



12
13

Student Handbook
2012–2013

Table of Contents



Willamette Info

| | |
|---|----|
| CLA Academic Calendar | 2 |
| Important Contact Numbers | 3 |
| History of Willamette | 4 |
| Fight Song and Alma Mater | 6 |
| Willamette Traditions and Lingo | 7 |
| Mission Statement | 9 |
| Statement of Equal Opportunity and Compliance | 9 |
| Statement of Title IX Compliance | 10 |
| Policy on Religious Holidays | 10 |
| Academic Policies | 10 |



Campus Life

| | |
|---|----|
| Office of Campus Life | 15 |
| Counseling Services | 15 |
| Disability Services | 15 |
| Harassment and Sexual Harassment Complaints | 16 |
| Health Services | 16 |
| Sexual Assault Response Allies | 16 |
| Student Health Insurance | 17 |



Campus Resources and Facilities

| | |
|---|----|
| Bike Shop | 19 |
| Bistro | 19 |
| Bon Appétit Food Service | 19 |
| Financial Aid | 21 |
| Learning Center | 21 |
| Mail Center | 21 |
| Mark O. Hatfield Library | 22 |
| Payroll | 23 |
| President's Office | 23 |
| Sparks Center | 23 |
| Willamette Integrated Technology Service (WITS) | 24 |
| Writing Center | 27 |
| Willamette Store | 27 |



Learning Enhancement Resources

| | |
|------------------------|----|
| Time as an Investment | 29 |
| Time Management Record | 30 |



Academic Planner 2012–2013

| | |
|--------------------|----|
| Semester on a Page | 34 |
| Planner | 40 |



Willamette Info

CLA Academic Calendar 2012–2013

August

- 23 Residence halls open for new students, Opening Days begins
- 26 Residences open for returning students
- 28 Classes begin at 8 a.m. Registration for returning students who did not complete Advance Course Selection for Fall 2012

September

- 3 Labor Day, no CLA classes
- 11 Last day to add/drop courses

October

- 10 Last day to choose CR/NC grading on full-semester courses
- 19 Mid-Semester Day, no CLA classes

November

- 2 Last day to withdraw from full-semester courses
- 22–23 Thanksgiving Break

December

- 7 Last day of classes
- 8–9 Study days
- 10 Fall Semester final examinations begin
- 12 Study day
- 15 Fall Semester final examinations end, Winter Break begins

January

- 12 Residences open for Spring semester at noon
- 14 Registration for new students and for returning students who did not complete Advance Course Selection
- 14 Classes begin at 8 a.m.
- 25 Last day to add/drop courses

February

- 12 Last day to choose CR/NC grading on full-semester courses

March

- 25–29 Spring Break

April

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

May

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

For a complete academic calendar, go to: willamette.edu/dept/registrar

Important Contact Numbers

| | | | |
|----------------------------------|------------------------|--------------|-----------------------------------|
| ADA Coordinator | 5th floor, Waller Hall | 503-370-6209 | kgrainge@willamette.edu |
| ASWU | 2nd floor, UC | 503-370-6058 | aswu@willamette.edu |
| Athletics | Sparks Center | 503-370-6420 | drigsby@willamette.edu |
| Bistro | 1st floor, UC | 503-370-6900 | bistroboss@willamette.edu |
| Bon Appétit | Goudy Commons | 503-370-6005 | mmarelic@willamette.edu |
| Campus Conduct | Doney | 503-370-6212 | etrayner@willamette.edu |
| Campus Life | 3rd floor, UC | 503-370-6447 | ddouglas@willamette.edu |
| Campus Recreation | 2nd floor, UC | 503-370-6812 | bschmidt@willamette.edu |
| Career Services | 3rd floor, UC | 503-370-6413 | jhouser@willamette.edu |
| Chaplains | 2nd floor, UC | 503-370-6213 | chaplain@willamette.edu |
| Chrysalis/Collegian | 3rd floor, UC | 503-370-6053 | chrysalis@willamette.edu |
| Community Service | 2nd floor, UC | 503-370-6807 | service@willamette.edu |
| Counseling Services | Bishop Wellness Center | 503-370-6471 | dthomson@willamette.edu |
| Dean's Office, CLA | Smullin | 503-370-6285 | dnegri@willamette.edu |
| Disability Services | Bishop Wellness Center | 503-370-6471 | lfontain@willamette.edu |
| Financial Aid | 3rd floor, UC | 503-370-6273 | phoban@willamette.edu |
| Hatfield Library | Library | 503-370-6312 | ddancik@willamette.edu |
| Health Services | Bishop Wellness Center | 503-370-6062 | mtrout@willamette.edu |
| International Education | Matthews 102 | 503-370-5493 | klou@willamette.edu |
| Learning Center | 1st floor, Ford Hall | 503-370-6505 | learning-center@willamette.edu |
| Mail Center | 1st floor, UC | 503-370-5472 | coames@willamette.edu |
| Multicultural Affairs | 2nd floor, UC | 503-370-6265 | gtoyama@willamette.edu |
| President's Office | 5th floor, Waller | 503-370-6209 | president@willamette.edu |
| Registrar's Office | 3rd floor, UC | 503-370-6206 | registrar@willamette.edu |
| Residence Life | Doney Hall | 503-370-6212 | etrayner@willamette.edu |
| Residential Services | Doney Hall | 503-370-6880 | housing@willamette.edu |
| Student Academic Grants & Awards | Collins 206 | 503-370-6607 | mbourque@willamette.edu |
| Student Accounts | 1st floor, Waller | 503-370-6120 | krutledg@willamette.edu |
| Student Activities | 2nd floor, UC | 503-370-6463 | student-activities@willamette.edu |
| Student Payroll | 1st floor, Waller | 503-370-6188 | cbramble@willamette.edu |
| Theatre Box Office | Pelton Theatre | 503-370-6221 | thtr-tix@willamette.edu |

History of Willamette

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

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

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

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

Because of its failure to thrive, in 1844 the Methodist Mission Board closed the mission and the building that had previously housed the Manual Labor School was sold to the trustees of the Oregon Institute to be used as a school for the children of missionaries and settlers. The building that remained on the university campus was renamed the Oregon Institute. It housed the first session of the legislature to meet in Salem and sheltered the first court in the territory under the auspices of the United States. It is this Institute that finally became Willamette University. At a mission meeting, Jason Lee and his followers determined to use Feb. 1, 1842, as the founding date for Willamette University.

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

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

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

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

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

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

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

Fight Song and Alma Mater

Fight Bearcats Fight

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

Ode to Willamette

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

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

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

Willamette Traditions and Lingo

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

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

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

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

Baxter Complex: The location of Sigma Chi Fraternity and Sigma Alpha Epsilon Fraternity, wellness residence hall, Bishop Wellness Center and the Montag Center.

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

Bistro Willamette: Located on the first floor of the University Center, the student-run coffee shop has unique cuisine and atmosphere where occasional poetry readings and music are featured. A similar bistro, Rick's Cafe, is located at the College of Law

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

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

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

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

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

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

The Collegian: The weekly student-produced campus newspaper.

CM: Stands for community mentor, who lives in the residence halls. CMs are undergraduate students who have attended Willamette for at least one year and have an understanding of campus resources and events.

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

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

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

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

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

Willamette Info

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

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

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

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

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

Hudson Bay: The section of the Mill Stream between the library and the University Center. Named after former university president, Jerry Hudson.

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

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

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

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

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

Matthews Complex: The location of three residence halls.

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

Montag Center: Student center located in the Baxter quad.

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

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

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

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

Panhellenic: Panhellenic Council is the governing body for sororities.

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

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

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

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

Thetford Lodge: Retreat site owned by the university, located east of Salem near the North Fork of the Little Santiam River. Call the Office of Scheduling, Events and Conferences for reservation information.

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

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

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

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

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

Willamette Dialogue: Yearly journal of student scholarship.

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

Willamette University Mission Statement

Willamette University provides rigorous education in the liberal arts and selected professional fields. Teaching and learning, strengthened by scholarship and service, flourish in a vibrant campus community. A Willamette education prepares graduates to transform knowledge into action and lead lives of achievement, contribution and meaning.

Values

Influenced by its historic roots in The United Methodist Church, Willamette University is an independent, nonsectarian institution that embraces:

- The dignity and worth of all individuals
- A commitment to diversity, service, leadership and sustainability in communities and professions
- The ethical and spiritual dimension of education
- Education as a lifelong process of discovery, delight and growth, the hallmark of a humane life.

Statement of Equal Opportunity and Compliance

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

Statement of Title IX Compliance

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

University Policy on Religious Holidays

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

Academic Policies

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

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

If academic performance falls well below expected achievement, the student may be placed on academic probation or dismissed. While on probation, students are ineligible to represent Willamette in any public performance, including varsity athletics, debate, sport clubs or musical ensembles. They are also ineligible to hold any campus office and their financial aid status is subject to review by the director of financial aid if their aid comes from the university. For more information about this policy, see the Academic Policies and Procedures section of the CLA course catalog online at willamette.edu/cla/catalog.

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

Plagiarism and Cheating Policy - Adopted 5/1/12

Plagiarism and cheating are offenses against the integrity of the courses in which they occur

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

Definitions and Penalties

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of intentionally or unintentionally representing someone else's work as one's own. All members of the Willamette University community are expected to be aware of the serious breach of principles involved in plagiarism. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult the instructor for clarification.

An instructor may impose penalties for plagiarism and cheating ranging from a grade reduction on an assignment or exam to failure in the course. An instructor may also suggest that the Office of the Dean of the College of Liberal Arts initiate further action.

I. Procedures for Accusations of Plagiarism or Cheating

- 1) An instructor who has reason to believe that plagiarism or cheating has occurred shall:
 - a) Promptly meet with the student(s) involved, provide appropriate documentation of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty. If the instructor suspects plagiarism or cheating during a final exam period, and timely resolution is not possible, the professor shall assign the student(s) involved a grade of "I" and provide the student(s) with a written explanation. The faculty member shall meet with the student(s) no later than the first week of classes the following semester to complete the steps outlined above.
 - b) Within three working days (excluding holidays) of meeting with the student or students place in a confidential file with the Office of the Dean of the College of Liberal Arts a form that details the incident, provides the documentation, and indicates the penalty.
- 2) Upon receiving the form, a representative of the Dean's Office shall, within five working days, arrange for a meeting with the student or students in question. The meeting shall include the Dean's Office representative and a student and faculty member from the Honor Council. If more than one student is accused of plagiarism or cheating, the Dean's Office representative and Honor Council members shall meet separately with each student. In the meeting the Honor Council members and the Dean's Office representative shall:
 - a) Provide the student a copy of the form filed by the faculty member, noting on the form the date on which it was delivered to the student,
 - b) Convey to the student how academic dishonesty violates the Willamette Ethic, harms the community, and undermines the educational mission of the College of Liberal Arts,
 - c) Provide exercises or assignments that will educate the student on what constitutes plagiarism and cheating and verify that the exercises or assignments have been completed,

- d) Inform the student of the potential consequences of a second violation of plagiarism or cheating, and
- e) Determine if the student contests either the accusation of plagiarism or cheating or the severity of the penalty imposed by the instructor.
- 3) If the student does not contest the accusation of plagiarism or cheating and accepts the penalty prescribed by the instructor, the process concludes and the confidential file is held in the Dean's Office. Except for those cases in which academic dishonesty constitutes part of the case for dismissal of a student, all forms in the student's file shall be destroyed at graduation or after seven years of filing, whichever comes first.
- 4) A student has the right to contest the accusation of plagiarism or cheating or the severity of the penalty imposed by the instructor. If the student contests the accusation or penalty, the Dean's Office representative will refer the case to the Honor Council for a hearing and recommendation. The hearing shall be confidential and scheduled within five working days of referral by the Dean's Office. The student and instructor may address the Honor Council and present documentation. The hearing procedures shall be determined by the Honor Council.
- 5) Within one working day of the hearing, the Honor Council shall render a recommendation to the instructor and student as to the validity of the charge and the suitability of the penalty and will notify the student and the instructor in writing of its recommendation.
- 6) Based on the recommendation, the instructor can maintain the initial accusation of plagiarism or cheating and associated penalty, rescind the accusation, or amend the penalty. If the instructor rescinds the charge of plagiarism or cheating, then the Dean's Office shall remove the plagiarism and cheating form filed by the instructor from the student's confidential file.
- 7) If the student contests the instructor's final decision, the student has the right to appeal the accusation of plagiarism or cheating or the penalty to the Honor Council, which shall determine a procedure that is fair to the faculty member and the student.
- 8) The Dean's Office representative shall record on the form the final disposition of accusation and penalty and provide written notification to the student, instructor, and Honor Council. The Dean's Office representative shall then place the form in the student's confidential file. Except for those cases in which academic dishonesty constitutes part of the case for dismissal of a student, all forms in the student's file shall be destroyed at graduation or after seven years of filing, whichever comes first.
- 9) After the accusation and penalty are finalized, the Dean's Office representative shall determine if there are any prior violations in the student's confidential file.
- 10) The student cannot circumvent the plagiarism and cheating proceedings by withdrawing from the class. If the final penalty for the academic dishonesty is an "F" in the course, the student shall not be permitted to withdraw. If the final penalty is less than an "F" the student may withdraw from the course and a record of the transgression shall remain in the student's confidential file.

II. Procedure for Multiple Violations

- 1) If the student's file contains a prior violation, the Dean's Office shall promptly initiate
 - a) hearing by the Honor Council to determine if an additional sanction is appropriate. The hearing shall be confidential and the hearing procedures shall be determined by the Honor Council. The student may address the Honor Council on his or her own behalf. Additional sanctions may include, but are not limited to, a lower course grade,

failure in the course, placing the student on probation, academic suspension for a period of time, or dismissal from the college. Within two working days of the hearing, the Honor Council shall communicate its decision in writing to the student and to the Dean's Office. The Council shall inform students of their right of appeal.

- 2) The accused student may appeal the Honor Council's decision to the Dean's Office. The appeal must be filed with the Dean's Office within five days of the date of the letter providing official notification of the sanction.
- 3) After reviewing the case, the Dean's Office may uphold the Honor Council's decision or remand the decision to the Honor Council and may include comments or issues to be considered further by the Honor Council. After further deliberation about the Dean's Office's concerns, the Honor Council shall reaffirm or alter its decision. At this point, the decision of the Honor Council is final.
- 4) In the event that the Honor Council suspends or dismisses a student, the student will first be notified in person by a representative of the Dean's Office, followed by written communication. Seven working days shall elapse before the suspension or dismissal of a student becomes effective, unless the Dean's Office determines an otherwise appropriate period for the suspension or dismissal to take effect.



Campus Life

Office of Campus Life

University Center, third floor, 503-370-6447

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

The following departments constitute the Division of Campus Life:

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

Counseling Services

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

Don Thomson, director, dthomson@willamette.edu

willamette.edu/dept/wellness

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

Services provided for students include:

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

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

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

Disability Services

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

Lorie Fontaine, disability services coordinator, lfontain@willamette.edu

willamette.edu/dept/wellness

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

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

Harassment and Sexual Harassment Complaints

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

Health Services

Bishop Wellness Center, Baxter Complex
Margaret Trout, director, mtrout@willamette.edu
Appointments: 503-370-6062
willamette.edu/dept/health

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

Services provided for students include:

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

After-Hours Care Within Walking Distance

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

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

WEMS (Willamette Emergency Medical Services)

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

Sexual Assault Response Allies (SARA)

SARA provides information to student survivors of sexual assault and their allies concerning procedures and resources at Willamette and in the community. SARA student volunteers hold drop-in hours on weekday evenings in the Women’s Resource Center, 3rd floor UC. SARA is available on weekends while classes are in session. Weekend crisis number: 503-851-4245.

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

Student Health Insurance

Baxter Complex, 503-370-6972

Julie Prieto, senior program assistant/insurance coordinator, jprieto@willamette.edu
willamette.edu/dept/health/insurance

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

Important information about this plan and its administration to students:

- Policy is a secondary insurance, meaning other coverage must be utilized first.
- Policy is for 12 months beginning Aug. 1.
- If student has other insurance that is an HMO or PPO, those guidelines must be followed.
- Health insurance is mandatory and each student is billed for the student policy unless a hard waiver is submitted online indicating other coverage.
- Hard waivers are due by Oct. 1, 2012.
- Assistance with student insurance claim filing available.
- Brochures and claim forms are available at Bishop Wellness Center.
- Claim form required for first claim of the school year and all accident claims.
- Out-of-state students should check with their primary insurance to determine coverage while on campus.



Campus Resources and Facilities

Campus Resources and Facilities

Bike Shop

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

willamette.edu/dept/bikeshop/index.html or email us bikeshop@willamette.edu

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

Services provided include:

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

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

Bistro

University Center, first floor, 503-370-6900

willamette.edu/org/bistro/

Management:

Jo Reeder, general manager, jreeder@willamette.edu

Lauren McKallor, financial manager, lmckallo@willamette.edu

Allie Mack, kitchen manager, amack@willamette.edu

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

Other services provided for students include:

- Coffee and espresso drinks, lunch entrees, and specialty treats
- Regularly scheduled poetry readings, acoustic musical performances and other interesting programs
- Employment opportunities

Bon Appétit Food Service

Goudy Commons, 503-370-6005

Marc Marelich, general manager, mmarelic@willamette.edu

willamette.edu/dept/bafs

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

Campus Resources and Facilities

Compass Cards (Meal Cards)

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

Hours of Operation

Goudy Commons

Monday–Friday:

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

Saturday–Sunday:

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

Cat Cavern

Monday–Friday:

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

Kaneko Commons Cafe

Monday–Friday:

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

Special Needs

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

Box Lunches

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

Off-Site Meals

Groups can make arrangements for meals taken outside of a Bon Appétit venue. To stay in compliance with all health, safety and risk management guidelines, a Bon Appétit staff member is required to prepare and serve the off-site meal. Sponsoring groups will

be charged labor for the staff member plus the cost of the food. Contact a Bon Appétit manager at least four days before the off-site meal so food can be ordered and staff scheduled. Reservations are taken on a first-come, first-served basis. During initiation, each fraternity can have one off-site meal per day.

Financial Aid

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

Patty Hoban, director, phoban@willamette.edu

willamette.edu/dept/finaid

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

Important financial aid information for students:

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

Learning Center

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

learningcenter@willamette.edu

Ford Hall, 1st floor, The Learning Commons

Matthews Hall, 503-370-6505

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

Mail Center

University Center, first floor, 503-375-5472

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

willamette.edu/dept/mail-services/

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

Student Mailboxes

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

Campus Resources and Facilities

Services we provide

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

Outgoing Mail

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

Hours of Operation during the academic year

Monday–Friday 10 a.m.–4 p.m.

Saturday 10 a.m.–2 p.m.

Mark O. Hatfield Library

MARK O. HATFIELD LIBRARY

503-370-6312

Deborah Dancik, university librarian, ddancik@willamette.edu

library.willamette.edu

The Mark O. Hatfield Library serves as the library for the College of Liberal Arts, the Graduate School of Education and the Atkinson Graduate School of Management. The Hatfield Library offers a collection of more than 430,000 books, newspapers, video recordings, sound recordings, federal documents and journals. In addition, some 28 million books and other materials are available through an arrangement with 37 academic libraries in the Northwest. The Hatfield Library includes many attractive areas suitable for study and reflection. A variety of displays are hosted and lectures, readings and recitals are held frequently in the Hatfield Room.

Other services include:

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

Payroll

Waller Hall, first floor, 503-370-6188

Charlene Bramble, student payroll specialist, cbramble@willamette.edu
willamette.edu/dept/payroll/

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

Important information for students about payroll:

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



President's Office

Waller Hall, fifth floor, 503-370-6209
willamette.edu/president/

Stephen E. Thorsett

President
president@willamette.edu

Kristen Grainger, vp and executive assistant to the president, kgrainge@willamette.edu

Colleen Kawahara, director of projects and special events, kawahara@willamette.edu

Joy Campos, administrative specialist to the president and scheduler, jcampos@willamette.edu

Honey Wilson, receptionist and admin support, hwilson@willamette.edu

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

Sparks Center

503-370-6420

David Rigsby, director of athletics, drigsby@willamette.edu
willamette.edu/athletics/

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

Other services available to students include:

- Two full-court basketball courts, three volleyball courts, handball and racquetball courts, fitness center, natatorium, indoor climbing wall (for usage information, contact the director of campus recreation at 503-370-6812), multi-purpose room, and locker room with showers.
- Use of Sparks Center is limited to WU students (CLA, GSE, Law, Atkinson, TIUA), faculty and staff, dependents of faculty and staff, emeritus faculty, paid users and 2012 graduates.

Campus Resources and Facilities

Building Hours

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

Pool Hours

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

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

Update of hours: willamette.edu/athletics/facilities/sparks/hours

Sparks Hours Hotline

503-370-6979

General-use hours posted outside main doors to Sparks

Racquetball Court Sign-up

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

Willamette Integrated Technology Services (WITS)

Computing, Multimedia, Telephone and Network Services

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

WITS Help Desk: Smullin 119, 503-370-6767, wits@willamette.edu

John Balling, vice president for integrated technology services,

jballing@willamette.edu

willamette.edu/wits

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

Computing Services

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

Graphic Design and Media Services

Ford 101, 503-370-6653

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

Smullin 101

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

Multimedia Facilities and Services

Multimedia Workroom, Smullin B38

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

Language Learning Center, Smullin B18

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

Audio-Visual Services

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

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

General Access Computer Lab

Smullin 119, first floor

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

Electronic Classroom

Collins Science Center 407, third floor

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

Campus Resources and Facilities

Campus Network Access

- All student rooms/apartments are connected to the campus network.
- All buildings except Haseldorf Apartments offer both wired and wireless "WiFi" connections to the network. Haseldorf provides only wireless connectivity.
- All students have free access to the network, but must use it responsibly.
- Students can purchase computer peripherals, cables, and software from the Willamette Store, University Center, first floor, 503-370-6345.
- Access to the wireless network (BlitzNet) is available in all academic buildings and public areas such as Hatfield Library, Goudy Commons, the UC and the Montag Center.
- Specific information about connecting to the network is available online at willamette.edu/wits/, or can be obtained by contacting the WITS Help Desk at 503-370-6767.

Off-Campus Internet Access

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

Phone Information

General Dialing Instructions

- Extension to extension (on campus): dial 4 digit extension only.
- Direct Inward Dialing (DID, off campus to an on campus number):
503-480-2xxx 503-373-3xxx
503-375-5xxx 503-370-6xxx
- Internal-only extensions: 4xxx
- Dialing off campus numbers in the local area: 9 + 503 + number.

Long Distance Dialing

- Students must have a phone calling card with a free access number to make long distance calls from campus telephones.
- Long Distance via MCI credit card: 9 + 0 + (Area Code) + number, wait for tone, follow voice menu
- Long Distance via any other credit card: 9 + 1 + toll free credit card access number + 0 + (Area Code) + number, wait for tone, + credit card number
- Directory Assistance:
Local: 9 + 503 + 555 - 1212
Long Distance: use calling card to dial (Area Code) + 555 - 1212 like any other long distance number (411 is not activated)
- Important Numbers (dialed from on campus)
Campus Switchboard: 0
Campus Safety: 6000 or 6911
Outside Emergency: 9911 or 911

For more detailed instructions, see willamette.edu/wits/help/telephone/dialing.html

Computing and Network Policies

Policies for the appropriate use of campus computing and network facilities are printed in the Selected Policies Manual and published on the web at: willamette.edu/wu/policy/technology.html. All students are expected to be familiar with these policies and to abide by them.

More Information

WITS website: willamette.edu/wits/

WITS Help Desk: wits@willamette.edu, 503-370-6767

The Willamette Store

University Center, first floor, 503-370-6315

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

Melinda Hochendoner, co-interim director, mhochend@willamette.edu

Michael Smith, co-interim director, msmith@willamette.edu

thewillamettestore.com

Writing Center

Ford Hall, first floor, The Learning Commons, 503-370-6959

Alba Newmann Holmes, director

willamette.edu/dept/wcenter

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

Other important information for students:

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



Learning Enhancement
Resources

Learning Enhancement Resources

Time as an Investment

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

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

Time Commitment Analysis

Step 1: What are my time commitments?

How many hours per week do I:

Attend Class _____

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

Work _____

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

Religious Activities _____

Organizations _____

Relationships _____

Family _____

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

Step 2:

If I have committed more than 40-60 hours, what is going to be left out? _____

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

Step 3:

Is there anything I can eliminate, change? _____

Step 4:

Do I need help balancing my time? _____

Learning Enhancement Resources

Time Management Self-Determination Plan

A behavior or plan cannot be modified if you don't know what is happening.

Step 1: Take a baseline. For one week, write the class schedule, work schedule, etc. under "Plan."

Step 2: Under "Actual," keep track of what you actually did.

Step 3: At the bottom, total the number of hours "planned" to study that day and number of hours "actually" studied.

Step 4: Analyze and make adjustments.

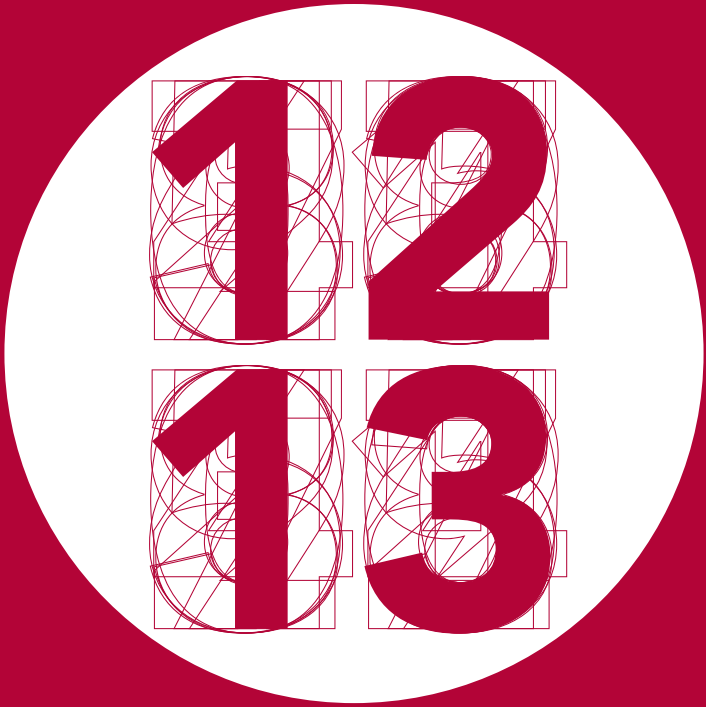
Step 5: Ask yourself: "Do I need help balancing my time, setting boundaries, or being motivated?"

| | Mon | | Tue | | Wed | | Thu | | Fri | | Sat | | Sun | |
|---------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|
| | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual |
| 12 a.m. | | | | | | | | | | | | | | |
| 1 a.m. | | | | | | | | | | | | | | |
| 2 a.m. | | | | | | | | | | | | | | |
| 3 a.m. | | | | | | | | | | | | | | |
| 4 a.m. | | | | | | | | | | | | | | |
| 5 a.m. | | | | | | | | | | | | | | |
| 6 a.m. | | | | | | | | | | | | | | |
| 7 a.m. | | | | | | | | | | | | | | |
| 8 a.m. | | | | | | | | | | | | | | |
| 9 a.m. | | | | | | | | | | | | | | |
| 10 a.m. | | | | | | | | | | | | | | |
| 11 a.m. | | | | | | | | | | | | | | |

Total Hours

| |
|-------------|
| Commitments |
| Class |
| Clubs |
| Exercise |
| Family |
| Music |
| Relations |
| Religion |
| Sports |
| Study |
| Work |
| Other |

| | Mon | | Tue | | Wed | | Thu | | Fri | | Sat | | Sun | |
|---------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|------|--------|
| | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual | Plan | Actual |
| 12 p.m. | | | | | | | | | | | | | | |
| 1 p.m. | | | | | | | | | | | | | | |
| 2 p.m. | | | | | | | | | | | | | | |
| 3 p.m. | | | | | | | | | | | | | | |
| 4 p.m. | | | | | | | | | | | | | | |
| 5 p.m. | | | | | | | | | | | | | | |
| 6 p.m. | | | | | | | | | | | | | | |
| 7 p.m. | | | | | | | | | | | | | | |
| 8 p.m. | | | | | | | | | | | | | | |
| 9 p.m. | | | | | | | | | | | | | | |
| 10 p.m. | | | | | | | | | | | | | | |
| 11 p.m. | | | | | | | | | | | | | | |



Academic Planner
2012–2013

2012–2013 Academic Planner

August

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

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

Fall Semester 2012 (Aug. 23–Dec. 15)

COURSE LIST

| | | | |
|------|----------|--------|---------------|
| Time | Location | Course | M T W T F S S |
| Time | Location | Course | M T W T F S S |
| Time | Location | Course | M T W T F S S |
| Time | Location | Course | M T W T F S S |
| Time | Location | Course | M T W T F S S |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---|--|---|--------|----------|--------|
| Aug 20 | 21 | 22 | 23 Opening Days begins | 24 | 25 | 26 |
| Aug 27 | 28 First Day of Classes, Full Semester & 1st Half Semester courses | 29 | 30 | 31 | Sep 01 | 02 |
| Sep 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| Sep 10 | 11 Last Day to Add/Drop Full Semester & 1st Half Semester courses | 12 | 13 | 14 | 15 | 16 |
| Sep 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Sep 24 | 25 | 26 Last Day to Submit Coursework for Spring Incomplete (I) grades | 27 Last Day to Withdraw from 1st Half Semester courses | 28 | 29 | 30 |
| Oct 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| Oct 08 | 09 | 10 Last Day to choose CR/NC grading on Full Semester courses | 11 | 12 | 13 | 14 |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------------------|---------|--|---|---|------------------|--------|
| Oct 15 | 16 | 17 End of 1st Half Semester courses | 18 Beginning of 2nd Half Semester courses | 19 Mid-Semester Day, no CLA classes | 20 | 21 |
| Oct 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Oct 29 | 30 | 31 | Nov 01 Last Day to Add/Drop 2nd Half Semester courses | 02 Last Day to Withdraw from Full Semester courses | 03 | 04 |
| Nov 05 | 06 | 07 | 08 | 09 Last Day to choose CR/NC grading on 2nd Half Semester courses | 10 | 11 |
| Nov 12 | 13 | 14 | 15 Last day to Withdraw from 2nd Half Semester courses | 16 | 17 | 18 |
| Nov 19 Web Registration | 20 | 21 | 22 | 23 | 24 | 25 |
| Nov 26 | 27 | 28 | 29 | 30 | Dec 01 | 02 |
| Dec 03 | 04 | 05 | 06 | 07 Last Day of Classes, Full Semester, & 2nd Half Semester courses | 08 Study Days | 09 |
| Dec 10 Final Examinations | 11 | 12 Study Day | 13 | 14 | 15 | 16 |
| Dec 17 | 18 | 19 | 20 | 21 | 22 | 23 |

Spring Semester 2013 (Jan. 14–May 12)

COURSE LIST

| | | | | | | | | | |
|------|----------|--------|---|---|---|---|---|---|---|
| Time | Location | Course | M | T | W | T | F | S | S |
| Time | Location | Course | M | T | W | T | F | S | S |
| Time | Location | Course | M | T | W | T | F | S | S |
| Time | Location | Course | M | T | W | T | F | S | S |
| Time | Location | Course | M | T | W | T | F | S | S |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|--|-----------|----------|--|----------|--------|
| Jan 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| Jan 14 First Day of Classes, Full Semester & 1st Half Semester courses | 15 | 16 | 17 | 18 | 19 | 20 |
| Jan 21 Martin Luther King Jr. Day (No classes after 12:30pm) | 22 | 23 | 24 | 25 Last Day to Add/Drop Full Semester & 1st Half Semester courses | 26 | 27 |
| Jan 28 | 29 | 30 | 31 | Feb 01 | 02 | 03 |
| Feb 04 Last Day to choose CR/NC grading on 1st Half Semester courses | 05 | 06 | 07 | 08 | 09 | 10 |
| Feb 11 | 12 Last Day to Withdraw from 1st Half Semester courses | 13 | 14 | 15 | 16 | 17 |
| Feb 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Feb 25 Last Day to choose CR/NC grading on Full Semester courses | 26 | 27 | 28 | Mar 01 | 02 | 03 |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------------------|--|--|------------------------|--------------------------|----------|--------------------|
| Mar 04 | 05 End of 1st Half Semester courses | 06 Beginning of 2nd Half Semester courses | 07 | 08 | 09 | 10 |
| Mar 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Mar 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Mar 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Apr 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| Apr 08 Web Registration | 09 Last day to Withdraw from 2nd Half Semester courses | 10 | 11 Web Registration | 12 | 13 | 14 |
| Apr 15 | 16 | 17 Student Scholarship Recognition Day | 18 | 19 | 20 | 21 |
| Apr 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Apr 29 | 30 Last Day of Classes, Full Semester & 2nd Half Semester courses | May 01 Study Days | 02 | 03 Final Examinations | 04 | 05 Study Day |
| May 06 Final Examinations | 07 | 08 | 09 | 10 | 11 | 12 Commencement |

Campus Map Key

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

Specific Offices Inside Listed Buildings

- 2nd Floor**
 - ASMU and WEB Offices
 - Campus Recreation
 - Cat Cavern
 - Chaplains
 - Community Service Learning
 - Multicultural Affairs
 - Student Activities
- 3rd Floor**
 - Campus Life
 - Career Services
 - Financial Aid
 - Registrar
 - Student Publications
- Service Center, Doney Hall**
 - Administrative Services
 - Auxiliary Support Services
 - Campus Safety
 - Compass Card
 - Parking
 - Purchasing
 - Residence Life
 - Residential Services
- Waller Hall**
 - Cashier's Office
 - Cone Chapel
 - Development and Alumni Relations
 - Human Resources
 - Office of the President
 - Student Accounts
 - Student Payroll
- Collins Science Center**
 - Student Academic Grants/Awards
- Executive Building**
 - Facilities Management
 - Facility Services
 - Graduate School of Education
 - Scheduling, Events/Conferences
 - Willamette Academy
- