apr 1	Apr 2	Apr 3	Apr 4	Apr 5	Apr 6	Apr 7
Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14
Apr 15	Apr 16	Apr 17	Apr 18 SSRD No Class	Apr 19	Apr 20	Apr 21
Apr 22	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28
Apr 29	Apr 30	May 1 Last Day Of Class	May 2 Study Day	May 3 Study Day	May 4 Final Examinations	May 5 Final Examinations
May 6 Study Day	May 7 Final Examinations	May 8 Final Examinations	May 9 Last day of final Examinations	May 10	May 11	May 12
May 13 Commencement	May 14	May 15	May 16	May 17	May 18	





ACADEMIC PLANNER  
AUGUST 2011–MAY 2012

# August 2011

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

<b>14</b> sunday	priorities
Timeless Renaissance: Italian Drawings from the Alessandro Maggiori Collection exhibit opens – Hallie Ford	
<b>15</b> monday	priorities
<b>16</b> tuesday	priorities

<b>17</b> wednesday	priorities
<b>18</b> thursday	priorities
<b>19</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>20</b> saturday	reminders

# August 2011

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

<b>21</b> sunday	priorities
<b>22</b> monday	priorities
<b>23</b> tuesday	priorities

<b>24</b> wednesday	priorities
<b>25</b> thursday	priorities
Residence halls open for new students. Opening Days begins Lord and Schryver: Shaping our Cultural Landscape exhibit is open – Hallie Ford Opening Days	
<b>26</b> friday	priorities
Opening Days Career Center Open House – Career Center from noon–4:30 p.m. Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>27</b> saturday	reminders
Opening Days	

# Aug./Sept. 2011

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

<b>28</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know that Willamette has a Learning Center? Drop into Matthews and get acquainted with our Learning Center director, Mat Barreiro.
Residences open for returning students Opening Days Opening Days Worship Service – Cone Chapel at 10:30 a.m.	
<b>29</b> monday	<b>priorities</b>
Opening Days Ramadan ends	
<b>30</b> tuesday	<b>priorities</b>
First Day of Classes start at 8 a.m. Registration for returning students who did not complete Advance Course Selection Eid at Fitr	

<b>31</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m. Late Night at Fred Meyer – 11 p.m.–1 a.m.	
<b>1</b> thursday	priorities
Student Employment Fair – Montag Den from 3–5 p.m. Welcome Back Student BBQ – Goudy from 4:30–7 p.m. Women's Soccer v. Corban – 7 p.m.	
<b>2</b> friday	priorities
Last Day to change Meal Plan Points Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball at Chapman – 2 p.m. Volleyball at Pomona-Pitzer – 6:30 p.m. Men's Soccer at Trinity Lutheran – 7 p.m.	
<b>3</b> saturday	reminders
Volleyball at Lasell – 10 a.m. Volleyball at Claremont-Mudd Scripps – 12:15 p.m. Football v. Wisc.-Stevens Point – 1:30 p.m. Men's Soccer at Northwest U. U. – 3 p.m. Women's Soccer v. Northwest U. – 5 p.m.	

# September 2011

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

<b>4</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette has non-varsity sports? Known as intramurals (IM's), Willamette has numerous sports to participate in, get paid to referee or just go and watch. For more information about IM's go to <a href="http://willamette.edu/dept/campusrec">willamette.edu/dept/campusrec</a> .
<b>5</b> monday	<b>priorities</b>
Labor Day, no CLA classes	
<b>6</b> tuesday	<b>priorities</b>
Student Organization Orientations – Alumni Lounge at 7:30 p.m.	

<b>7</b> wednesday	<b>priorities</b>
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m. Volleyball v. Northwest Christian – 7 p.m.	
<b>8</b> thursday	<b>priorities</b>
Men's Soccer (Home Opener) v. Chemeketa Community College University Convocation – Cone Chapel at 12:30 p.m.	
<b>9</b> friday	<b>priorities</b>
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball at Occidental – 12:30 p.m. Volleyball at California Lutheran – 3 p.m. Men's Soccer v. Northwest Christian – 7 p.m. Women's Soccer at Redlands – 7 p.m.	
<b>10</b> saturday	<b>reminders</b>
Football v. Hardin-Simmons – 1:30 p.m. Volleyball at La Verne – 3 p.m. Volleyball at Redlands – 5 p.m. Men's Soccer at Warner Pacific – 7 p.m.	

