

A STUDENT'S HANDBOOK:



Fall 1984/Spring 1985



GUIDE TO WILLAMETTE UNIVERSITY



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OFFICES AND SERVICES

ADMISSIONS

Ground Floor, University Center
8-12, 1-5 p.m.
Monday-Friday
370-6303

Frank Meyer, *Director*
 Teresa Hudkins, *Associate Director*
 Susan Rauch, *Assistant Director*
 Shelley Sump, *Admissions Counselor*
 Dawn Saddler, *Secretary*

The Admissions Office recruits and reviews the applications of all prospective students seeking admission to the University. Although most contact with the Office ends after acceptance, current students are asked to assist Admissions in a number of ways. Tour guides and hosts for visiting prospective students are needed, as well as volunteers to telephone students from their home areas. Enrolled students are encouraged to provide the Admissions Office with the names of prospective students.

BOOKSTORE

Ground Floor, University Center
8:30 - 5 p.m.
Monday-Friday
10 - 5 p.m.
Saturday
370-6315

The Willamette University Bookstore sells all required textbooks and supplies. In addition, there is a large selection of books (including popular fiction, reference, humor). Students can also purchase Willamette University sportswear, toiletries, greeting cards, art supplies, records and tapes, magazines, and miscellaneous gifts. The Bookstore also sells candies, gum, cigarettes, snacks, and other odds and ends.

Returning and Selling Books

Students are advised to keep textbook receipts as unused books may be returned only during the first two weeks of each semester. Used texts may be sold back to a book company at the end of the semester through the Bookstore.

Special Orders

Special books, study guides and supplies not normally available in the Bookstore may be specially ordered either in the store or by phone.

BUSINESS OFFICE

South Wing, Bishop Center
8-12, 1-5 p.m.
Monday-Friday

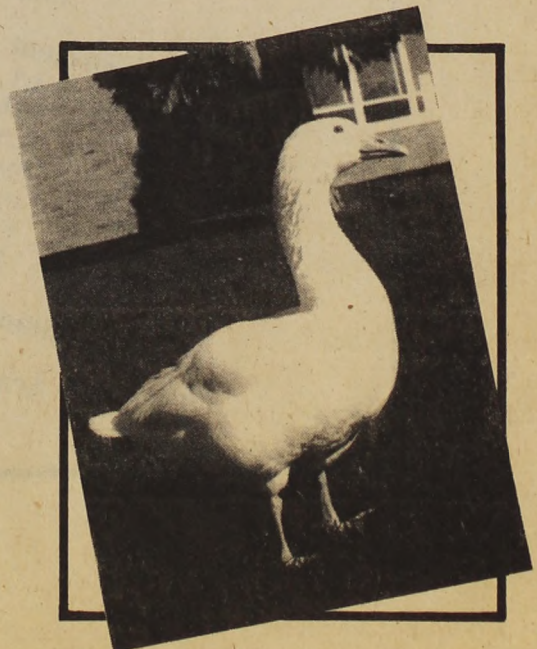
The Business Office at Willamette University handles billing and payment of tuition and fees, disburses and collects loans, disburses payroll checks, assigns long distance access numbers, and is responsible for all accounting transactions for the University.

Loan Office
370-4346

The loan office disburses and collects NDSL checks, disburses bank loan checks, and collects on emergency loans.

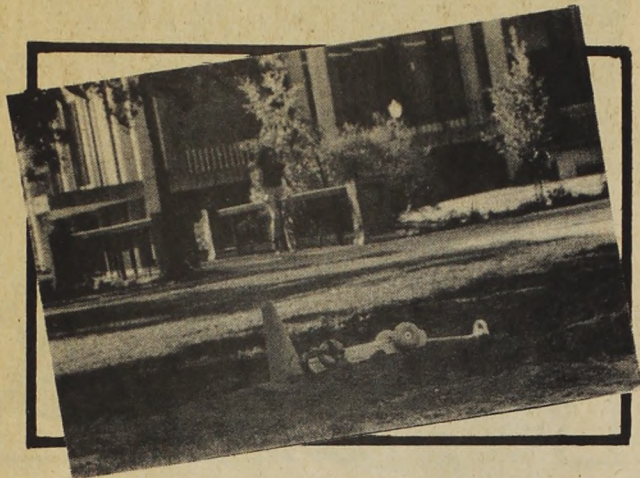
Cashier
370-4350

The cashier receives payments on all charges, loans, and fines and also disburses ASWU petty cash and emergency loans. Checks (\$50 maximum limit) may be cashed with student ID. However, any NSF check will result in a \$10 fee and if more than two checks are returned NSF, check cashing privileges will be forfeited.



Student Accounts 370-4346

The student accounts office is responsible for billing and collection of tuition and room and board charges. Several payment plan options are available to help defer the cost of attendance during the school year. If a deferred payment plan is not selected, payment is due *in full* on fee payment day.



Payroll Office 370-4351

Payroll checks are disbursed on the first working day of each month. Checks under \$50 may be cashed at the Cashier's window. Salary advances are not allowed.

Telephone Service and Long Distance Billing

Resident students may obtain a long distance access number that allows toll telephone calls. Students are responsible for the security of their access number and are billed for their calls by the University. Access numbers are assigned during fee payment or in Room 15 of the Business Office.

GOVERNING COMMITTEES OF THE UNIVERSITY

Administrative and Faculty Committees

Contact Margaret Brenneman, Administrative Assistant to the Dean, 370-6285, for more information.

Academic Council

Jody Engel, Chair

Academic Programs Committee

Robert Hess, Chair

Academic Status Committee

Richard Lord, Chair

Admissions Committee

Robert Hawkinson, Chair

Off-Campus Studies Committee

Paule Drayton, Chair

Faculty Resource Committee

Catherine Collins, Chair

Faculty Council

Wright Cowger, Chair

Instructional Resources Committee

Lane McGaughy, Chair



University Committees

Contact the Secretary to the Vice President for Student Affairs, 370-6447, for more information.

Campus Student Affairs Committee

Educational Programs Committee

Standards Committee

Board of Trustees Committees

Contact Alma Harrison, Secretary to the President, 370-6209, for more information

Academic Affairs Committee

Campus Religious Life Committee

College of Liberal Arts Committee

Development Committee

Student Affairs Committee

University Facilities Committee

COPY CENTER

Basement, Waller Hall

8-12, 1-5 p.m.

Monday-Friday

Chris Payton, *Director and Univ. Purchasing Agent*

Mike Schwabenland, *Copy Center operator*

Photocopying services provided by the Copy Center include copies of originals on a large selection of paper colors and thicknesses. The first copy costs 10¢ and then decreases to 2¢ to 3.4¢ depending on paper costs. The Center also makes reductions, paste-ups, and new masters, and punches holes, staples, glue-binds, and cuts.

Authorized persons may charge to departments, otherwise, bills must be paid in full upon receipt of the work. A 24 hour work time is recommended, but jobs may be completed sooner depending on the work load.

Photocopy Machines

Photocopy machines are located in the following places: the University Library, Media Services, the Law School Library, and the G.S.M. Library. Each copy costs 5¢.



FINANCIAL AID

Ground Floor, University Center

8-12, 1-5 p.m.

Monday-Friday

370-6273

Jim Woodland, *Director*

Bea Blake, *Assistant Director*

Fran Coursey, *Work-Study Director*

Beverly Walker, *Secretary*

Appointments are advisable, but walk-ins will be accepted if no other appointments are scheduled.

Incoming and enrolled students may be eligible for grants of financial aid to assist them in meeting their costs of attending Willamette. Financial aid is granted as scholarships, need grants, loans, and work study in combinations that the Financial Aid Office determines will best meet the need of the student. The University distributes financial aid



on the basis of need with some scholarship exceptions based on academic or activity achievement or citizenship. Each applicant must have on file in the Financial Aid Office a completed Financial Aid Form (FAF) to establish need. Students seeking to establish and renew need must file a FAF with the College Scholarship Service by February 1. The forms are located in the Financial Aid Office. Grants of aid are divided between semesters for each academic year and are renewed on the basis of academic record and continued need. Notice of award is made after April 15.

A student who has been awarded assistance and fails to complete a full academic load (three or more credits) for the semester in which the aid was used, must petition the Financial Aid Office for consideration in future semesters. A student on academic probation at the completion of the semester must also petition the Financial Aid Office for continued assistance. Financial Aid cannot be used to pay advanced payments, deposits or contract breakage fees. Failure to pay required deposits may cause a financial award to be withdrawn.

Scholarships are available through Willamette from outside sources which are not distributed through the Financial Aid Office. They are usually limited to students with specific career, cultural, or geographical requirements. Information about these awards is kept in the Financial Aid Office and is available upon request.

Changes in financial position which occur after aid has been granted should be reported to the Office, allowing for review and recommendation of changes in the award or suggestions of other solutions to financial hardships.

Grants of work study are included in many financial aid awards. Students who are given work study funds must work for accepted employers to collect the money. Current work study positions are posted on the bulletin board on the ground floor of the University Center. Work study employment forms are available in the Office.

Tax information and forms can be found in the display carousel in front of the mail room.

FOOD SERVICES

Basement, Doney Hall

8 - 5 p.m.

Monday-Friday

380-6005

Mike Lee, *Director*

Phil O'Bryon, *East Manager*

Glenn Uyeda, *West Manager*

SAGA Food Service provides meals for all on-campus students except to sorority housing. It also provides catering service, as well as special packages of food for gifts, to students, staff, and faculty at Willamette.

Meal Stickers

Students on the University meal plan receive meal stickers for their identification cards at registration and fee payment at the beginning of every semester. These meal stickers can also be obtained at the Food Services Office. To eat at a dining hall on campus, a student has to show a valid I.D. card with its meal sticker to the checker at the entrance. If the card is lost, it can be replaced at Media Services, for a \$5 fee (I.D.) and \$5 sticker fee. Meals are not served on campus during Thanksgiving, Christmas, or Spring Break.

Off-Campus Students

Many off-campus students have found it time consuming to shop, prepare and cook their own food as well as clean up. Food Services has devised two special meal plan options for those non-boarding students who wish to eat on campus. The "19 meal plan" entitles a student to all meals seven days a week for a cost of \$700 per semester. The "punch card plan" allows more flexibility as it can be used at the purchaser's discretion, as follows:

- 1 punch : breakfast
- 2 punches : lunch
- 3 punches : dinner
- 4 punches : specialty dinners

Cost for the "punch card plan" varies and detailed information can be found at the Food Services Office.

Guests

Guests wishing to dine on campus may pay for meals at the dining room of their choice. Meal prices are posted

Special Diets

Any student's request for a special diet will be honored by Food Services when prescribed and approved in writing by a medical doctor. Any student can bring such requests to the Director of Food Services, Mike Lee, who will notify the cafeteria manager.

"Cat Cavern"

In addition to dining room service there is also a snack bar, "Cat Cavern" which is located on the main floor of the University Center. This snack bar specializes in deli and grill sandwiches, with fresh fruit, and a salad bar. Meal cards may not be used in the Cat. Hours are as follows:

- | | |
|---------|------------------|
| Mon-Fri | 7:30-4; 6-9 p.m. |
| Sat | Closed |
| Sun | 6-9 p.m. |

Special Services

Besides catering to all special events on campus, Food Services can also provide a delivery of coffee (including cups, cream, sugar and napkins) to a number of different locations on campus for a minimum charge of \$9. The "Care Package" program offers such snacks as jumbo chocolate chip cookies and milk, cakes, cheese and cracker trays and fruit and

When Emergencies Strike: **SHORT-TERM LOANS**

CASH LOAN

\$50.00 or less

1. No interest if paid within 30 days, then 3% compounded annually.
2. Must be paid in full by the end of the semester.

EMERGENCY LOAN

\$50.00 to \$200.00

1. 3% interest accrues annually at the creation of the loan. (Usually waived.)
2. Must be paid in full according to the payment terms before graduation.

Short-Term Loans are intended to be used only for educational-related expenses and require three days to a week for processing. Apply for the loans at the Financial Aid Office from the Work-Study Director.

cheese baskets and delivers such packages to anyone on campus.

Requests for bulk take-out meals (picnics, sack lunches, etc.) may be made by any organized University-sponsored club, team or residence hall. Requests need to be arranged by an advisor or head resident at least one week in advance, with a confirmation of the total number of participants three days before the event.

Individual sack lunches may be ordered through the separate dining halls and are limited to school-related functions (no sack lunches may be ordered for personal reasons). These requests can be made by contacting the Food Services Office at least 24 hours in advance. If a take-out lunch is not a more expensive meal than planned for serving then boarders will not be charged. However, non-boarders will be charged for their food. Student meal cards must be presented when the food is picked up.

Food Comment Committees

Food Comment Committees are designed to allow students to voice any concerns as to dining halls and food service, all in the presence of Food Services managers. Held monthly, these meetings are open to any student on campus and times and dates are posted. New this year to Willamette will be an All-Star Food Comment Committee, made up of A.S.W.U. officers, administrators and the Food Service Director. This committee will attempt to iron out any problems between students and Food Services that haven't been solved in regular committees.

Employment

Each year Food Services has openings for student employment. Interested students can contact either of the Food Services Managers or the Director. However, since this is a work/study position it fills up quickly and it is best to apply as early as possible.

Any Questions?

Questions and comments concerning catering, special diets and Food Services in general should be directed to Phil O'Bryon (370-6006), Glenn Uyeda (370-4210) or Mike Lee (370-6005).

MAIL ROOM

Ground Floor, University Center

10-4 p.m.

Monday-Friday

370-6300

The mail room on campus handles both on and off campus mail. Mailboxes are provided for all undergraduate students who are assigned a box number upon arrival. Mailing addresses should include:

Name
Willamette University
Box Number
Salem, Oregon
97301

The last pick-up of outgoing off-campus mail is at 3 p.m., Monday thru Saturday. No mail is picked up or delivered on Sunday. Upon leaving the University each summer, students are asked to leave a forwarding address and return their mail key to the mail room.

Switchboard

Located in the mail room is the University Switchboard, the information center on campus. Students wishing to know such things as another student's extension number or general campus information should call here for answers.

MEDIA SERVICES

Basement, Waller Hall

8 - 12, 1 - 5 p.m.

Monday-Friday

379-6054

John Diehnel, *Director*

Cathey Steffens, *Secretary*

The Media Center provides a wide variety of services and equipment for student use. Slide projectors, motion picture projectors (16 mm only), film strip projectors, record players, audio cassette and reel-to-reel recorders and players, video cassette equipment, opaque projectors, and projection screens may be borrowed. Media Services duplicates audio tapes, binds reports with comb-style binding, laminates, and reproduces overhead transparencies. Replacement student I.D. card photographs are taken on Tuesday from 2 - 3 p.m. and Wednesday from 3 - 4 p.m. for \$5.

The Media Services staff will consult and advise students on media production, printing, poster production and projects and recommend in-town typesetters. Any actual production work is charged at an hourly rate.

Most equipment may be checked out for classroom and special program use with prior faculty or staff approval. Advance reservations for equipment should be made to assure availability. Video cassette recorders and other audio-visual equipment may be rented by students for non-academic purposes -- the use of video cassette equipment to show rented video tapes is considered non-academic and a rental charge is required.

Typing Service

A list of persons who are willing to provide typing services can be found in the Career Guidance Office in the Bishop Center. The University Center's Miscellaneous Services Board lists the names and phone numbers of typists who can be contacted for typing research papers and other projects. Students also may use the typewriters in the typing room in the basement of the Library.

Darkroom Facilities

The Publications Board of ASWU maintains darkroom facilities in the Publications Room in the ground floor of the University Center. The use of the facilities must be arranged in advance with the Darkroom Manager or the Publications Board Chairperson.

NEWS BUREAU

Basement, Doney New Wing
8 - 12, 1 - 5 pm.

Monday-Friday
370-6014

Linda Possell, *Director*
Tina Richards, *Publications*
Debbie Wilson, *Secretary*

The News Bureau serves as the news and publications clearinghouse for the University. Hometown press releases are sent about students and what they have accomplished at college throughout the year if students authorize the information to be released. Advice and reference to in-town printers for publications is provided to students who are working on University projects. Copies of the Willamette Scene are free from the Bureau during regular business hours.



REGISTRAR'S OFFICE

Ground Floor, University Center
8:30 - 12, 1 - 4:30 pm
Monday-Friday
370-6206

Buzz Yocom, *Registrar*
Thelma Carroll, *Assistant Registrar*
Lucille Finn, *Teacher Placement*
Leah Garcia, *Recorder*
Bev Weeber, *Receptionist*

The Registrar's Office maintains the official records of the academic activity for all students of the University. Students

are responsible for verifying the accuracy of their transcripts and petitioning for changes in their official records if an error exists.

Students are mailed confirmation of their class schedules, as they will appear on the transcripts and grade reports, at least three (3) times during each semester. Enrollment change cards are available from the Registrar's Office and must be completed and signed by all affected parties before returning to the Registrar for recording. All deadlines for enrollment changes, classes available each semester for the General Education Program, and final examination schedules are stated on each semester's Schedule of Classes.

If a student fails for legitimate reasons to meet the deadlines for enrollment changes they may petition the Academic Status Committee by picking up and completing the regular petition form available in the Registrar's Office. Directions for completion of the petition are on the reverse side of the form. No petitions to alter CR/NC deadlines will be considered.

Information concerning General Education Program, major requirements, graduation and petitions for graduation is available in the Registrar's Office.

Transcript requests will be accepted in writing or by completing the transcript request form available in the Office. Phone requests will not be accepted. The first official transcript will be free and all subsequent copies will be provided at \$2.00 for the first copy and \$1.00 for each additional copy ordered at the same time.

An after-hours drop box is located on the Registrar's Office door for students filing forms and petitions before the stated deadlines.

Credit/No Credit Grading

If a student wishes to designate a class to be graded Credit/No Credit he/she must file a request within the first two weeks of the semester. No new students may take a class CR/NCR during the first semester of their studies at W.U. Other students may take only one credit per semester on a CR/NCR designation and not more than one credit in one subject field. Courses which are normally offered CR/NCR do

not apply under the restrictions. The grade CR is given for work earning a C- or above. No credit is given to work earning below a C-.

Academic Achievement

At the conclusion of each semester, the academic records of all students are reviewed by the Academic Status Committee. The Committee is composed of Faculty, Administrators, and students who apply four criteria to determine if students are not meeting academic expectations. The criteria include:

1. Semester GPA below 2.00
2. Cumulative GPA below 2.00
3. Completion by a fulltime student of less than three credits.
4. Serious academic difficulties as determined by the Academic Status Committee.

If the Committee determines that a student is not fulfilling the academic requirements, they may impose any of the following sanctions upon the offender; (1) warning about academic progress; (2) placed upon academic probation; or (3) dismissed from the University. If a student is placed on Academic Probation, they are ineligible to represent W.U. in any public performance or hold a major campus office, subject to review for financial aid grants, and subject to dismissal for continued insufficiency. Students placed on academic probation should see their academic advisors as soon as possible to review their academic goals, activities, and realities.

Changing Advisors

A student should ask a new advisor for permission to submit their name and complete a change of Advisor form. Neither advisor is required to sign the form.

Complete Withdrawal from the University

The form for a complete withdrawal is found on the back side of the Enrollment Change Card and may be obtained from the Registrar's Office.

Grades and Credits

All undergraduate courses are recorded in credits -- each credit is equal to four semester hours, one-half ($\frac{1}{2}$) credit equals two semester hours, and one-quarter ($\frac{1}{4}$) credit equals one semester hour. A total of 31 credits are required for graduation. Students must pass English Proficiency, Math Proficiency and classes from the Part A and Part B groups to complete a liberal arts course of study and earn a degree from Willamette University. A careful plan for graduating should be established between every student and their advisor, this helps assure that all the requirements for graduation are fulfilled.

The Grading System

A = 4.0 Quality Points	C+ = 2.3 Quality Points
A- = 3.7 Quality Points	C = 2.0 Quality Points
B+ = 3.3 Quality Points	C- = 1.7 Quality Points
B = 3.0 Quality Points	D+ = 1.3 Quality Points
B- = 2.7 Quality Points	D = 1.0 Quality Points
	F = 0.0 Quality Points

CR = Credit. 0 Quality Points, but credits count toward graduation. Not calculated in the GPA

NC = No Credit. 0 Quality Points and credits do not count toward graduation. Not calculated in GPA

I = Incomplete. Given only in case of illness or other verifiable emergency.

T = Continuing project. Given when the instructor determines there are legitimate reasons to grant and extension of time.

W = Withdrawal.

Grades in the A range denote excellent work; in the B range, good work; in the C range, average work; in the D range, inadequate work; and F denotes failing work.

All grades of T and I will be accompanied by a contingency grade. All work must be completed within 30 days of the next semester of attendance. If the Registrar's Office does not receive a new grade from the instructor within the 30 day deadline the contingency grade will be recorded as the final grade.

Declaring a Major/Minor

Students are expected to file a declaration of major or minor in any area by completing the Major or Minor Declaration form including the signature of the Department Chairman. Majors must be declared by the end of the Sophomore year while minors may be declared at any time. The forms are available in the Registrar's Office.

Petition to Graduate

All persons planning to graduate in a semester must complete a petition for a degree during the first 30 days of the semester. The forms will be placed in the student's Willamette University Mail Box.

FOREIGN STUDY AT LA WILLAMETTE

Willamette offers six foreign study programs in cooperation with Pacific Lutheran University, University of Puget Sound, Gonzaga University, and Whitman College. Students must apply to the programs through Associate Dean Jim Bjorquest's Office (Walton 116, 370-6256) a semester before the program is scheduled. The Selection Committee chooses participants based on academic performance, background-related qualifications, and the tie-in between the student's major and the program's emphasis. Juniors and seniors who have not previously participated in a study abroad program are given initial preference. Willamette University financial aid grants apply to the cost of the six foreign study programs offered by W.U. but not other programs.

Students interested in a semester of off-campus study should contact Dean Bjorquest for the complete details of the program as well as language and class requirements. A Request for Preliminary Approval of Credits to be Earned Through Foreign Study Form should be filed with the Registrar (the forms are available in the Registrar's Office) before departing on foreign study.

Complete descriptive information of the programs and other foreign study options may be found in the Associate Dean's Office.

The Willamette Foreign Study Programs

London, England
Paris, France
Munich, West Germany
Kawagoe City, Japan
Salamaca, Spain
Guadalajara, Mexico

Every semester
Next Offered - Spring 1986
Every Year
Next Offered - Fall 1985
Next Offered - Spring of 1985 and 1987
Next Offered - Fall of 1984 and 1986

Willamette offers programs of study at Washington, D.C. at the American University Campus in American Studies and in New York at the United Nations. Information and applications are available from the Associate Dean's Office.

INTERSHIPS

Willamette's closeness with the State, County, and City Governments, the Correctional and Medical/Mental Institutions, and Business Center and Headquarters allow students to apply and develop their skills in actual work situations. Internships are available through the academic departments and the University Internship Program. The Political Science and Psychology Departments offer their own internship program, the other departments use the college-wide network.

Students may choose from three types of internships. The Intern Program is supervised by the Associate Dean of the College of Liberal Arts Jim Bjorquest. Applications and detailed information are available from the Dean's Office in Walton 116.

Insight Internship (1/2 credit) Students are placed in an office, agency or with an individual in a career position in which the student believes he might have a career interest and which requires a college education. The purpose of the internship is to acquaint the student with the demands and opportunities of the field and to learn the kinds of skills, reasoning ability and liberal arts preparation necessary to be successful in the field. The program is open to second semester freshmen and selected sophomores.

Major Program Internship: (1 or 2 credits) Students are placed in an office, agency or with an individual related to the student's academic major. The purpose of the internship is to allow the student to gain further knowledge of a dimension of his or her major field of study and to provide participating agencies, offices or personnel with student research capabilities. The program is limited to students with a declared major relevant to the field in which they will intern. Priority will be given to students with junior and senior academic standing.

Professional Internship: (1 or 2 credits) Students are placed in an office, agency or with an individual in a position engaged in a profession of definite career interest to the student. The student would be expected to be able to assume staff level responsibilities. The purpose of the internship is to help the student bridge the gap between liberal arts and a possible career. In order to qualify for the program a student must demonstrate that he or she has adequate skills and background to allow the assumption of a position of responsibility and judgment.

It is anticipated that only well prepared and highly motivated students will qualify for this program. Senior or graduate standing is required.

COMBINED DEGREE PROGRAMS

Willamette offers five combined degree programs with its own colleges and other universities. Admission into a combined degree program is based on criteria established by selection committees. Students interested in detailed information should contact the specific program advisors.

Combined Plan Management Program

(Three Years at the College of Liberal Arts, two years at the W.U. Graduate School of Management.)
Contact: Mark Choate, GSM, 370-6444.

Combined Plan Forestry Program

(Three Years at W.U., two years at Duke University.)
Contact: Scott Hawke, Biology, 370-61812.

Combined Engineering Program

(Three or four years at W.U., two years at Columbia or Stanford University.)
Contact: M.B. Stewart, Physics, 370-6373.

Combined Plan Elementary Education Program

(Two years at W.U., two integrated years at Western Oregon State College and Willamette.)
Contact: Jody Engel, Education, 370-6343.

Combined Plan Computer Science Program

(Three Years at W.U., two years at the University of Oregon or the Oregon Graduate Center.)
Contact: J. Michael Dunlap, Computer Science, 370-6165.

UNIVERSITY FACILITIES

UNIVERSITY LIBRARIES

Main Library

Academic Year:

Monday-Thursday	8 a.m.-11 p.m.
Friday	8 a.m.-6 p.m.
Saturday	10 a.m.-6 p.m.
Sunday	Noon-11 p.m.

Semester Break:

Monday-Friday	8 a.m.-5 p.m.
Saturday-Sunday	Closed

370-6312

Sandy Weronko, *Head Librarian*
 Dixie Bennett, *Reference*
 Jeri Parparet, *Circulation*
 Erica Miller, *Periodicals*
 Doug Pugsley, *Inter-Library*

The Main Library houses over 300,000 volumes of books, reference encyclopedias and indexes. Newspapers and periodicals, including foreign publications, can be found in the basement in the Periodicals Reading Room. Computer printouts listing periodical holdings and locations are placed at various locations in the library.

Other Services

The Main Library also provides a computer terminal and a typing room for student use. A collection of college catalogs is printed on microfiche and stored across from the Circulation Desk on the main floor. If a certain book cannot be found in the library it can be ordered through the interlibrary loan service. Books may be ordered from around the country and arrive on campus within seven to ten days.

At the Circulation Desk a student may check out past exams and other materials that instructors have placed on reserve for student use. Xerox machines are on hand for use at 5¢ per page. The library also has a machine that can make paper copies from microfilm.

Checking Out Books

Though newspapers and periodicals may not leave the Main Library, books may be checked out for three weeks and may be renewed unless requested by another borrower. Fines on overdue books are 10¢ per day, with no grace period.

Calculators and cassette players may be checked out for a period of two hours. Materials on reserve and past exams vary in the times they are able to be on loan, depending upon the instructor's specifications. All of these materials can be obtained at the Circulation Desk and overdue fines are 50¢ per hour/day.

some library options

G.S.M. Library, G.S.M. building

Undergraduate students have the same check-out and use rights as G.S.M. students
 8 am - 11 pm monday-friday

Oregon State Library, 1005 Broadway, N.E., 2nd floor
 Students can use the library facilities and resources but may not checkout materials
 11 am - 5 pm monday-friday
 378-4239

Salem Public Library, 585 Liberty S.E.

Students can obtain a Salem Library card by presenting their W.U. student I.D. card
 10 am - 9 pm tuesday, wednesday, thursday
 10 am - 6 pm monday, friday, saturday
 1 pm - 5 pm sunday
 588-6052

W.U. College of Law library, Collins Legal Center

Undergraduate students have the same check-out and use rights as law students
 7:30 am - 11 am monday-friday
 9 am - 11 pm weekends
 370-6386

SPARKS CENTER

7 a.m.-10 p.m.

Daily

Cage/Reservations

370-6219

Intramurals

370-4489

Pool

370-4475

Director's Office

370-6063

Brad Victor, *Director*

Complete with a 25-meter swimming pool, racquetball and handball courts, weight room and locker rooms, Sparks Center is available for use by Willamette undergraduate, graduate and law students, faculty, staff and Alumni donors, and Sparks Center members, as well as their immediate families. Sparks Center also accomodates P.E. courses, intramural and intercollegiate athletic practices and competitions and intercollegiate events. The building is completely equipped with handicapped facilities.

Court Reservations

Racquetball and handball courts may be reserved by calling the Cage 24 hours in advance, Monday thru Friday. Saturday and Sunday is open play. Eyeguards are required at all times and may be checked out at the Equipment Room.

Equipment Room

Equipment is available for use at Sparks Center including lockers and towels (with a deposit) that are obtained at the Director's Office. Badminton, volleyball and tennis equipment are also available at the Equipment Room, downstairs.

Group Use

Groups directly affiliated with Willamette University may reserve portions of Sparks Center for group activities. Reservations and possible cost information are available from Brad Victor.

University Center

7 a.m.-11 p.m.
Monday-Thursday
7 a.m.-Midnight
Friday
9 a.m.-Midnight
Saturday
10 a.m.-11 p.m.
Sunday
370-6267

Jeannette Pai-Thompson, *Director*

The University Center is the hub of campus activities with services and facilities available for use by all students, faculty, and staff.

Ground Floor

Admissions Office
Bookstore

Financial Aid Office
Mail Room
Registrar's Office
Student Publications
Word Processing

Main Floor

Bear Cat Cavern and Dining Rooms
Bulletin Boards
Chaplain's Office
Information Desk and Check Cashing Service
Main Lounge
Office of Residence Life
Student Activities and University Center Office

Upper Floor

Administrative Offices
President's Office, Jerry Hudson
Assistants to the President
Richard "Buzz" Yocom
Chris Call
Vice President for Student Affairs, Rosemary Hart
Vice President for Academic Affairs, Sam Hall
A.S.W.U. Offices
Conference Rooms
Student Organization Room
Alcohol Consumption Education
Willamette International Students
Oregon Student Public Interest Research Group
Third World Student Organization
Willamette Outdoors
Independent Hall Association
Television Lounge



THETFORD LODGE

Not far from campus, on the North Fork of the Little Santiam River, is Thetford Lodge. This university-owned building offers a chance to break away from studies and pressure in its peaceful, rustic setting. Thetford may be reserved year-round for use by any recognized Willamette University organization, though all groups must be accompanied by a Willamette faculty or staff member. During the academic year, it is possible to arrange for meal service at Thetford as well. Interested groups should contact the Business Office for details on availability and reservations.

STUDENT AFFAIRS

CAMPUS SAFETY

Main Floor, East Waller Hall

Office

8-12, 1-5 p.m.

Monday-Friday

Mobile Unit

24 Hour

370-6000 or 370-4911

Harold Schmelzer, *Director*

Donald Wingo, *Asst. Director*

Campus Safety's goal is to insure a safe and secure environment that allows the academic achievement of students to advance unimpared. The staff provides assistance, information, and advice on crime prevention, fire safety, parking and other campus security issues. Safety Officers will intervene in social activities only when behavior becomes self-destructive, hazardous, or bothersome to others.

Prevention of Emergencies

Campus Safety serves a dual purpose in that it is not only an enforcement agency but a community service agency as well. Security Officers are eager to instruct students and staff in crime and accident prevention by offering ways to deter burglaries, rape, fire and property damage. Any student should feel free to stop in or call the office to learn such techniques. Knowledge of such procedures, as well as learning the locations of fire extinguishers, exits and alarms in residence halls and campus buildings can save lives.

In an Emergency

The cooperation of Willamette University students and staff is vital both in preventing and investigating emergencies that occur on campus. If an emergency occurs, Campus Safety relies on any witnesses or victims to report the incident. In the absence of a Head Resident, Safety Officers are available to assist with medical problems and help students who are locked out of their rooms. Uniformed officers may ask for Willamette I.D. cards and are authorized to do so for the safety and security of the campus.

Parking

A \$5 parking permit is required each year for all vehicles to be parked on campus. Citations for parking violations are issued and must be contested within five business days from the day of receipt. A complete list of rules and regulations, as well as places to park is given out with the permit, which may be obtained at the Campus Safety Office.

IF YOU . . .

. . . ARE RIPPED OFF: The University is not responsible for a student's personal belongings. However, if you ARE ripped off:

1. *Report the theft to Safety and to the Police immediately. Don't hesitate to name any suspects or witnesses.*
2. *Immediately notify your head resident of any theft.*

. . . ARE ATTACKED: Every woman should consider this possibility BEFORE it happens and make full use of the Escort Service provided. Any loiterers should be reported to either a Head Resident or Campus Safety. However, if you ARE attacked:

1. *Scream, break loose, run and continue screaming.*
2. *Memorize the attackers face and clothing.*
3. *As soon as you are free, call Safety and the police. Request that a female officer respond to your call, if you wish. The advantage of calling the police is that: (1) they will pay for an evidence-gathering examination at the hospital; (2) they will transport you to the hospital if you wish; (3) they can start looking for the attacker immediately.*
4. *Do not shower or throw away clothes or other articles that could serve as evidence.*
5. *Ask a friend to accompany you to the hospital and during interviews with the police for support.*

There is a Women's Crisis Service offered in Salem, that provides complete and accurate information to women who have been attacked or raped. At your request, they will send someone to accompany you to the hospital and the police department. The number for the 24-hour crisis line is 399-7722.



CHAPLAIN

Main Floor, University Center
8 - 12, 1 - 5 p.m.
Monday-Friday
370-6213

Phil Hanni, *University Chaplain*
Holli Davenport, *Secretary*
Joy Jewell, *Student Program Assistant*

Chaplain Hanni sponsors worship services, retreats, speakers and films, provides counseling and a religious framework for the University.

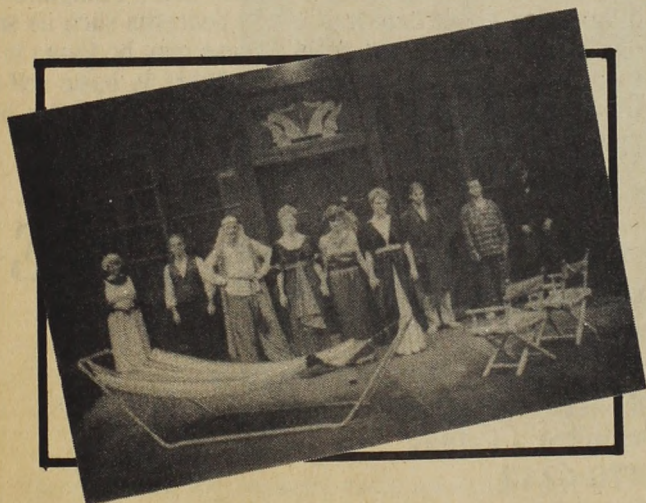
The significance of religion in personal and social life are recognized by the University which offers a variety of opportunities for growth in understanding, commitment, and action in the area of religion. The Chaplain's Office sponsors and directs many facets of religious outreach.

University Worship is directed by the Chaplain on the first Sunday of the school year, Parent's Weekend, the Sunday prior to Thanksgiving, the Sunday before Christmas, Good Friday, Easter Sunrise, and Baccalaureate. The services are ecumenical in nature and open to students of all denominations and faiths.

Weekly Convocations are scheduled at Thursday at 11 a.m. on a variety of subjects. The Convo Planning Committee encourages organizations and departments to sponsor and suggest ideas for convocations such as films, speakers, performances and debates. The Chaplain chairs the Committee.

The Office of the Chaplain sponsors bi-annual symposiums on specific topics, it organizes the weekly University Roundtable held at Friday noon in Dining Room 3 of the Cat Cavern, and sponsors the annual School of Theological Studies.

The Chapel of the Seeker on the top floor of Waller Hall may be used by student organizations if arrangements are made in advance.



The Chaplain also advises many student religious groups. Membership in the groups is open to all students with requisite interests and commitments. Organizations include: Continuum (United Methodist) Campus Ambassadors, the Christian Science Organization, the Latter Day Saints Fellowship, the Fellowship of Christian Athletes, Newman Club (Roman Catholic), Willamette Christian Fellowship, Campus Crusade for Christ, Christian Legal Society, and the Jewish Student Union. The names and contact people for the organizations are available from the Chaplain.

COUNSELING, CAREER DEVELOPMENT, AND INTER- CULTURAL CENTER

North Wing, Bishop Center
8-12, 1-5 p.m.
Monday-Friday
370-6471

Jon Frew, *Counseling Service Director*
Pat Alley, *Career Development Coordinator*
Jorge Espinosa, *Intercultural Coordinator*
GwenEllyn Anderson, *Counselor*
Leta Fultz, *Secretary*

Appointments should be scheduled in advance through the secretary, but arrangements to see a counselor immediately may be made for urgent concerns or needs.

Career Development

The Career Development Center assists students in exploring career options and making decisions regarding majors, careers, graduate school, and life plans. Individual or small group meetings can be made by appointment with the Career Development Coordinator. Discussions may be directed towards identifying career interests, resources and study areas, and techniques of resume writing, interviewing, and self-presentation.

The Center has an extensive holding of materials in its library with summaries of career areas including major and specialized fields and preparations necessary to enter the areas. Application forms and study materials for graduate school tests (LSAT, GRE, MCAT, and GMAT), an extensive holding of graduate school catalogs, and information outlining effective ways of applying for graduate schools located in the library. Materials in the Career Library are available for student use and may be checked out.

Career interest inventory tests can be taken to match abilities with searching and planning. Students wishing to view a video on self-interest tests can arrange for a viewing through the Media Center.

Descriptions of part-time, off-campus, summer, and overseas employment are listed with full-time job announcements and internship positions. Employer (public and private) prospect files are located in the Center with addresses, personnel directors, and hiring policy information. Alumni mentor files catalog W.U. Alumni currently employed in career areas who will advise students seeking information about their occupations.

The Career Development Center sponsors programs throughout the year on resume writing, interviewing tech-

niques, job search strategies, graduate school and test information. During the Spring semester, an orientation dinner and seminar for seniors explores post-graduation life, adjustment, study, and career options.

Counseling Center

The Counseling Center offers a wide range of services to students to help them receive the most from their college experience and life at Willamette. Professional, yet informal and personal consultations can be arranged for individuals, couples, or small groups to discuss a wide range of subjects. Concerns may include stress, relationship problems, depression, loneliness, anxiety, grief and loss, sexuality, confusion or indecision about a personal decision, and any other problem a person is encountering. The Counseling Center staff emphasizes that a student doesn't have to have a pressing problem to use their services — casual discussions are encouraged.

Students requiring specialized services can be referred to specialists and organizations outside the Willamette Center.

Intercultural Affairs

The Intercultural Affairs Office provides support services to international, minority and handicapped students. Specialized individual or group counseling appointments can be arranged. The Office coordinates tutorial and other educational assistance services as well as mediation between student, faculty, and administrative misunderstandings.

The office also informs students of off-campus economic and academic opportunities. Each year, the Office sponsors the Expressions Program and the International Festival.

All counseling services are free to Willamette students with the possible exception of nominal charges for career materials. Other members of the Willamette Community who are directly involved with academic services may use the consultation service free of charge.



HEALTH CENTER

Main Entrance, Bishop Center

8-12, 1-5 p.m.

Monday-Friday

370-4365

Dr. Louise Silva, *Medical Director*

Barbara Bower, *Family Nurse Practitioner*

Martha Stellmacher, *Registered Nurse*

Medical appointments may be made with the nurse practitioner in advance. Appointments are advisable, but walk-ins will be accepted if no other appointments are scheduled.

Medical care for all Willamette students is available at the Health Center. The medical staff treats illnesses, injuries, infections, allergies and personal health concerns. Physical examinations, pelvic exams and lab tests are offered and their cost is charged to the student. Referrals off-campus are made when appropriate.

Referrals, along with most prescriptions, must be paid directly by the student or the student's insurance coverage. Year-round health insurance is available to all full-time students. Premiums are included in the fee schedule every semester. Any student wishing to waive this insurance may do so by filling out an exemption waiver form in the Business Office each semester.

Self-Help Room

Included in the Health Center is a self-help room that is available to all students on a walk-in basis. Pamphlets and information about health care and concerns such as smoking, alcohol, cancer and heart disease may be found in this room and are free for the taking. There is basic self-care treatment here, such as aspirin and antacids, and a blood pressure gauge.

RESIDENCE LIFE

Main Floor, University Center

8 - 12, 1 - 5 p.m.

Monday - Friday

370-6212

Tim Pierson, *Director*

Stephan Beardsly-Schoonmaker, *Assistant Director*

Cheryl Todd, *Secretary*

Appointments are advisable, but walk-ins will be accepted if no other appointments are scheduled.

The Office of Residence Life seeks to provide students with a safe, secure, and predictable living environment which supports the academic and personal development goals of the University and its students. To achieve the development of a

sense of community within the living organizations. Residence Life assists and provides students with programs, experiences, and activities which help promote physical, intellectual, social, and spiritual development. Along with the positive aspects of enjoying and participating in campus life, comes the necessary regulations and individual restrictions which are required for community living.

Programs, Activities, and Leadership: Get involved!

Since much of the time spent in college is spent in one's living organization, Residence Life provides a number of opportunities for student involvement. Many activities are spontaneous and informal, others are planned by students and staff to appeal to various interests. The success of a living experience depends upon student involvement and support. A large part of the in-hall activities reflect student's interests and needs. Events don't "just happen", student ideas should be communicated to hall staff and officers. All living groups establish internal governing organizations at the beginning of each year. The Officers usually include a president, treasurer, social chairman, alcohol education representative and fire marshall. Each living organization also selects a member (or more depending on the size of the residence) to serve on the A.S.W.U. Senate. The Senator(s) represent the interests of the students in residence and provide information from the Senate to the students.

Hall meetings on activities, campus programs, policies, and concerns allow students to provide input into the residence government. For example, each residence establishes quiet hours, plans hall events, recommends improvements in the hall, and ratifies or rejects the alcohol policy. Each student vote is equal, so all residents benefit by voicing their opinion.

Hall Staff

A staff of Head Residents and Resident Assistants provide supervision and direction in the living organizations. The Head Resident is responsible for the total operation of the residence hall. The Head Resident supervises RAs, advises hall officers, insures student rights and responsibilities, supervises the physical condition of the building, supports hall programs, and maintains communication with the Office of Residence Life. Head Residents live in an apartment on the first floor of the residence and every student should get to know the Head Resident.

In the larger residences there are Resident Assistants on each floor who help students with day to day interactions. The RAs are concerned with developing personal interaction skills of the residents on their floor and promoting student personal rights and welfare. If one student has trouble with another, or just wants someone to talk to, the RA is the person to see. All staff, Head Residents, and RAs are trained to handle emergency situations and be of assistance to all residents.

Some Specific Regulations, Policies and Offerings....

RESIDENCY REQUIREMENT

The Board of Trustees requires that all freshmen and sophomores live on campus unless they are married, over the



The residence will organize many opportunities for one to get to know other students and have fun. Typical programs are study breaks, coffee houses, dances, special dinners, videos and popcorn, Portland trips, and retreats to Thetford Lodge on the Santiam River. Intramural sport teams at different levels of skill and intensity are organized throughout the year with men, women, and co-ed teams competing in a wide-range of sports.

Residence Life also coordinates useful and informational presentations in the residences. These programs include time management discussions, cultural exchanges, and faculty firesides.

age of 21 or living with parent(s). Exceptions to this policy are considered only in circumstances beyond the individual's control (i.e., medical problems, extreme financial exigencies). If you qualify to be considered for a waiver of the residency requirement, pick up an application for release from the Residence Life Office and make an appointment to discuss your request with the Director of Residence Life.

MOVING ON/OFF CAMPUS

As space permits, assignments are made throughout the year for off campus students who wish to move on campus.

Room and Board fees are prorated from the date the student moves in.

Juniors, seniors and other students who are 21 qualify for a release from a signed housing contract. Eligible students who wish to cancel their housing contracts to move off campus must fill out a petition in the Office of Residence Life. When approved, they: (1) check out of their hall/house, (2) return their keys and meal card to Residence Life for their prorated refund, less the contract cancellation fee (\$150), to be processed by the Business Office and (3) register their new off campus address and phone number with the University.

The Office of Residence Life keeps a limited number of listings of rentals in the Salem area and the file is open to the University community.



ROOM ASSIGNMENTS AND ROOM LOTTERY

Room assignments for returning students are made in April for the upcoming year. This is a two step process: (1) an in-hall/house sign-up for students requesting a room in their current residence and (2) an all campus lottery by class (with seniors having preference over juniors and juniors over sophomores) the following week for those students who wish to move to another residence or who wish to live in a single room. All new students are assigned to the remaining spaces in late July according to the date their \$100 admission deposit was received by the University. Once an assignment is made, changes can only be made after the semester begins through the use of the residential transfer waiting list.

CHANGING ROOMS AND TRANSFERING RESIDENCES

If you are interested in changing rooms/roommates within the same hall/house, consult your Resident Assistant (RA) and Head Resident for assistance. Approval for room changes is not automatic. Staff members will assist with resolving roommate conflicts if necessary. Once a decision is made about moving to another room, your Head Resident will fill out a Key Exchange Authorization Memo for you to bring to Residence Life with your old key and a new one will be issued.

A residential transfer waiting list is kept in the Residence Life Office for all students who are interested in moving to another residence. Sign-up on the waiting list is first come, first serve beginning Wednesday, September 5 at 9 AM. When a vacancy occurs, the first person on the list will be contacted to meet the new residence staff, tour the hall and meet the potential roommate(s). If all parties agree, the transfer is authorized by Residence Life and keys are exchanged. The waiting list is kept active for the academic year.

ROOM CONSOLIDATION

If a vacancy occurs in a double room, the remaining student will be given the following options:

1. Select a roommate of his/her choice within three days of the vacancy occurring.
2. Accept a roommate referred by the Office of Residence Life.
3. Agree to move to another open space in a double or larger room.
4. Continue to occupy the room as a single at the single rate.

KEYS

All room and outside door keys/combinations are issued by the Office of Residence Life upon the student's arrival. Residence staff members are available to open rooms for students who arrive after hours. Replacement cost for a lost key is \$5 per key plus a \$25 charge to recore the lock for the safety of the residents. It is the student's responsibility to return and sign in his/her keys when changing rooms/residences or checking out for the year.

PHONES

Each student room is equipped with a telephone which is set up for on campus and local calls at no charge. All new students residing on campus are issued a long distance billing number at registration. Students assume all responsibility for long distance phone charges as well as for the replacement cost of the phone itself (\$50) if it is missing or damaged.

TV/FM ANTENNA

Students living in the Baxter or Matthews/Belknap complexes may request a hook up from their room to the building's antenna by contacting the Head Resident with the order. The charge is approximately \$25 and will be assessed to the student's special deposit. University policy does not allow students to hook up their own antennas. Unfortunately, cable TV is not presently available on campus.

VENDING MACHINES

Snack food and soft drink machines are available in the University Center, all independent halls and many of the fraternities and sororities. The commission paid on sales is deposited in each independent hall's programming account and may be used as hall governments decide.

PETS

For health and safety reasons, pets are strictly forbidden on campus. Fish are the only exception. Many students object to pets due to their noise, smell, cleanliness and potential to cause damage. It is also not considerate to ask those who are allergic to a particular animal to tolerate someone else's pet in the close surroundings of a residence hall.

MAINTENANCE PROBLEMS

Corridors, bathrooms and public areas are cleaned by University housekeeping and maintenance staff Monday through Friday. Students are responsible for the maintenance of their own rooms and the proper use of facilities. Arrangements for repairs are made with the Head Resident or Resident Assistant who contacts Plant Operations (Maintenance) with a detailed description of the work required. Students may either grant permission for maintenance personnel to enter their unoccupied room or arrange a mutually convenient time; if an agreeable time cannot be established, maintenance personnel may enter a room to complete necessary work.

GUEST ROOMS

Guest rooms are available for use by University visitors and guests of students and residence staff. Guest rooms are located in Baxter (2), Doney Hall (1), Lausanne Hall (2), Shepard House (1), and WISH (1). Hosts should contact the Office of Residence Life in advance to make a reservation. The rate is \$5 per night for one person and \$7 per night for two people. This includes linens. This fee is paid in advance at Residence Life when the keys are checked out. Due to the limited space on campus for guests, there is a three night maximum on all reservations. Student hosts are responsible for insuring that their guests comply with housing policies and general campus rules and regulations. Student hosts will be held financially responsible for any damage caused by their guests.

VACATION PERIODS

University residence halls will remain open during Thanksgiving and Spring breaks (with the exception of the 3 sorority houses on campus.) Meal service, however, is not provided when classes are not in session. All living organizations are closed for Christmas vacation (Sunday, Dec. 23 through Sat. Jan. 12).

STORAGE

Limited storage space is located in all residence halls, fraternities and sororities. Space may be used by current residents for the academic year and/or during summer vacation. All boxes, luggage etc. should be clearly marked with the student's name and the year stored. Belongings left in storage are stored at the student's own risk. The University assumes no responsibility for missing or damaged items. Flammable materials may not be left in storage. Unclaimed items left in storage after one's graduation may be put into the University garage sale for disposal.

UNIVERSITY PROPERTY IN STUDENT ROOMS

Residence hall lounge furniture is purchased for use by students in their livingroom and basement areas. This furn-

iture is not to be removed for use in student rooms. Students with University property found in their rooms will be subject to disciplinary action.

EMERGENCY PROCEDURES

In an emergency situation, first call 9-911 (for ambulance, fire dept., police) second call Campus Safety (4-911) and then call your Head Resident and/or Resident Assistant. To report a non-emergency situation, call Campus Safety and a residence staff member. In the case of a psychological crisis, contact your residence staff and Campus Safety (4-911), who will contact other campus or community resources if necessary.



NUTRITIONAL AWARENESS

Are you looking for an eating alternative? Do you want to learn more about nutrition? Are you considering a change in eating habits? Are you a vegetarian? Are you concerned with ecological or world hunger issues?

If you have answered yes to any of these questions the Nutritional Awareness Program, known as NAP, may be a good place to start. NAP is an alternative eating program sponsored by SAGA Food Service and the Office of Residence Life. NAP provides a diet with less sugar, salt, fat and chemical additives. Vegetarian entrees are served and all food is self-portioned. Diners may choose fruit juices, fresh fruits, and vegetables which are available at all meals. If you choose to eat at NAP, you will be part of a small, friendly dining atmosphere that encourages student interaction. Professors and administrators also participate in the NAP Program.

NAP is not only an eating program, but a learning center where educational programs foster an awareness of physical and nutritional needs and a commitment to good health. Participants also gain an understanding for recycling, limited food resources, and hunger issues.

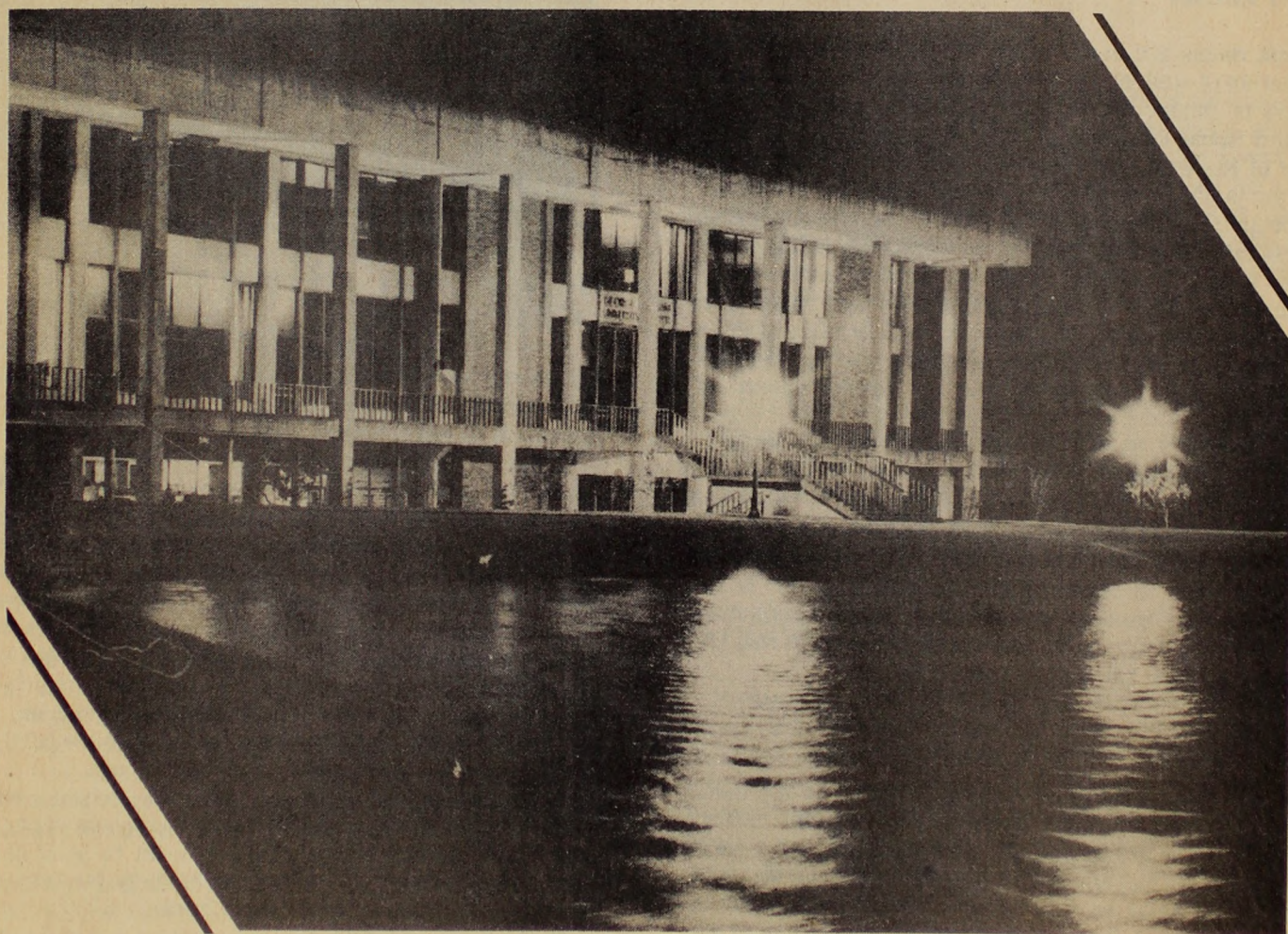
The best part of NAP is that the program is student-run. A student coordinator plans menus, programs, and campus events with the assistance of participating NAP members. NAP sponsors the Oxfam Fast, The Dinner Party (a simulation meal illustrating the distribution of world food resources), and the Willamette Food Faire.

To become a member, contact Lynn Beaton, Student Coordinator, or come to a meal. The NAP Dining Room is located next to the Doney Dining Room, across from the Collins Science Center.

RESIDENCE HALL RIGHTS AND RESPONSIBILITIES

Every student resident has:

- The right to read and study free from undue interference in one's room. *Unreasonable noise and distractions which inhibit the exercise of this right will be curtailed.*
- The right to sleep, the right to personal belongings, the right to free access to one's room and facilities, and the right to create a personal environment in which to live. *Conditions which disturb the rights of a student will not be allowed.*
- The right for redress of grievances, the right to be free from intimidation, physical and emotional harm, and the imposition of sanction apart from due process. *Disciplinary action required for the preservation of safety and the preservation of student rights will be fair and equitable in application.*



- The right to personal privacy. *Conditions which endanger other students and their rights may require action otherwise limiting individual privacy.*
- The right to host visitors. *Visitors must respect the rights of W.U. students and University policy.*

A full outline and explanation of these rights and restrictions is available from the Office of Residence Life or the Head Residents and Resident Assistants. The Standards of Conduct outlining the hearing and redress procedures for the University are found on pages 27-33 of the Handbook.

STUDENT ACTIVITIES

Main Floor, University Center
8-12, 1-5 p.m.
Monday-Friday
370-6463

Jeanette Pai-Thompson, *Director*
 Holli Davenport, *Secretary*
 Katy Demory, *Campus Facilities Scheduler*

The Office of Student Activities assists students in planning cultural, recreational, and educational events. The Traditional Campus events -- Opening Days, Parents Weekend, Willamette Week, and Freshman Glee -- are coordinated by Student Activities with student leaders and volunteers. The staff also advises all student groups and organizations and assists with planning events. Anyone with ideas or questions should visit the office located behind the U.C. Information Desk.

Steps to Developing A Successful Event

In developing a successful event there are a number of crucial steps to keep in mind. The following 10 steps should be followed to help student organizers plan and see a project to its completion.

- I. Form A Committee
 - Assemble a core group of interested, hardworking people.
- II. Goals
 - Develop goals which will provide a base and direction for the event.
- III. Objectives
 - Brainstorm a list of all possible activities to be included in the event.
- IV. Budget
 - Develop a realistic budget to fit the expressed needs of the group.
- V. Special Considerations
 - Facilities Reservations
 - Equipment needs
 - Publicity
 - Food Service
- VI. Delegate Responsibilities
 - Actively involve all group members in some aspect of planning the event.
- VII. Meeting
 - The planning committee should meet on a regular basis to update the group on progress.
- VIII. Confirmation
 - Confirm all reservations, equipment and planning committee assignments one week prior to the event.
- IX. Be There
 - Make sure all planning committee members are present at the actual event.
- X. Evaluation
 - Meet soon after the event to acknowledge efforts of workers, discuss the positive and negative aspects of the event, and to brainstorm suggestions for the next program.

People to Contact

Director of Student Activities	Jeanette Pai-Thompson	6463
Campus Facilities Scheduler	Katy Demory	6463
Campus Food Service	Mike Lee	6005
Campus Safety	Harold Schmelzer	4911
Sparks Center	Brad Victor	6063
Physical Plant/Maintenance	Bruce Bigler	4281
Media Services	John Diehnell	6054

STUDENT LIFE

ART, MUSIC, SPEECH AND THEATRE ACTIVITIES

Halle Brown Ford Gallery is located on the upper floor of the art building and displays local as well as national art work. Student productions are also showcased in special presentations.

Music Program Activities include a range of options available to both majors and non-majors. Members of the music social-service club, Mu Phi Epsilon, are involved in all musical activities as ushers, promoters and participants. The Opera Theater is open to all students through audition as are the choir, band, jazz band and orchestra. Chamber music activities are varied and all music students participate in providing entertainment to the Salem Community. The Music Therapy Club provides a variety of activities for the elderly, retarded and underprivileged, especially in institutional settings. In addition, various musical programs are held during the year which are open to student participation, including Willy's Waller Follies, student recitals, musicals presented in conjunction with the Theatre Department and other special events.

Forensics activities offer a variety of options for Willamette students interested in public speaking. The Forensics team participates in competitive intercollegiate contests and attends intercollegiate tournaments across the nation. University speech students also respond to community requests for orations, oral interpretations, extemporaneous and expository speeches, debates, and impromptu presentations.

Theatre Productions are open to all students on campus, regardless of major, with participation options in both acting and backstage assistance. Four major productions are planned for the 1983-84 academic year. Student-directed plays are also presented during the year with two productions planned for Fall Semester, including the Christmas presentation of "The Second Shepherd's Play" and three plays scheduled for Spring Semester. An Open House and tour of the theater will be held during Orientation Week with auditions for Fall Semester productions scheduled for the first week of classes.

ATHLETICS

Men's Sports

Willamette University Men's undergraduate athletics teams compete in the Pacific Northwest Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics. Areas of participation include football, cross country, soccer, basketball, wrestling, swimming and diving, track and field, baseball, tennis, rugby, lacrosse and golf.

Women's Sports

The Women's competitive sports program is open to all undergraduate women and is a member of the Women's Conference of Independent Colleges and the National Association of Intercollegiate Athletics. Competition is sponsored in volleyball, cross country, soccer, basketball, swimming and diving, tennis, track and field, softball and rugby.



PUBLICATIONS

ASWU PUBLICATIONS

Publications Board oversees the publication of the student newspaper, yearbook, literary magazine, and informational bulletin. Membership consists primarily of the editors of all ASWU publications, the business manager, darkroom manager and the ASWU Treasurer and President. A chairperson and two at-large members are appointed at the beginning of Fall Semester and cannot be connected with any of the individual publications.

Fusser's Guide

The Fusser's Guide is a directory of campus and off-campus addresses and phone numbers belonging to faculty, staff, and students. It also includes a list of emergency phone numbers, a copy of the Academic Calendar, and a complete listing of Residence Hall staff, campus living organizations, and frequently called numbers. The A.S.W.U. Office Staff compiles the publication at the beginning of the school year.

The Collegian

Students manage all aspects of production for the semi-monthly campus newspaper. Students report, write, produce, edit and distribute the newspaper which highlights campus and community activities of interest to students, faculty, and staff.

The Jason

The University Literary magazine which publishes creative writing, art, poetry, and photography is directed by a student editor and staff.

The Wallulah

The yearbook of the University, the Wallulah records the people and events of the campus. The book provides experience in photography, writing, and graphic design for the staff of students.

Memorandum

The campus information sheet is published every Thursday and includes campus events, sports contests, movies, speakers, and other happenings of interest to the Willamette Community. Information for the Memorandum must be received in writing in the U.C. Office no later than 4 p.m. on Tuesday. Information cards may be left at the U.C. Information Desk or routed through campus mail.

UNIVERSITY PUBLICATIONS

The Jason II

The Journal of Student Scholarship publishes student research works and essays. A faculty advisor directs an Editorial Committee which solicits and edits research manuscripts.

Willamette Scene

The Scene is published quarterly and sent to alumni of the University and the parents of current students. It features information about alumni, the College of Liberal Arts, the Graduate School of Management, and the College of Law.

A.S.W.U. ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY

Top Level, University Center
1 - 5 p.m.
Monday - Friday
370-6058

Willamette's student government organization represents all registered undergraduates who have paid their student

body fees. ASWU serves as "the control of all matters of general student concern" and is the appropriate channel through which students initiate, change, or become involved in the University and student activities.

STUDENT SENATE

Ultimate jurisdiction over all ASWU activities rests with the ASWU Senate, which appoints students to all Faculty and Trustee committees and student activity managerships. The Senate also investigates and acts on all matters of student concern brought before its jurisdiction and is responsible for making recommendations for action to the proper person or committees in all matters involving students.

Each living organization elects Senate representatives during the first two weeks of each semester. The following on-campus residences elect two members each: Baxter, Belknap, Doney, Lausanne and Matthews; all other living organizations elect one member each, and three senators are elected by off-campus (WITS) students. Contact your Head Resident for information on the election procedures used by your living organization.

ASWU Senate Meetings are held at 7 p.m. each Wednesday in the Autzen Senate Chambers and are open to all. Undergraduates are invited to participate in discussion and introduce any ideas of concern for Senate action.

ASWU Officers are elected each January in a general student body election for terms of office beginning February 1 and ending January 31.

The **ASWU President** presides at all meetings of the Senate and Association and is responsible for its efficient management. As student body representative, the President also serves as liaison between students and the Administration and Board of Trustees, and performs outside functions as necessary.

The **Vice President** serves as chairperson of the ASWU Activities Board, manages the ASWU's campus activities program and is responsible for maintaining information on campus activities.

The **Secretary** acts as chairperson of the ASWU Elections Board and is responsible for all campus elections; oversees the selection and maintenance of all campus activity managerships and the operation of the ASWU Office; and is responsible for the codification of all student government proposals and the maintenance of records pertaining to ASWU activities.

The **Treasurer** serves as chairperson of the ASWU Finance Board, is responsible for all financial matters, and acts as financial advisor to all ASWU activities.



ASWU BOARDS

Much of the business of ASWU is conducted by four boards which report to the ASWU Senate.

Activities Board members, along with the ASWU Vice President, organize all ASWU campus social activities, including dances, films, concerts and retreats. Six members are appointed to the Board at the beginning of each semester for one-year terms.

Finance Board assists the Treasurer in the formulation of the annual ASWU budget and the allocation of approximately \$80,000 in student body funds. Board members are appointed at the beginning of each semester.

Elections Board assists the Secretary in the organization of all campus elections and managerships; members are appointed at the beginning of each semester.

For more information on ASWU Board membership and responsibilities, contact the ASWU Officer to whom the Board is responsible.

Class Councils

Class activities are maintained through the election of class councils at the beginning of Fall Semester. Elections are held in September for three at-large positions on each class council; the candidate receiving the highest number of votes serves as class chair. Each class council is responsible for recognition of class members, coordination of a class gift to be presented during each class's senior year, class social functions and other activities. For information regarding class elections, contact the ASWU Secretary; for other information on class organization, contact any ASWU Officer.

ASWU Managerships

Managers are appointed by the ASWU Senate to work closely with the Student Activities Office in planning, coordinating and evaluating the events listed below. All managerships require petitions which may be obtained from the ASWU Office.

Freshman Glee Managers are selected by the Senate no later than October 31st. Applicants must be of freshman standing. Glee is held during the second week of March and offers one of the best opportunities available for freshmen to become involved in campus activities.

Willamette Week Managers are selected by April 1st and are required to be available during the summer to organize Parents' Weekend activities.

Faculty, Campus and Trustee Committees

Issues pertaining to academics, student discipline and affairs, University financial matters and similar concerns are handled by individual Faculty, Campus and/or Trustee committees, including the following: Student Affairs, Standards Committee, Academic Council, Academic Status, Budget Review Committee, Alcohol Review Committee, and Education Programming Committee. Student representatives are appointed by the ASWU Senate for one-year terms; most committee positions are assigned in the Spring. Contact the ASWU President for more information.

STUDENT ORGANIZATIONS

Alcohol Consumption Education (ACE) is a group of students, faculty and staff committed to educating students about alcohol, how it acts on the body, common myths, and ways to promote a responsible attitude toward its use. ACE members talk with students both individually and in small groups to help them make responsible decisions about the use of alcohol and to create a responsible attitude toward drinking for themselves and among their peers.

Big Brother/Big Sister Program is coordinated with the local Childrens Services Division. Students work with individual boys and girls in the Salem area on a one-to-one basis to provide friendship, projects and a "helping hand."

Campus Christian Fellowship Koinonia is designed to function as a group of believers in Jesus Christ who are learning to live a Christian life more fully. It is devoted to meeting the needs of Christians on campus and to offering the gospel to non-Christians.

Campus Crusade for Christ was formed to acquaint the Willamette campus with Christian beliefs.

College Republicans organizes informational and campaign oriented events to raise campus awareness of the Republican National Party.



Continuum (Methodist Young Adults) provides a fellowship and study group to anyone interested in religious discussion.

Economic Students' Association was formed to enhance and promote interest in and study of the field of economics through speakers and special projects.

Fellowship of Christian Athletes provides a support group to share athletic experiences and Christian thoughts and to discuss the means of integrating the two areas. This interdenominational group offers all interested students an opportunity to have fellowship with Jesus Christ and with fellow students.

Hawaiian Club exists to share the Hawaiian culture with the Willamette and Salem communities. The club provides a Hawaiian Luau for the University every year complete with Hawaiian dances and songs performed by club members and an array of native foods. The members also perform shows for the community and hold benefit dances for Willamette.

Independent Hall Association. The Association meets monthly to coordinate activities and events between the non-Greek living organizations on campus.

Interfraternity Council (IFC) is the governing and coordinating body for the six national fraternities at Willamette. Each house elects a council representative; leadership positions are rotated among the chapters. IFC is responsible for organizing RUSH, overseeing interfraternity regulations (e.g., hazing), planning campus social events, and serving as a liaison for all the fraternities with the rest of the Willamette Community.

Inter-Varsity Christian Fellowship.



Latter-Day Saints Student Association meets weekly to promote fellowship in and study of the religious beliefs for the Church of Jesus Christ of Latter-Day Saints.

Model United Nations at Willamette University is a student organization dedicated to the study of the actual United Nations and designed to acquaint delegates with United Nations rules and procedures as well as the country which the delegates are representing.

MUN/Willamette exists in the fall as a club and is offered in the spring as a class for 1/4 credit. It is a member of the Model United Nations of the Far West which includes schools from the Western United States and Canada and participates in a general conference each spring with other member schools.

Mortar Board is a national leadership honorary which recognizes seniors for superior scholarship, leadership and service to the University and promotes those qualities in the Willamette community.

Mu Phi Epsilon, the International Music Fraternity, promotes friendship and professionalism in the field of music.

Music Therapy Club provides a variety of activities for the elderly, retarded and underprivileged, dealing with the state institutions.

Newman Club provides fellowship for Catholics on campus through weekly meetings, prayer, discussion, study service and retreats.

Oregon Student Public Interest Research Group (OSPIRG) works toward positive social change through research to understand problems and find solutions, and advocacy to see that good solutions based on sound research are put into effect. OSPIRG has published three handbooks that are available at the OSPIRG Office, the bookstore and the library. It also sponsors a non-profit booksale, offering students the opportunity to sell their textbooks and buy used texts.

Panhellenic Council represents the three national sororities at Willamette. The Council organizes the Formal and Informal Rush; develops and enforces all inter-sorority policies and rules; and fosters a strong inter-sorority relationship by sponsoring progressive dinners, joint pledge events and Panhel educational programs.

Phi Alpha Delta Law Fraternity exists to instill and preserve the values of justice and integrity in law.

Pre-law Society provides a forum for examining different facets of the law profession heard from guest speakers.

Psi Chi (Psychology National Honor Society) promotes the advancement of academics in general and specifically within the field of Psychology.

Third World Student Organization serves the Black, Hispanic, Asian, and Native American students at Willamette University. TWSO sponsors guest speakers, dances, movies, and other ethnic cultural events, provides social and cultural support for third world people in Salem as well as the Willamette campus, and provides Expressions, an annual weeklong event celebrating ethnic diversity in America. A partner organization, the **Third World Law Student Organization**, provides special assistance to the needs of ethnic students in the Willamette Law School.

Willamette Circle K Club serves the community and the Willamette campus through projects and activities centered around helping others.

W.U. Fencing Club promotes skill and interest in the sport of fencing.

Willamette History Majors is a self-help organization designed to promote cooperation between history majors.

Willamette International Student Association is organized to broaden the knowledge of the university through exposure to the many national cultures represented on campus. Dancing, art and food preparation exhibits are

presented at the annual International Festival. The organization also helps to ease the impact of international students' transition from one culture to another and provides the means by which international students' needs may be expressed to the Willamette community.

W.U. Jewish Student Union provides a fellowship for study and understanding of the Jewish culture and religion.

W.U. Lacrosse Club is organized to expose students to a new sports activity and offers opportunity to compete against other teams in the Northwest. The lacrosse group has been in existence for six years and plans scrimmages throughout the school year.

W.U. Radio Club promotes skill and interest in radio broadcasting.

W.U. Rugby Club provides an opportunity for students and community members to participate in the sport of rugby.

HONORARIES AND PROFESSIONAL SOCIETIES

Honor Societies

Alpha Kappa Nu: senior honorary

Alpha Lambda Delta: national scholastic honor society for freshmen

Kappa Delta Pi: national honor fraternity in Education

Mortar Board: national leadership honor society for juniors and seniors

Phi Eta Sigma: national honor society for freshmen

Phi Sigma Iota: national Romance language honor society

Pi Kappa Lambda: national music honorary fraternity

Delta Sigma Rho-Tau Kappa Alpha: national honorary society in public speaking

Professional Societies

Mu Phi Epsilon: national professional society for women in music

Student Chapter, Music Educators National Conference

Student Education Association

Recognition Societies

Beta Alpha Gamma: sophomore honor society

Dobro Solvo: national Slavic honor society

Psi Chi: national scholastic honorary in psychology

I.M.s

Contact: A.S.W.U., 370-6958
Brad Victor, 370-6063

The Intramural Program offers alternative athletic participation for Willamette students, faculty, and staff. Teams and participation are divided into men, women, and individual competition. Teams are comprised of College of Law, GSM, undergraduate, faculty, and living organizations.

I.M. Events:

Football (Flag and Powder puff)

Basketball

Volleyball

Softball

Cross Country
Swimming
Track and Field
Badminton
Wrestling
Golf
Three-on-Three Basketball
Racquetball
Tennis
Bicycling
Soccer



THE CAMPUS TRADITIONS

Opening Days, Sept. 1 - 5.

Returning students plan activities to welcome Freshmen to the University. A street dance on Mill Street concludes the Week's events.

Willamette Week, Sept. 24 - 30.

A week of campus-wide events highlight the tradition. Activities range from team wiffle ball competitions to Hudson Bay inner-tube races. The A.S.W.U. Travel Dance on Friday night completes the week of activities.

Parent's Weekend, Oct. 12 - 13.

Parents are invited to visit the campus and become better acquainted with the environment in which their son or daughter lives and learns. The weekend program is organized by student managers to involve parents, students, faculty, and staff. Regular activities include a reception at the President's home, living organization dinners and film presentations.

Freshman Glee, March 4 - 9.

A 78-year-old tradition, Freshman Glee features a week-long contest in which the Freshman Class challenges the other classes in a song and marching competition. The Week concludes with Senior Skits on Friday Night, Glee performance on Saturday Night, and Blue Monday when the glee bets are paid off.



SPECIAL EVENTS

Activities Faire, Sept. 4, U.C.
 Women's Week, Oct. 2-5.
 Expressions, Oct. 29-Nov. 2
 Election Night Vigil, Nov. 6
 7:30 pm, CAT
 Holiday Festival, Dec. 3, 6 pm, CAT
 Conference on Entrepreneurship, April 13
 Coffee Houses
 Big Screen TV Nights
 Winery Tours
 Speakers



A.S.W.U. HOTLINE
 FOR UP TO THE MINUTE
 INFORMATION
2798

A.S.W.U. MAGIC BUS

Use the A.S.W.U. Bus for transportation to events for your group!

Apply for use 1 week prior to date needed.

Call A.S.W.U., 370-6058 for details.

TRADITIONAL EVENTS

Opening Days, Sept. 1-5
 Mill Street Dance on Sept. 2
 Willamette Week, Sept. 24-30
 Travel Dance on Sept. 30
 Parent's Weekend, Oct. 12-13
 Freshman Glee, March 4-9
 Glee Performance, Sat. 7:30 pm, Cone

WILLAMETTE OUTDOORS

Canoe Trips on the Willamette
 Fishing Trips
 Cross-Country Ski Trips
 Backpacking Weekends
 Beach Hiking and Camping

ASWU CINEMA

FALL 1984 and SPRING 1985

Call the ASWU HOTLINE for
Show Times and Locations ASWU-2798

SEPTEMBER
TOOTSIE
Tuesday the 4th
GALLIPOLI
Saturday the 8th
GREY FOX
Saturday the 15th
HAIR
Saturday the 22nd

OCTOBER
HUMPHREY BOGART NIGHT
Saturday the 6th
PARENTS WEEKEND CINEMA
Saturday the 13th
AMERICAN WEREWOLF IN LONDON
Saturday the 20th

NOVEMBER
SNOW WHITE
Friday the 2nd
FIRE-N-ICE
Saturday the 10th
MY FAVORITE YEAR
Saturday the 17th

DECEMBER
RISKY BUSINESS
Saturday the 1st

JANUARY
MR. MOM
Saturday the 19th
CARMEN
Saturday the 26th

FEBRUARY
MAN FROM SNOWY RIVER
Saturday the 9th
FLASHDANCE
Saturday the 16th
LAST UNICORN
Saturday the 23rd

MARCH
BRIMSTONE AND REACLE
Saturday the 2nd

APRIL
DINER
Monday the 1st
JAMES BOND NIGHT
Saturday the 20th
ALIEN
Saturday the 27th

Call the ASWU HOTLINE for Show Times and Locations
ASWU-2798

Willamette University Standards of Conduct*

Purpose

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

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

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

- A. The rights and responsibilities of students;
- B. The authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
- C. The general principles and policies upon which Willamette University operates;
- D. The process for determining student accountability for violating these University regulations and standards;
- E. The guidelines for ensuring that this process is fair and based on tolerance, mutual respect and compassion.

JURISDICTION

The **Willamette University Standards of Conduct** apply to all University undergraduate and graduate students, and student organizations. "Student" includes any person enrolled in a credit or non-credit course or educational program offered through Willamette University; "student organization" includes any group of students that is officially recognized as an organization by the University. The term "student" throughout the **Standards of Conduct** shall refer to student or student organizations. Student status, for purposes of enforcement of the **Standards of Conduct**, continues whether or not the University is in session and includes persons who are enrolled during the immediately preceding semester.*

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

APPLICATION OF LAW

The University does not seek to create an academic community which is detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. The Univer-

* Willamette University Student Affairs Committee, April 30, 1984.

sity's judicial system is not a substitute for any civil or criminal court proceedings. Students on and off campus are subject to federal, state and local laws, as well as University rules and disciplinary action when their conduct violates institutional standards.

Students do not surrender their constitutional rights as citizens by becoming members of the Willamette Community.

STUDENT'S RIGHTS AND RESPONSIBILITIES

A. Student Rights

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, social or political creed, marital status, age, sexual preference or physical handicap.
2. Students have a right to fair and impartial academic evaluation.
3. Students have a right to be free from disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors and counselors.
4. Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.
5. Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
6. Students have a right to organize and join associations to promote interests held in common with others.
7. Students have a right to peaceful protest on University premises. This protest may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process, or damage property.
8. Individual students, student groups, and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.
9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the University, subject to the requirements for the use of the University facilities.
10. Students have a right to a press free of any censorship.
11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
12. Students have a right to reasonable privacy. A minimum of 24 hours notice shall be given before entry of a private room in campus residences by University employees except in emergencies where there is a reasonable fear of imminent danger to life, safety, health, or property.
13. Students have a right to a confidential disciplinary process.

B. Student Responsibilities

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

GENERAL STUDENT CONDUCT REGULATIONS

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

1. Academic cheating and plagiarism;
2. Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, student identification or combination door locks;
3. Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, student discipline, or any other service or activity provided or sponsored by the University.
4. Deliberate lying, fraudulent withholding of information or misrepresentation in any transaction with the University, whether oral or written;
5. Damage, destruction, theft, or misuse of University property or personal property located on the University campus;
6. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;
7. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;
8. Lewd or indecent conduct on University property or at University-sponsored activities;
9. Acts that threaten, intimidate, harass, degrade or disgrace another;
10. Possession, use or threatened use of firearms, ammunition, explosives or any other objects as weapons on University property, or at University-sponsored activities;
11. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
12. Possession or use of alcoholic beverages on University property or at University-sponsored activities, except as authorized by University policy (see Alcohol Policy, Student Handbook);
13. Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise, or behavior which results in material inconvenience, annoyance, or alarm;
14. Tampering with firefighting equipment, turning in a false alarm, or engaging in behavior which constitutes a fire hazard;
15. Making annoying phone calls, misusing or abusing of University telephone equipment;
16. Violation of any published University policy or procedure (e.g., including, but not limited to residence life handbook, catalogs);
17. Failure to comply with the terms of any sanction imposed in accordance with these **Standards of Conduct**.

ENFORCEMENT PROCEDURES

Informal Resolution

All members of the University community are encouraged to informally resolve differences, misunderstandings, conflicts or violations of person, property or policy in a manner befitting the educational purpose of the University.

Informal resolution entails discussion between conflicting parties (e.g., a student and an individual instructor, a student and any University administrator or another student). If the informal discussion results in a resolution, such resolution shall be in writing at the request of either party. Only when such an informal agreement cannot be reached should a member of the University community initiate formal proceedings concerning an alleged infraction of the **Standards of Conduct**.

Formal Resolution

Formal resolution proceedings are initiated through the University Standards Committee by completing a Violation of University Standards of Conduct form obtainable in the office of Student Affairs. The purpose of the Standards Committee is to provide a fair hearing of grievances and to render sanctions if appropriate. The Committee's actions shall be governed by a commitment to fair process, education and prevention.

Membership:

The Standards Committee shall be comprised of three faculty and seven students appointed annually by the President of the University. Student members shall be nominated by their respective student governing associations: five students nominated by A.S.W.U.; one student nominated by the Student Bar Association; one student nominated by the Associated Students of the Graduate School of Management. Faculty are appointed by the President of the University upon recommendation by the Vice President for Student Affairs and the Vice President for Academic Affairs.

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

Disqualification:

The Committee shall consider requests from the student charged with a breach of the **Standards of Conduct** or any Committee member for the temporary disqualification from the Committee of any member. Any disqualification will be based on the grounds that such disqualification would better serve the interest of fairness.

Alternate Members:

In the event of absence, unavailability or disqualification, the President of the University may appoint alternate members (students to replace students and faculty to replace faculty) to assure full committee membership. Student alternatives shall be appointed from a list provided annually by the respective student body associations.

Quorum:

A quorum shall consist of the Chairperson and six members or alternates.

Standards Committee Procedures:

1. At least three days prior to a hearing before the Standards Committee, a student charged with breach of the **Standards of Conduct** will receive, in person or by certified mail, a written notice of the charge, and the time, date and place of the hearing. The student may request of the Standards Committee Chair a reasonable postponement of the hearing date.
2. If immediate removal from campus is warranted, such removal will take effect immediately upon actual notice to the student, and this notice shall be accompanied by notice of a hearing before the Standards Committee as provided for in paragraph #1 above.
3. The student may review in advance all information, including a list of witnesses, to be submitted at the hearing. During the hearing, the student may be assisted by an advisor of his or her choice.
4. The student and/or advisor may appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of any person present at this hearing. A decision to appear does not obligate the student to testify. Failure to testify will not be held against the student.
5. The student may elect not to appear at the hearing; however, the hearing will be conducted in the student's absence.
6. Hearings will be conducted in an informal manner with appropriate regard for the conduct of a fair, sensitive, and respectful process.
7. The Chair of the Standards Committee is responsible for scheduling the meeting and notifying the participants. The clerical staff of the Vice President for Student Affairs Office will be available to assist the Chair with these responsibilities.
8. The Associate Dean of Liberal Arts, the Associate Dean of Law, the Associate Dean of GSM, the Director of Residence Life or their respective delegate shall serve as the University Representative. The University Representative is responsible for presenting information related to the case. The

University Representative shall not discuss the substance of the case with the Standards Committee prior to the hearing.

9. After all information has been presented, the Standards Committee will meet in private to discuss the case and reach a decision. Findings and sanctions imposed by the Standards Committee require an affirmative vote of six members of the committee.
10. Only after the Standards Committee has determined that the student has violated the **Standards of Conduct** may information concerning the student's past record of violations of the **Standards of Conduct** be presented by the University Representative for the Committee's consideration in determining an appropriate sanction. The student has the right to attend this presentation. Neither the student nor the University Representative shall be present when decisions of responsibility and sanctions are discussed.
11. The Chair of the Standards Committee shall make a tape recording of the hearing. The student may listen to the tape recording in the presence of a University staff member.
12. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.
13. After the hearing, the Chair of the Standards Committee shall notify the student in writing of the Committee's findings, the rationale for the findings, the sanctions and rationale for the sanctions.
14. The Chair of the Standards Committee shall prepare a written summary of the findings and sanctions which shall be made available to the University community by the Vice President of Student Affairs. This summary shall exclude information that could tend to reveal the identity of the involved parties.

IMMEDIATE REMOVAL FROM CAMPUS

If the presence of a student poses a potential threat to the physical safety or emotional well-being of a member, or members, of the Willamette community, the Vice President for Student Affairs may remove the student from campus pending decision by the Standards Committee. The procedure for such removal is specified in Standards Committee Procedure #2.

SANCTIONS

1. **Warning:** The student is given written notice, which becomes part of the University record, that future violations of the **Standards of Conduct** may result in the imposition of more serious sanctions.
2. **Community Service:** The student is required to render a designated number of hours of labor in the service of the academic or off-campus community.
3. **Restitution:** The student is required to reimburse for personal injury costs or replace or restore damaged, stolen, or misappropriated property.
4. **Fine:** The student is required to pay a designated amount of money to the University as penalty for a violation.
5. **Disciplinary Probation:** The student's participation in University life is placed on provisional status, with or without loss of designated privileges.
6. **Suspension:** The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.
7. **Expulsion:** The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

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

APPEAL PROCESS

A student may appeal an action of the Standards Committee to the University Student Affairs Committee. The University Student Affairs Committee's decision shall be final.

1. The appeal is based on: a) a procedural error in the proceedings which was significant and prejudicial; b) significant new evidence which was not part of the original University Standards Committee hearing; c) the penalty imposed is clearly excessive.
2. All appeals will be submitted in writing to the University Student Affairs Committee through the Office of Student Affairs within three class days of receipt of the Standards Committee's findings and sanctions.
3. Upon review of the case, the University Student Affairs Committee may: a) affirm the Standards Committee findings; b) refer the case to the University Standards Committee for further investigation and factual determination; or c) change the University Standards Committee action.

PUBLICATION AND REVISION OF THE STANDARDS OF CONDUCT

The **Standards of Conduct** will be published in the annual student handbook. Additional copies will be available in the Office of Student Affairs.

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

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

STUDENT GRIEVANCE PROCEDURES*

1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law shall be governed by the College of Law Student Complaint Procedure.
2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the superior and the student may meet if all parties agree.
3. If students are not satisfied by steps one and two, they should submit a written complaint to the Director of Residence Life, if the matter is nonacademic, or the Dean of

*Willamette University Student Affairs Committee, November 6, 1975.

the College if the matter is academic. In cases involving rights or a matter which is not readily categorized as either academic or nonacademic, the Director of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Director of Residence Life will appoint someone other than a member of the teaching faculty upon request of the student to assist in drafting the complaint. Upon receipt of the written complaint, the Grievance Board will be composed of five members -- one student and one faculty member from the Student Affairs Committee, one student from the Student Senate, one faculty member from the Faculty Council, and the appropriate Dean who serves as Chairperson. The student and faculty or staff members are each entitled to four pre-emptory challenges. Copies of the complaint will be sent by the appropriate Dean, to the faculty or staff member involved, the superior, the student, and the members of the Grievance Board.

4. Within three class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
5. The Grievance Board will convene within fifteen class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. A request for a personal interview with the committee may also be made by the faculty or staff member, or the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the committee, tape transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.
6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).
7. A written appeal to the Chairperson of the Grievance Board may be filed within five class days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.
8. All proceedings of a Grievance Board shall be kept confidential and not noted in the student's permanent record.
9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time he/she believes his/her rights were violated.

WILLAMETTE UNIVERSITY EDUCATIONAL RECORDS

* Willamette University Student Affairs Committee, November 6, 1975.

PURPOSE

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure students the right to inspect and review their educational records maintained by an educational institution or agency, or by an individual acting for such an institution or agency.

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

DEFINITIONS

1. Student:
 - a. For purposes of access to records refers only to individuals currently enrolled at Willamette University.
 - b. For purposes of release of information from student records refers to any person who previously has earned academic credit at Willamette University.
 - c. Rejected applicants for admission do not have the right of access to any institutional records.
2. Educational Records: Official data, including information directly related to student, that are maintained by any unit of Willamette University with the exception of:
 - a. Medical and psychiatric records, however, these records may be reviewed by a physician or other licensed medical and/or psychiatric professional designated by the student.
 - b. Personal records, maintained by administrators, teachers, and supervisors, which are not accessible to others except substitutes.
3. Access:
 - a. A student is entitled to review educational records with a member of the faculty of the department maintaining the file.
 - b. The student shall be provided access to the educational records as soon as possible following the request and no longer than 45 days from the date of the written request.
 - c. Copies of appropriate records shall be furnished within 45 days of the student request; and the student will be assessed duplication or other preparation cost.
4. Custodian of Student Records: The officially designated University coordinator for student educational record information appointed by the President of the University.
5. Departmental Custodians of Student Records: Departmental representatives assigned the responsibility for administration of student educational record review policies by the Dean of the College or the University President.

INSTITUTIONAL OPERATING POLICY

1. The Registrar will serve as the University Custodian of Student Records. Student requests to review educational records will be met within 45 days of the written request. Students will not be given access to parent's financial statements or to confidential letters and statements of recommendations placed in a student file prior to January 1, 1975.
2. Financial Statement of Parent or Guardian:

Students may review personal financial aid files, including confidential family financial information reported by the parent or guardian, provided that the parent or guardian indicates such permission on the Financial Aid Form prepared for the College Scholarship Service.

If required parental permission is not indicated on the confidential statement, the student must obtain written authorization for the review. A financial aid staff member will review all financial aid information with the student.

3. Confidential Materials:

Access is permitted to information placed in educational records after the effective date of the legislation, November 19, 1974 (except for the psychiatric and financial records noted in B, 2a and b and C, 2, and confidential letters and statements of recommendation placed in files prior to January 1, 1975). A student will be permitted to waive access to future confidential recommendations pertaining to admission, application for employment or receipt of honorary recognition.

Students will be permitted access to confidential letters of recommendation placed in files prior to the effective date only if the student arranges for the writer of the letter to inform the Departmental Custodian of Student Records in writing of consent to the review.

Unless the student waives access to letters of recommendation filed after January 1, 1975 which were solicited with a guarantee of confidentiality prior to the effective date of the legislation, or letters in which the writer claims confidentiality, such letters will be returned to the writer with an explanation that compliance with Public Law 93-380 requires that such correspondence be open to student review. The writer will be encouraged to resubmit the letter in accordance with University policy.

University application instructions and evaluation forms will apprise students and writers of the access rights of students to letters of recommendation. Letters received after the effective date of the legislation may be reviewed by students except where conditions described in the previous paragraph exist.

4. Psychiatric, Medical and Psychological Records:

Students may designate a physician or other licensed medical and/or psychiatrist, medical or psychological counselor to examine files to ensure correct interpretation of data.

5. Access to Records Procedure:

Students requesting access to educational records must establish their identity to the satisfaction of the University Custodian of Student Records by furnishing a student identification card and a current semester registration receipt. A University form specifying the information requested must also be completed. Forms are available in the Office of the Registrar and from other departments maintaining educational records.

A separate file of completed forms is to be maintained. Departments will be asked for statistical information indicating the types of data requested to enable the University to recommend modification in the law based upon experience on the Willamette University campus.

6. Third Party Access to Information:

Third parties may gain access to information contained in educational records provided that a) written authorization is obtained from the student, and b) other individuals will not be permitted access to the information. All information given a third party must be accompanied by a statement that "In accordance with Public Law 93-380, access to information, without written student permission, is prohibited."

Personal information* from educational records may be provided a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

Information contained in student educational records will be released to a) Willamette faculty, administrators and staff, b) accrediting organizations and educational testing agencies for the purpose of validity studies and for other uses consistent with the provisions of the Family Educational Rights and Privacy Act, 3) other individuals and/or agencies empowered by law, and d) parents of dependent children as defined by income tax law. Information will also be released at the discretion of the University in certain emergency situations. A student will be notified when information is released in compliance with a judicial order or pursuant to a lawfully issued subpoena.

HEARINGS AND APPEALS

1. Hearing to Challenge Content of Student Record:

- A student is entitled to a hearing to challenge the content of an educational record or to request modification of the information contained therein.
- The department custodian of the record in question may agree to the requested change in matters of fact** after review of the file with the student. An administrative hearing may be requested by the student if the departmental custodian of the record disagrees with the contention of the student. Hearing requests should be directed to the Registrar as the University Custodian of Student Records.
- Hearings will be conducted by a University faculty member appointed by the Vice President for Student Affairs. A hearing will allow written and/or oral argument from the student in support of the request for modification. Other oral or written testimony supporting or contesting modification will also be admissible.
- The hearing officer shall make a written recommendation to the University Custodian of Student Records accompanied by modification within five working days of the hearing. The University Custodian of Student Records will provide written notification of the decision to the student within five working days of receipt of the hearing officer's report. Confirmation of a change in the contested record where a modification is in accordance with the decision of the University Custodian of Student Records will accompany the notice to the student.

2. Appeal of Hearing Decision:

Notice of an intention to appeal the decision of the University Custodian of Student Records should be filed with the Vice President for Student Affairs who will review the report of the hearing officer and render a decision. Either the student requesting modification of the record or the Departmental Custodian of Student Records may appeal the decision of the University Custodian of Student Records.

INVENTORY OF STUDENT RECORDS

*Personal information includes all information about a student except the student's full name, campus or local address and telephone number, home address, and dates of attendance at the University. This information is routinely made available to the public by the University unless a student specifically requests that such information not be released.

**Grades are considered as "matters of fact" only if an error is made in transcribing or recording the grade.

The following is a list of departmentally maintained educational records:

1. College of Law:
 - a. Application
 - b. Grades
 - c. Law School Data Assembly Report (LSGAR)
 - d. Placement information
 - e. Receipts of tuition payment
 - f. Recommendation forms
 - g. Undergraduate transcript
2. Financial-Business Office
 - a. All records pertaining to student accounts, including contracts when applicable.
3. Graduate School of Management:
 - a. Application
 - b. Brief essay
 - c. Grades
 - d. Information Card
 - e. Placement information
 - f. Receipts of tuition payment
 - g. Recommendations
4. Health Services:
 - a. Individual health forms (records of any physical abnormalities or contagious diseases)
 - b. Individual insurance policies
 - c. Record of visits and/or medication
4. Publicity and Information Office:
 - a. Registration cards
6. Registrar and Admission Office:
 - a. Activities reference sheet
 - b. Admission information
 - c. Application to University
 - d. College Board scores
 - e. Correspondence concerning student
 - f. Grade lists
 - g. Grade point standing
 - h. Graduation requirement and petitions
 - i. Letters of recommendation (prior to admission)
 - j. Notification of probationary status (if any)
 - k. Potential admission
 - l. Requirements summary
 - m. Social security income status
 - n. Teacher placement files
 - o. Veterans classification
 - p. Record of University withdrawal
7. Office of Residence Life:
 - a. **Conduct records.** All correspondence relating to conduct cases. When "Conduct Reprimand" or "Conduct Probation" sanctions are levied, the information is destroyed upon graduation or other severance from the University. Records are maintained concerning students on long-term leaves of absence. All correspondence relating to conduct cases where "Conduct Suspension" or "Conduct Dismissal" penalties are imposed is destroyed three years from the date of the decision.
 - b. **Residence staff selection records.** All application forms, confidential recommendation statements, and related materials are retained for three years.
 - c. **Housing registration records.** (i.e., name, sex, on-campus location, meal plan, room occupancy, class standing, phone number, social security number).
8. Student Financial Aid Office:
 - a. Award letter
 - b. Correspondence with the student or parents
 - c. Financial Aid application
 - d. Financial aid worksheet
 - e. Loan file
 - f. Need computation by CSS
 - g. Parent's (or Student's) Confidential Statement

WILLAMETTE UNIVERSITY ALCOHOL POLICY*

Willamette University neither encourages nor discourages the use of alcoholic beverages, but it does condemn the abuse of alcoholic beverages. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held accountable for making decisions about their behavior within the context of Oregon State law and University rules and regulations. In addition, it is understood that individuals are held responsible for the effects of their decision on others within the University community. The alcohol policy and the procedures for its implementation have both an educational and a regulatory emphasis. They are intended to serve the following objectives: 1) to promote responsible behavior and attitudes among all members of the University community; 2) to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making; 3) to help individuals experiencing difficulties associated with the use of alcohol.

EDUCATION

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

REGULATION

A. General Policies

1. Alcohol may not be served or consumed in any outdoor areas of the campus.
2. Direct or indirect sale of alcohol is prohibited.
3. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.
4. Alcoholic beverages will not be mentioned or implied in publicity for an event.
5. Alcohol will not be the main focus of an activity.
6. Appealing, non-alcoholic beverages and food must be served at all activities where alcohol is being consumed or served. Food and non-alcoholic beverages (excluding mixers) must constitute at least one-third of the total refreshment budget for a particular activity. Food and non-alcoholic drinks must be displayed prominently with alcoholic beverages.
7. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity (or clear and specific arrangements must be made to have it done).

B. Policies Governing the Use of Alcohol in University Residences

As student homes, University residence halls are in a unique position to offer students the opportunity to learn responsible ways of relating to one another. University residence halls include fraternity houses, sorority houses, and independent residences. Among the serious educational and social issues facing students today is the in-

telligent and responsible use of alcohol by both the person who chooses to drink and the person who chooses not to drink. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University.

1. Within the first two months of each fall semester, a simple majority of the residents in each residence hall must participate in an alcohol education program coordinated by the Office of Residence Life in conjunction with the Alcohol Consumption Education Coordinator(s).
2. Two-thirds of the residents in each hall who attended the hall's alcohol education program must adopt the alcohol policy before it can go into effect for that academic year in that residence hall. Failure to achieve the requisite vote means the policy is not adopted and alcohol cannot be served or consumed in the residence hall.
3. All sections of the Regulations and Policies Governing Student Behavior as outlined in the University Standards of Conduct shall apply to the alcohol policy.
4. In addition to the above, failure to observe any of the following shall constitute a violation of the University policy and may subject the individual(s) or group(s) to disciplinary action.
 - a. Consistent with Oregon State law, alcohol may be consumed in individual student rooms. Gatherings in individual rooms will not be considered social functions and need not be registered, but occupants and participants are responsible for abiding by all University policies.
 - b. Any consumption of alcohol in residence hall public areas (i.e., any area other than a student's private room) must be registered and confined to the approved space.
 - c. Student Body Activity Fees may not be used for the purchase of alcoholic beverages.
 - d. The planning group must fill out an Alcohol Use Request Form for approval by the residence governing body.
 - e. The residence hall governing body must, by majority vote, approve any activity at which alcohol is to be served.
 - f. Following approval of the governing body, the Request Form must be signed by the Head Resident prior to submitting the form to the Director of Residence Life.
 - g. The Director of Residence Life, in consultation with the Head Resident, must approve or reject the proposed use of alcohol at the activity within two working days of receiving the request form at the Office of Residence Life. If denied, the Director's reasons must be provided in writing and include their relevance to the guidelines.

C. Policies Governing the Use of Alcohol in Other University Facilities.

1. Consistent with the above guidelines, alcohol may be served or consumed in the following buildings on campus (at planned group activities only) as long as the occupants and managers of that building have agreed it is appropriate.
 - A. University Center
 - B. Playhouse
 - C. Art Building
 - D. Smith Fine Arts Building
 - E. Law School
 - F. Graduate School of Management
2. Any activity at which alcohol is served or consumed must first be approved with the appropriate building manager (e.g., the University Center) or other person administratively responsible for the building. The Alcohol Use Request Form will be completed and submitted to the Director of Student Activities.
3. The activity will be confined to the registered or designated area only.
4. The activity must be cleared on the University Master

Calendar.

5. Activities at which alcohol is served or consumed in non-residence hall facilities will be held primarily for and by members of the Willamette community. Others wishing to serve alcohol in University facilities must receive specific clearance from the director of Student Activities.

D. Procedures for Enforcement

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

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

E. Corrective Measures and Penalties.

1. Alcohol Policy Violations: Violations of this policy will result in the imposition of one or more of the penalties listed below. Also, if deemed necessary, the University Standards Committee or the Director of Residence Life may request an assessment by a professional counselor or appropriate agency prior to the imposition of the penalty. The result of the assessment will be taken into consideration in the imposition of corrective measures.
 - a. Warning not to repeat the violation of the alcohol policy.
 - b. Participation in an alcohol education course.
 - c. Participation in on-going treatment by a counselor or appropriate agency.
 - d. In the case of a group violation, requiring the leaders to participate in an alcohol education course.
 - e. In the case of a group violation, requiring a minimum of 75% of all members of the living group to participate in an alcohol education program.
 - f. Suspension of the group's option to serve or consume alcohol. This may vary in length or time and could exclude the group from having social functions of any kind.
 - g. Other - the University Standards Committee or Director of Residence Life may impose other penalties deemed appropriate and necessary including those outlined in the University Code of Conduct.

ACADEMIC CALENDAR

Fall 1984

The Registrar's Office closes daily at 4:30 pm, all petitions and forms must be received before 4:30 pm to meet deadline requirements.

September 1 (Saturday)	Residence Halls open for new students. Opening Days begins.
September 3 (Monday)	Labor Day Vacation.
September 5 (Wednesday)	Registration for returning students who did not pre-register, from 8 am to noon. Classes begin at 11 am.
September 18 (Tuesday)	Last day to add first half and full semester courses. Last day to drop first half and full semester courses without a W appearing on the transcript. Last day to designate first half and full semester courses Credit/No Credit.
October 5 (Friday)	Last day to drop first half semester courses.
October 25 (Thursday)	End of first half semester courses.
October 26 (Friday)	Mid Semester Day - NO CLASSES!
October 29 (Monday)	Beginning of second half semester courses.
November 9 (Friday)	Last day to drop full semester courses. Last day to add second half semester courses. Last day to drop second half semester courses without a W appearing on the transcript. Last day to designate second half semester courses Credit/No Credit.
November 21 (Wednesday)	Last day to drop second half semester courses. THANKSGIVING VACATION begins at 5 pm.
November 26 (Monday)	Thanksgiving Vacation ends. Advance advising for Spring Semester.
December 8 (Saturday)	Advance Class Selection for Spring Semester.
December 13 (Thursday)	Classes end.
December 18 (Tuesday)	Final examinations begin.
December 22 (Saturday)	Final examinations end.

Spring 1985

January 14 (Monday)	Registration for Spring Semester.
January 15 (Tuesday)	Classes begin at 8 am.
January 28 (Monday)	Last day to add first half and full semester courses. Last day to drop first half and full semester courses without a W appearing on the transcript. Last day to designate first half and full semester courses Credit/No Credit.
February 1 (Friday)	One hundred forty-third anniversary of the founding of the University.

February 15 (Friday)

Last day to drop first half semester courses.

March 6 (Wednesday)

End of first half semester courses.

March 13 (Wednesday)

Last day to drop full semester courses.

Last day to add second half semester courses.

Last day to drop second half semester courses without a W appearing on the transcript.

Last day to designate second half semester courses Credit/No Credit.

March 15 (Friday)

Last day to drop second half semester courses.

SPRING VACATION begins at 5 pm.

April 12 (Friday)

Spring Vacation ends at 8 am.

April 20 (Saturday)

Pre-registration for Fall Semester

April 26 (Friday)

Classes end.

May 1 (Wednesday)

Final examinations begin.

May 6 (Monday)

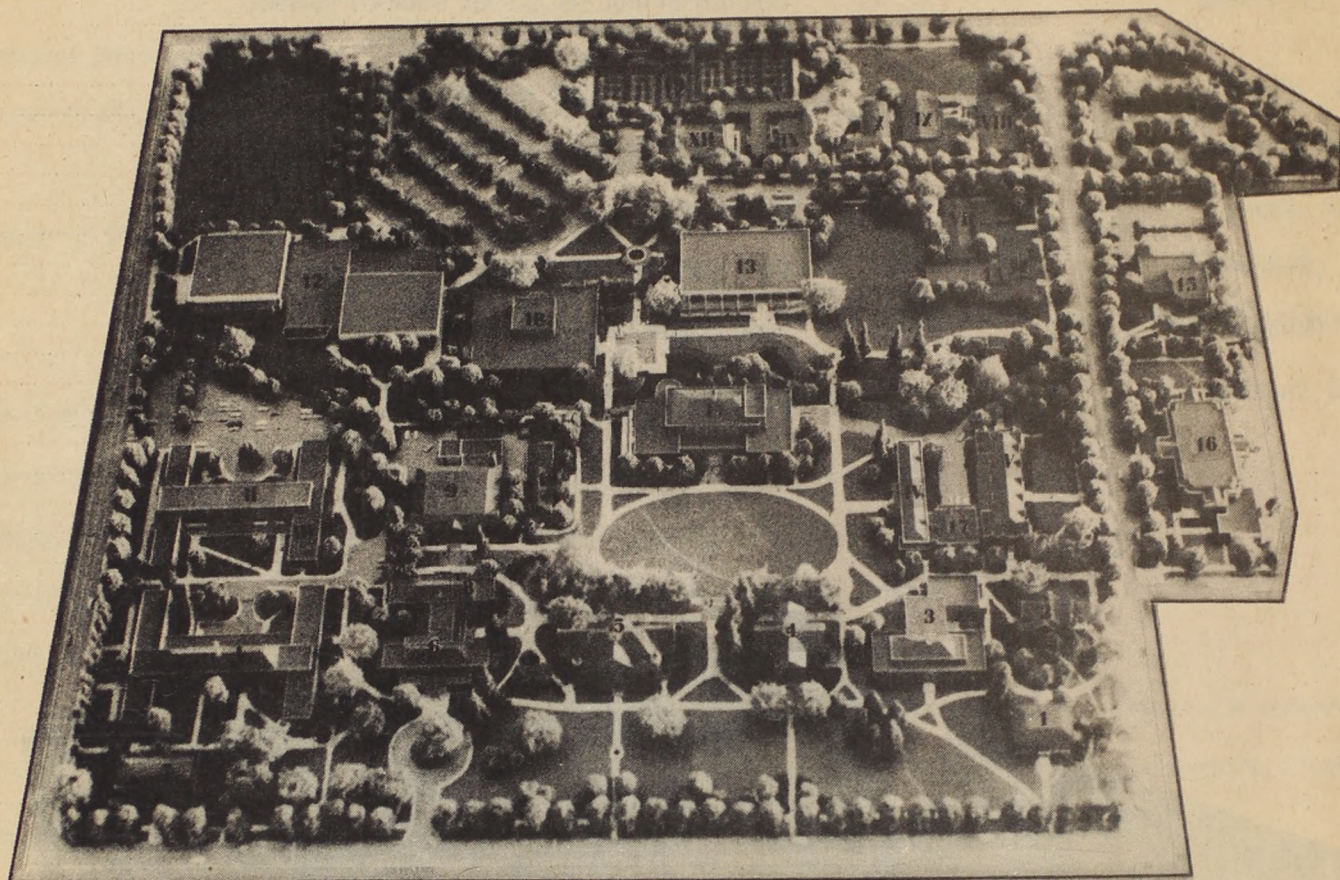
Final examinations end.

May 12 (Sunday)

Baccalaureate and Commencement



WILLAMETTE UNIVERSITY



- 1 **Art**
- 2 **University House**
(Alumni and Development)
- 3 **Collins Hall**
(Sciences)
- 4 **Waller Hall**
(Safety, Media, and Psychology)
- 5 **Eaton Hall**
(History, Religion, English, Education and Sociology)
- 6 **Current Library**
- 7 **Gatke Hall**
(Political Science and Economics)
- 8 **Walton Hall**
(Foreign Languages)
- 9 **Playhouse**
(Theater)
- 10 **Bishop Center**
(Counseling, Business Office, and Health Center)
- 11 **Smith Auditorium**
(Music and Forensics)
- 12 **Sparks Athletic Center**
- 13 **University Center**
(Student Government, Administration)
- 14 **York**
(Mathematics and Computer Science)
- 15 **Graduate School of Management**
- 16 **Collins Legal Center**

- 17 **Doney Basement**
(Food Service)
- 18 **New Library**
(Currently University Tennis Courts)
- 19 **New Tennis Courts**
(Current Playing Field)

Student Residences

- I
 - A **Beta Theta Pi**
 - B **Phi Delta Theta**
 - C **Sigma Alpha Epsilon**
 - D **Sigma Chi**
- II
 - Matthews**
 - A **Kappa Sigma**
 - B **Delta Tau Delta**
- III
 - Belknap**
- IV
 - Doney Hall**
- V
 - Lausanne Hall**
- VI
 - York House**
- VII
 - Lee House**
- VIII
 - Shepard House**
- IX
 - Pi Beta Phi**
- X
 - Delta Gamma**
- XI
 - Alpha Chi Omega**
- XII
 - International Studies House**
(WISH)

FREQUENTLY

CALLED

NUMBERS

Academic Affairs.....	6374
Admission Office.....	6303
Alpha Chi Omega Sorority.....	6008
Alumni Relations.....	6356
A.S.W.U. Office.....	6058
A.S.W.U. Hotline.....	2798
Athletics/PE Office.....	6420
Athletics, Asst. Dir.....	6063
Atkinson Graduate School of Management.....	6440
Admissions/Placement.....	6440
Classes for the Community.....	6463
Computer Center.....	6004/4304
Dean.....	6440
Faculty Secretary.....	6444
Library.....	4310
Baxter Hall.....	
Belknap Hall.....	6236
Beta Theta Pi Fraternity.....	6039
Biology Department.....	6333
Bookstore.....	6315
Business Office.....	6210
Accounts Payable.....	4346
Accounting.....	4345
Cashier.....	4350
Controller.....	4342
Payroll.....	4351
Student Accounts.....	4354
Student Loans.....	4355
V.P. Financial Affairs.....	6210
Campus Safety.....	4911
Career Development.....	6471
Chaplain.....	6213
Chemistry Department.....	6418
College of Liberal Arts.....	6285
Collins Science Center.....	6418
Computer Center.....	
Atkinson School.....	6004
York House.....	4203
Computer Science Department.....	6165
Copy Center.....	4251
Counseling.....	6471
Delta Gamma Sorority.....	6009
Delta Tau Delta Fraternity.....	6041
Doney Hall.....	6048
Earth Science Department.....	6390
Eaton Hall.....	4275
Economics Department.....	6060
Education Department.....	6343
English Department.....	4275
Environmental Science Department.....	6487
Equipment Room (Sparks).....	6219
Financial Affairs, V.P.....	6210
Financial Aid.....	6273
Food Service.....	6005
Foreign Language Department.....	4246
Health Center.....	6062/4356
History Department.....	4275
Intercultural Student Counselor.....	6471
Kappa Sigma Fraternity.....	6042
Lausanne Hall.....	6049
Law School.....	6380

Admissions.....	6282
Dean.....	6402
Development.....	6492
Library.....	6386
Liberal Arts, College of.....	
Dean.....	6285
Associate Dean.....	6285
Library, University.....	6312
Circulation.....	6018
Inter-library loans.....	6312
Reference Desk.....	6312
Librarian.....	6312
Atkinson Library.....	4310
Mail Room.....	4472
Maintenance/Physical Plant.....	4281
Mathematics Department.....	6419
Matthews Hall.....	6047
McCulloch Stadium.....	4884
Media Services.....	6054
Music Department.....	6255
News Bureau/Publications.....	6014
PE/Athletics.....	6420
Cage/Reservations.....	6219
Intramurals.....	4489
Pool.....	4475
Phi Delta Theta Fraternity.....	6043
Philosophy Department.....	6198
Physical Plant.....	4281
Pi Beta Phi Sorority.....	6010
Political Science Department.....	6060
Psychology Department.....	6425
Publications(Students).....	6053
President.....	6209
Purchasing.....	6055
Registrar.....	4390
Residence Life.....	4381/6212
Safety (campus).....	4911
Shephard House.....	6051
Sigma Alpha Epsilon Fraternity.....	6044
Sigma Chi Fraternity.....	6045
Smith Auditorium Stage.....	4883
Sociology Department.....	6915
Sparks Equipment Room/Cage.....	6219
Speech Communications.....	6281
Student Activities Director.....	6463
Student Affairs.....	6447
Student Body Office.....	6058
Student Employment.....	4463
Switchboard.....	0/6300
Theatre Box Office.....	6221
Theatre Department Office.....	6222
University Center Desk.....	6267
University Center Scheduling Desk.....	6463
University Relations.....	6340
Walton.....	6285
WISH (Willamette International Studies House).....	6052
Word Processing.....	6066
Work Study.....	4463

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