# September 2011

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

<b>11</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know you can visit your professor outside of academic advising? Willamette professors all have office hours and are more than willing to meet with you when you schedule an appointment. Take the time to get to know your professors!
Women's Soccer at Occidental – 11 a.m.	
<b>12</b> monday	<b>priorities</b>
Internship & Volunteer Fair – Cat Cavern from 3–5 p.m. Volleyball at Linfield – 7 p.m.	
<b>13</b> tuesday	<b>priorities</b>
Activity and Resource Fair – Brown Field from 4–6 p.m. Student Organization Orientations – Alumni Lounge at 11:30 a.m. Last Day to Add/Drop	

<div>14 wednesday</div>	<div>priorities</div>
<p>"Return from Abroad" Retreat registration deadline – Lilly Project Office at 5 p.m.  Volleyball v. Linfield – 7 p.m.  Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</p>	
<div>15 thursday</div>	<div>priorities</div>
<p>University Convocation – Cone Chapel at 11:30 a.m.  Student Organization Orientations – Alumni Lounge at 4:30 p.m.</p>	
<div>16 friday</div>	<div>priorities</div>
<p>Jum'a Prayer – Smith Auditorium from noon–2 p.m.  "Return from Abroad Retreat" – Lincoln City  Volleyball at Pacific Lutheran – 7 p.m.</p>	
<div>17 saturday</div>	<div>reminders</div>
<p>"Return from Abroad Retreat" – Lincoln City  Women's Soccer at Puget Sound – noon  Football v. Southern Oregon – 1:30 p.m.  Men's Soccer at Puget Sound – 2:30 p.m.</p>	

# September 2011

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

<b>18</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has a Health Center? Bishop Wellness Center is available to any Willamette student enrolled halftime or more. There is no office visit fee and students are seen by appointment or the same day for acute needs. Bishop Wellness Center is located on the first floor of Baxter Hall. Hours: 8 a.m.–noon and 1–5 p.m., Monday–Friday.
Lord and Schryver: Shaping our Cultural Landscape exhibit closes – Hallie Ford "Return from Abroad Retreat" – Lincoln City Women's Soccer at Pacific Lutheran – noon Men's Soccer at Pacific Lutheran – 2:30 p.m. Reunion Weekend Worship Service – Cone Chapel at 9 a.m.	
<b>19</b> monday	priorities
Bearcat Battles – Brown Field from 4–6 p.m.	
<b>20</b> tuesday	priorities
Project and Research Opportunities Fair – Alumni Lounge from 3–5:30 p.m.	

<b>21</b> wednesday	<b>priorities</b>
Mabon Mid-Semester Day, no CLA classes Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>22</b> thursday	<b>priorities</b>
University Convocation – Cone Chapel at 11:30 a.m.	
<b>23</b> friday	<b>priorities</b>
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball v. Whitman – 7 p.m.	
<b>24</b> saturday	<b>reminders</b>
Thanksgiving Break Women's Soccer v. Lewis and Clark – noon Men's Soccer v. Pacific – 2:30 p.m. Volleyball v. Whitworth – 5 p.m.	

# Sept./Oct. 2011

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

<b>25</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette has an online College of Liberal Arts catalog? This catalog shows major and minor requirements along with descriptions of classes. It is online at <a href="http://willamette.edu/cla/catalog/index.php">willamette.edu/cla/catalog/index.php</a> .
Thanksgiving Break Women's Soccer at Linfield – noon 25 Men's Soccer v. George Fox – 2:30 p.m.	
<b>26</b> monday	<b>priorities</b>
<b>27</b> tuesday	<b>priorities</b>
Student Organization Orientations – Alumni Lounge at 11:30 a.m.	

<b>28</b> wednesday	<p>priorities</p>
<p>Mid-Week Prayer Service – Cone Chapel at 12:30 p.m. Rosh Hashana begins at sundown</p>	
<b>29</b> thursday	<p>priorities</p>
<p>Rosh Hashana Theatre Production Preview of <i>Smash</i> – Pelton Theatre at 7:30 p.m. University Convocation – Cone Chapel at 11:30 a.m.</p>	
<b>30</b> friday	<p>priorities</p>
<p>Theatre Production of <i>Smash</i> – Pelton Theatre at 7:30 p.m. Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball at George Fox – 7 p.m.</p>	
<b>1</b> saturday	<p>reminders</p>
<p>Georges Rouault: The Misery and War Series exhibit opens – Hallie Ford Theatre Production of <i>Smash</i> – Pelton Theatre at 7:30 p.m. Women's Soccer v. Pacific – noon Football v. Linfield – 1:30 p.m. Men's Soccer v. Whitworth – 2:30 p.m. Women's Tennis host PNW Fall ITA Regional Volleyball at Lewis and Clark – 7 p.m. Willamette Cross Country Invitational – Bush Park at 9:30 a.m.</p>	

# October 2011

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

<b>2</b> sunday	priorities
	<b>Tip of the Week</b>  Did you know Willamette has a Writing Center? The Writing Center provides support no matter what stage you are at in your paper. Appointments and drop-ins are welcome. The Writing Center is located on the ground floor of Matthews Hall, across from the Montag Center. Hours: 10 a.m.–4 p.m. and 7–9 p.m., Monday–Thursday, and 6–9 p.m. on Sunday.
Women's Soccer v. George Fox – noon Theatre Production of <i>Smash</i> – Pelton Theatre at 2 p.m. Men's Soccer v. Whitman – 2:30 p.m. Women's Tennis host PNW Fall ITA Regional	
<b>3</b> monday	priorities
Women's Tennis host PNW Fall ITA Regional Big Life Plan Workshop begins – UC at 4 p.m.	
<b>4</b> tuesday	priorities
Big Life Plan Workshop begins – UC at 3 p.m.	

<b>5</b> wednesday	priorities
Big Life Plan Workshop begins – UC at 3 p.m. Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>6</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>7</b> friday	priorities
Volleyball v. Pacific – 7 p.m. Jum'a Prayer – Smith Auditorium from noon–2 p.m. Yom Kippur begins at sundown	
<b>8</b> saturday	reminders
Women's Soccer at Whitman – noon Football v. Pacific – 1:30 p.m. Volleyball at Puget Sound – 7 p.m. Yom Kippur	

# October 2011

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

<b>9</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has a Counseling Center? The Counseling Center assists with personal crises, social and academic transitions, family relations, alcohol and other drug problems, and any other issue of concern to the individual. There is no charge for this service. The Counseling Center is located in Bishop Wellness Center. Hours: 8 a.m.–noon and 1–5 p.m., Monday-Friday.
Women's Soccer at Whitworth – noon Men's Soccer v. Linfield – 2:30 p.m.	
<b>10</b> monday	priorities
Columbus Day	
<b>11</b> tuesday	priorities

<b>12</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>13</b> thursday	priorities
Sukkot begins University Convocation – Cone Chapel at 11:30 p.m.	
<b>14</b> friday	priorities
Family Weekend Open House – Career Center from 3–5 p.m. Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball v. Pacific Lutheran	
<b>15</b> saturday	reminders
Family Weekend Women's Soccer v. Linfield – noon Football at Puget Sound – 1:30 p.m. Men's Soccer at George Fox – 2:30 p.m.	

# October 2011

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

<b>16</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette has a Language Learning Center (LLC)? The LLC offers language resources for French, Spanish, German, Russian, Chinese, Japanese and the classics. The LLC is located in the basement of Smullin (room 18B). Hours: 8 a.m.–9 p.m., Monday–Thursday, 8 a.m.–5 p.m. on Friday, 11 a.m.–4 p.m. on Saturday and 5–11 p.m. on Sunday.
Parent & Family Weekend Parent & Family Weekend Worship Service – Cone Chapel at 9:30 a.m. Women's Soccer at Lewis and Clark – noon Men's Soccer at Pacific – 2:30 p.m.	
<b>17</b> monday	<b>priorities</b>
<b>18</b> tuesday	<b>priorities</b>
Sukkot ends	

<b>19</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m. Salem Peace Lecture: Rami Khouri – Cone Chapel at 7:30 p.m.	
<b>20</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>21</b> friday	priorities
Simchat Torah Jum'a Prayer – Smith Auditorium from noon–2 p.m. Volleyball at Whitman – 7 p.m.	
<b>22</b> saturday	reminders
Women's Soccer v. Pacific Lutheran – noon Men's Soccer v. Pacific Lutheran – 2:30 p.m. Football at Portland State – 5:05 p.m. Volleyball at Whitworth – 7 p.m.	

# October 2011

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

<b>23</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has Disability Services? Disability Services provides accommodations for those students with a qualifying disability or temporary medical condition and provides academic assistance to Willamette students. There is no charge for the service. Disability Services is located in Bishop Wellness Center. Hours: 8 a.m.–noon and 1–5 p.m., Monday–Friday.
Women's Soccer v. Puget Sound – noon Men's Soccer at Puget Sound – 2:30 p.m.	
<b>24</b> monday	priorities
<b>25</b> tuesday	priorities
Student Organization Orientations – Alumni Lounge at 11:30 a.m.	

<div>26 wednesday</div> <div> <div>Diwali begins</div> <div>Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</div> </div>	<div>priorities</div>
<div>27 thursday</div> <div> <div>University Convocation – Cone Chapel at 11:30 a.m.</div> <div>Lilly Vocational Discernment Retreat registration deadline – Lilly Project Office at 5 p.m.</div> </div>	<div>priorities</div>
<div>28 friday</div> <div> <div>Jum'a Prayer – Smith Auditorium from noon–2 p.m.</div> <div>Volleyball v. George Fox – 7 p.m.</div> </div>	<div>priorities</div>
<div>29 saturday</div> <div> <div>Women's Soccer at George Fox – noon</div> <div>Football v. Whitworth – 1:30 p.m.</div> <div>Men's Soccer at Whitman – 2:30 p.m.</div> <div>Volleyball v. Lewis and Clark – 7 p.m.</div> </div>	<div>reminders</div>

# Oct./Nov. 2011

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

<b>30</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has an alternative Break (TaB) program? During Take-a-Break (TaB) students travel across the country to complete community service and experiential learning opportunities. For more information on the Take-a-Break program, contact Kim Sogge, program director at <a href="mailto:ksogge@willamette.edu">ksogge@willamette.edu</a> .
Women's Soccer at Pacific – noon Men's Soccer at Whitworth – 2:30 p.m. Diwali ends	
<b>31</b> monday	priorities
Halloween Samhain	
<b>1</b> tuesday	priorities
All Saints Day Lilly Student Research Presentations – Hatfield afternoon	

<b>2</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m. Lilly Student Research Presentations – Hatfield afternoon You're Doing What with your Major? – Cat Cavern from 6:30–8:30 p.m.	
<b>3</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>4</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Women's Soccer v. Whitworth – noon Volleyball at Pacific – 7 p.m. Lilly Vocational Discernment Retreat – Silver Falls	
<b>5</b> saturday	reminders
Women's Soccer v. Whitman – noon Football at Lewis and Clark – 1 p.m. Men's Soccer at Linfield – 2:30 p.m. Volleyball v. Puget Sound – 7 p.m. Lilly Vocational Discernment Retreat – Silver Falls	

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

# November 2011

<div>6</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div> <p>Did you know Willamette has a tutoring partnership with Chemawa High School? With this partnership you can receive .5 credits for tutoring Native American students at Chemawa High School. If you are interested or would like more information, contact Em Dickey, tutoring coordinator, edickey@willamette.edu.</p> </div>
Lilly Vocational Discernment Retreat – Silver Falls	
<div>7</div> <div>monday</div>	priorities
Eid al Adha	
<div>8</div> <div>tuesday</div>	priorities

<b>9</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>10</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>11</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Veterans Day	
<b>12</b> saturday	reminders
Football v. Pacific Lutheran – 1 p.m.	

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

# November 2011

<b>13</b> sunday	priorities
	<p><b>Tip of the Week</b></p> <p>Did you know Willamette has a mentoring partnership with Willamette Academy? This program is a five-year program with students from 8th grade until they graduate high school. This program, with assistance of Willamette students, empowers these youth to continue their education. For more information contact <a href="mailto:academy@willamette.edu">academy@willamette.edu</a>.</p>
<b>14</b> monday	priorities
<b>15</b> tuesday	priorities

<b>16</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>17</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m. Randall Balmer Lecture	
<b>18</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>19</b> saturday	reminders

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

# November 2011

<b>20</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has a Multicultural Affairs Office? The office of Multicultural Affairs promotes multiculturalism throughout campus by offering multicultural clubs and events on campus. Office of Multicultural Affairs is located in the University Center, 2nd floor. Hours: 8 a.m.–5 p.m., Monday–Friday.
<b>21</b> monday	priorities
<b>22</b> tuesday	priorities
Student Organization Orientations – Alumni Lounge at 11:30 a.m.	

<div>23 wednesday</div>	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<div>24 thursday</div>	priorities
Thanksgiving Vacation – no class	
<div>25 friday</div>	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Thanksgiving Vacation – no class	
<div>26 saturday</div>	reminders

# Nov./Dec. 2011

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

<b>27</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette offers Lilly Project grants? Lilly Project is the theological, spiritual and ethical exploration of vocations at Willamette University. You can apply for grants or assistance to complete a vocational program in which you would like to participate. The Lilly Project is located in the University Center, 2nd floor. Hours: 8 a.m.–5 p.m., Monday–Friday.
Advent begins	
<b>28</b> monday	<b>priorities</b>
<b>29</b> tuesday	<b>priorities</b>

<b>30</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>1</b> thursday	priorities
World Aids Day University Convocation – Cone Chapel at 11:30 a.m.	
<b>2</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>3</b> saturday	reminders

# December 2011

4 sunday	priorities
	<p><b>Tip of the Week</b></p> <p>Did you know Willamette has a sister university? Tokyo International University of America (TIUA) has a partnership with Willamette and brings about 100 Japanese international students to Willamette each year. They also provide opportunities for Willamette students to work with the international students. To learn about TIUA and their programs, visit the TIUA front office on the 2nd floor of TIUA.</p>
5 monday	priorities
6 tuesday	priorities

<b>7</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>8</b> thursday	priorities
University Convocation – Christmas Lessons & Carols Service – Cone Chapel at 11:30 a.m.	
<b>9</b> friday	priorities
Last day of classes Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>10</b> saturday	reminders
Study day	

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

# December 2011

<div>11</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div> <p>Did you know Willamette has a Career Center? They offer career counseling, job searches, resume and cover letter template, and so much more. Career Services is located on the third floor of the University Center. Hours: 8 a.m.–5 p.m., Monday–Friday.</p> </div>
Study day	
<div>12</div> <div>monday</div>	priorities
Fall Semester final examinations begin Mindfulness in Montag – Montag Den all day	
<div>13</div> <div>tuesday</div>	priorities
Mindfulness in Montag – Montag Den all day	

<b>14</b> wednesday	priorities
Study day Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>15</b> thursday	priorities
<b>16</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>17</b> saturday	reminders
Fall Semester final examinations end Winter Break begins	

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

# December 2011

<b>18</b> sunday	priorities
<b>19</b> monday	priorities
<b>20</b> tuesday	priorities
Hanukah begins at sundown Yule	

<b>21</b> wednesday	<b>priorities</b>
<b>22</b> thursday	<b>priorities</b>
<b>23</b> friday	<b>priorities</b>
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>24</b> saturday	<b>reminders</b>

# December 2011

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

<b>25</b> sunday	priorities
Christmas	
<b>26</b> monday	priorities
Kwanza begins	
<b>27</b> tuesday	priorities

<div>28</div> <div>wednesday</div>	priorities
Hanukah ends at sundown	
<div>29</div> <div>thursday</div>	priorities
<div>30</div> <div>friday</div>	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<div>31</div> <div>saturday</div>	reminders
New Years Eve	

# January 2012

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

<b>1</b> sunday	priorities
New Years Day Kwanza ends	
<b>2</b> monday	priorities
<b>3</b> tuesday	priorities

4 wednesday	priorities
5 thursday	priorities
6 friday	priorities
Epiphany Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
7 saturday	reminders

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 29

# January 2012

<b>8</b> sunday	priorities
<b>9</b> monday	priorities
<b>10</b> tuesday	priorities

<b>11</b> wednesday	priorities
<b>12</b> thursday	priorities
<b>13</b> friday	priorities
Mid Year Orientation Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>14</b> saturday	reminders
Residences open for Spring semester at noon Mid Year Orientation	

# January 2012

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 29

<p><b>15</b> sunday</p>	<p>priorities</p>
<p>Mid Year Orientation</p>	<p><b>Tip of the Week</b></p> <p>Did you know that Willamette offers international education? Willamette provides students the opportunity to study abroad in more than 45 different countries. The International Education office is located in Matthews Hall. Hours: 8 a.m.–5 p.m., Monday–Friday.</p>
<p><b>16</b> monday</p>	
<p>First day of Second Semester Classes start at 8 a.m. Registration for new students and for returning students who did not complete Advance Course Selection MLK Celebration</p>	<p>priorities</p>
<p><b>17</b> tuesday</p>	<p>priorities</p>
<p>MLK Celebration</p>	

<b>18</b> wednesday	<p>priorities</p>
<p>MLK Celebration Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</p>	
<b>19</b> thursday	<p>priorities</p>
<p>MLK Celebration University Convocation – Cone Chapel at 11:30 a.m.</p>	
<b>20</b> friday	<p>priorities</p>
<p>Jum'a Prayer – Smith Auditorium from noon–2 p.m. MLK Celebration</p>	
<b>21</b> saturday	<p>reminders</p>
<p>MLK Celebration</p>	

# January 2012

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

<div>22</div> <div>sunday</div> <div> <div>MLK Celebration</div> </div>	<div>priorities</div> <div> <div>Tip of the Week</div> <div>           Did you know Willamette has technology services? WITS help desk offers assistance in computers configurations, installations, data recovery and much more. WITS is located in the computer lab of Smullin. 8 a.m.–5 p.m., Monday–Friday.         </div> </div>
<div>23</div> <div>monday</div> <div> <div>Chinese New Year MLK Celebration</div> </div>	<div>priorities</div> <div></div>
<div>24</div> <div>tuesday</div> <div> <div>Student Organization Orientations – Alumni Lounge at 11:30 a.m. MLK Celebration</div> </div>	<div>priorities</div> <div></div>

<b>25</b> wednesday	priorities
MLK Celebration Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>26</b> thursday	priorities
University Convocation 11:30 a.m. MLK Celebration	
<b>27</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>28</b> saturday	reminders
School of Theological Studies (wk. 1) – UC from 9:30 a.m.–12:30 p.m.	

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

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

# Jan./Feb. 2012

<b>29</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b>  Did you know Willamette has numerous locations to spend your free time, and one of the best is Montag Center? Montag has a store, sells food, rents out DVDs, plenty of space, TVs, couches, ping pong and much more. Store Hours: 9 a.m.–4 p.m. and 7 p.m. to midnight, Monday–Thursday, 9 a.m.–4 p.m. and 7 p.m.–1 a.m. on Fridays, 7 p.m.–1 a.m. on Saturdays and 7 p.m. to midnight on Sundays.
<b>30</b> monday	
	<b>priorities</b>
<b>31</b> tuesday	<b>priorities</b>

<b>1</b> wednesday	priorities
Founders Day Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>2</b> thursday	priorities
Imbolc University Convocation – Cone Chapel at 11:30 a.m.	
<b>3</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>4</b> saturday	reminders
School of Theological Studies (wk. 2) – UC from 9:30 a.m.–12:30 p.m.	

# February 2012

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

5 sunday	priorities
6 monday	priorities
Big Life Plan Workshop begins – UC at 4 p.m.	
7 tuesday	priorities
Big Life Plan Workshop begins – UC at 4 p.m.	

<b>8</b> wednesday	<b>priorities</b>
Big Life Plan Workshop begins – UC at 4 p.m. Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>9</b> thursday	<b>priorities</b>
University Convocation – Cone Chapel at 11:30 a.m.	
<b>10</b> friday	<b>priorities</b>
Jum'a Prayer – Smith Auditorium from noon–2 p.m. A Black Tie Affair (tentative)	
<b>11</b> saturday	<b>reminders</b>

# February 2012

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

<b>12</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette is recognized as the first in the nation for sustainable activities? For more information about sustainable communities or how to become involved go to <a href="http://willamette.edu/councils/sustainability/">willamette.edu/councils/sustainability/</a> .
<b>13</b> monday	<b>priorities</b>
Lilly Student Research proposals due – Lilly Project Office at 5 p.m.	
<b>14</b> tuesday	<b>priorities</b>
Spring Activity and Resource Fair – Cat Cavern from 4–5:30 p.m.	

<b>15</b> wednesday	priorities
College Colloquium Student Research Grant Deadline	
<b>16</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>17</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>18</b> saturday	reminders

# February 2012

February											March																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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<b>19</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b> Did you know Willamette is a Sexual Assault Response Allies (SARA)? SARA is located in the WRC, on the third floor of the University Center, down the hallway opposite the career center. Hours are from 6–9 p.m. every Tuesday and Wednesday, on the weekends call 503-851-4245.
<b>20</b> monday	<b>priorities</b>
George Washington's Birthday	
<b>21</b> tuesday	<b>priorities</b>
Student Organization Orientations – Alumni Lounge at 11:30 a.m. Mardi Gras	

<b>22</b> wednesday	priorities
Ash Wednesday Ash Wednesday Worship Service – Cone Chapel at 12:30 p.m.	
<b>23</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>24</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>25</b> saturday	reminders

## Feb./March 2012

<div>26</div> <div>sunday</div>	<div>priorities</div> <div>Tip of the Week</div> <div>Did you know Willamette has an athletic center? You can use the gyms, racquetball courts and weight room. Free to all Willamette students; just bring your ID card. Sparks Center is located next to the soccer field. The hours are 6 a.m.–11 p.m., Monday–Friday, and 10 a.m.–6 p.m., Saturday and Sunday.</div>
<div>27</div> <div>monday</div> <div>Lilly Summer Internship applications due – Lilly Project Office at 5 p.m.</div>	<div>priorities</div>
<div>28</div> <div>tuesday</div>	<div>priorities</div>

<b>29</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>1</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>2</b> friday	priorities
<b>3</b> saturday	reminders

# March 2012

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

4 sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette offers department tutoring? Go to <a href="http://willamette.edu/cla/dean/tutoring/">willamette.edu/cla/dean/tutoring/</a> to find your department or talk to your professor about getting assistance in class. Don't wait until it's too late.
5 monday	priorities
6 tuesday	priorities

<b>7</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>8</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m. Purim	
<b>9</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>10</b> saturday	reminders
10th Annual Pow wow – Sparks all day	

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

# March 2012

<b>11</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette has numerous sports clubs? If you like sport, want a sport more intensive than IM's and less intensive than varsity athletics, then these sports clubs may be for you. Go to an activities fair to sign up for clubs or look at the web <a href="http://willamette.edu/dept/osa/orgs/list/sports.html">willamette.edu/dept/osa/orgs/list/sports.html</a> to find your club.
<b>12</b> monday	priorities
<b>13</b> tuesday	priorities

<div>14 wednesday</div> <div>Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</div>	<div>priorities</div>
<div>15 thursday</div> <div>University Convocation – Cone Chapel at 11:30 a.m.</div>	<div>priorities</div>
<div>16 friday</div> <div>Jum’a Prayer – Smith Auditorium from noon–2 p.m.</div>	<div>priorities</div>
<div>17 saturday</div>	<div>reminders</div>

# March 2012

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

<div>18</div> <div>sunday</div>	<div>priorities</div> <div> <div>Tip of the Week</div> <div> Did you know Willamette has Emergency Medical Services? WEMS provides emergency medical care to Willamette students on the weekends. For emergencies contact Campus Safety at 503-370-6911 (x. 6911) and WEMS will be dispatched to assist you. </div> </div>
<div>19</div> <div>monday</div>	<div>priorities</div>
<div>20</div> <div>tuesday</div>	<div>priorities</div>
<div>Student Organization Orientations – Alumni Lounge at 11:30 a.m.</div>	

<b>21</b> wednesday	priorities
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>22</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m.	
<b>23</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>24</b> saturday	reminders

# March 2012

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

<div>25</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Have a great Spring Break!</div>
<div>26</div> <div>monday</div>	priorities
Spring Break	
<div>27</div> <div>tuesday</div>	priorities
Spring Break	

<div>28</div> <div>wednesday</div>	<div>priorities</div>
<div>Spring Break</div>	
<div>29</div> <div>thursday</div>	<div>priorities</div>
<div>Spring Break</div>	
<div>30</div> <div>friday</div>	<div>priorities</div>
<div>Spring Break</div> <div>Jum'a Prayer – Smith Auditorium from noon–2 p.m.</div>	
<div>31</div> <div>saturday</div>	<div>reminders</div>

# April 2012

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

<b>1</b> sunday	<b>priorities</b>
	<b>Tip of the Week</b>  Did you know Willamette has an academic calendar? Never sure when add/drop days are, or when your final exams will be — then check out this online calendar at <a href="http://willamette.edu/dept/registrar/calendar/index.html">willamette.edu/dept/registrar/calendar/index.html</a>
Palm Sunday <i>Marie Watt: Lodge</i> exhibit closes – Hallie Ford Baseball v. Pacific – John Lewis Field at 1 p.m.	
<b>2</b> monday	<b>priorities</b>
<b>3</b> tuesday	<b>priorities</b>
Baseball v. Corban – John Lewis Field at 4 p.m.	

<div>4</div> <div>wednesday</div>	<div>priorities</div>
<div>Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</div>	
<div>5</div> <div>thursday</div>	<div>priorities</div>
<div>University Convocation – Cone Chapel at 11:30 a.m.</div> <div>Holy Thursday</div>	
<div>6</div> <div>friday</div>	<div>priorities</div>
<div>Good Friday</div> <div>Good Friday Worship Service – Cone Chapel noon</div> <div>Jum'a Prayer – Smith Auditorium from noon–2 p.m.</div>	
<div>7</div> <div>saturday</div>	<div>reminders</div>
<div>Passover begins at sundown</div>	

# April 2012

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

<div>8</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div>Did you know Willamette has Residential Services to help you with all your housing needs? Residential Services is there to support needs including maintenance request, general questions, room costs and much more. Residential Services is located in the northeast corner of Doney Hall. Hours: 8 a.m.–5 p.m., Monday–Friday</div>
Easter JSU Seder (tentative)	
<div>9</div> <div>monday</div>	priorities
JSU Seder (tentative)	
<div>10</div> <div>tuesday</div>	priorities
Baseball v. Pacific – 6 p.m.	

<b>11 wednesday</b>	<b>priorities</b>
Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>12 thursday</b>	<b>priorities</b>
University Convocation – Cone Chapel at 11:30 a.m. Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m.	
<b>13 friday</b>	<b>priorities</b>
Holy Friday Passover ends Jum'a Prayer – Smith Auditorium from noon–2 p.m. Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m.	
<b>14 saturday</b>	<b>reminders</b>
Theatre Production Preview of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m. Senior Art Majors exhibit opens – Hallie Ford Baseball at Whitman – noon	

# April 2012

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

<b>15</b> sunday	priorities
	<b>Tip of the Week</b> Did you know Willamette uses Residence Life to make your time on campus more enjoyable? Residence Life's ultimate goal is that through the positive shared experience of living in the residential halls, you leave a more well-rounded, socially-aware and confident human. Residence Life is located in Doney Hall. Hours: 8 a.m.–5 p.m., Monday–Friday
Pascha Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m. Baseball at Whitman – noon	priorities
<b>16</b> monday	
<b>17</b> tuesday	priorities
Student Organization Orientations – Alumni Lounge at 11:30 a.m. Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 2 p.m.	

<b>18</b> wednesday	priorities
Student Scholarship Recognition Day Campus Life Honors and Awards – Cat Cavern from 7–9 p.m. Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>19</b> thursday	priorities
University Convocation – Cone Chapel at 11:30 a.m. Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m. Yom HaSho'a	
<b>20</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m. Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m.	
<b>21</b> saturday	reminders
Wulapalooza Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 7:30 p.m. Baseball v. Whitworth – John Lewis Field at noon	

# April 2012

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

<div>22</div> <div>sunday</div>	priorities
	<div>Tip of the Week</div> <div> <p>Did you know Willamette has a student copy center? If you need color printing or large quantities then this is the place for you. Paw Prints Copy Center is located on the first floor of the University Center. Hours: 7:30 a.m.–5 p.m., Monday–Friday</p> </div>
Baseball v. Whitworth – John Lewis Field at noon	
<div>23</div> <div>monday</div>	priorities
<div>24</div> <div>tuesday</div>	priorities
Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 2 p.m. Baseball v. Corban – 4 p.m.	

<div>25 wednesday</div> <div>Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.</div>	priorities
<div>26 thursday</div>	priorities
<div>27 friday</div> <div>Jum'a Prayer – Smith Auditorium from noon–2 p.m.</div>	priorities
<div>28 saturday</div> <div>Baseball at Puget Sound – noon</div>	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/May 2012

<p><b>29</b> sunday</p>	<p>priorities</p>
<p>Baseball at Puget Sound – noon</p>	<p><b>Tip of the Week</b></p> <p>Did you know Willamette has an Art Museum? The museum holds a collection of art with changing exhibitions. The Hallie Ford Museum of Art is located at 700 State Street. Hours are 10 a.m.–5 p.m., Tuesday–Saturday, and 1–5 p.m. on Sunday. It’s free; just bring your student ID.</p>
<p><b>30</b> monday</p>	<p>priorities</p>
<p>Beltane Theatre Production of <i>The Adding Machine, the Musical</i> – Pelton Theatre at 2 p.m.</p>	
<p><b>1</b> tuesday</p>	<p>priorities</p>
<p>Last day of classes IM Mushball Registrations due – 2nd Floor UC at 3 p.m.</p>	

<b>2 wednesday</b>	priorities
Study day Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>3 thursday</b>	priorities
Study day	
<b>4 friday</b>	priorities
Spring Semester final examinations begin Mindfulness in Montag – Montag Den all day Jum’a Prayer – Smith Auditorium from noon–2 p.m.	
<b>5 saturday</b>	reminders
Buddah Day	

# May 2012

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

6 sunday	priorities
	<b>Tip of the Week</b>  Did you know Willamette has a bike shop? Want to rent a bike for the day or fix the one you already have, these folks can help you out. Located on the 1st floor of the University center, behind the mail boxes. Hours: 2–5 p.m. Monday, Wednesday and Friday along with noon–3 p.m. on Tuesday and Thursday
Study day	priorities
7 monday	
Mindfulness in Montag – Montag Den all day	
8 tuesday	priorities

<b>9</b> wednesday	priorities
Spring Semester final examinations end Mid-Week Prayer Service – Cone Chapel at 12:30 p.m.	
<b>10</b> thursday	priorities
Senior Soiree from 4–6 p.m.	
<b>11</b> friday	priorities
Jum'a Prayer – Smith Auditorium from noon–2 p.m.	
<b>12</b> saturday	reminders
Baccalaureate	

# May 2012

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

<b>13</b> sunday	priorities
	<b>Tip of the Week</b> Did you know it is time for you to go have a fun summer? Rest, relax, refresh.
Commencement	
<b>14</b> monday	priorities
<b>15</b> tuesday	priorities









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College of Liberal Arts  
College of Law  
Atkinson Graduate School of Management  
Graduate School of Education

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

[willamette.edu](http://willamette.edu)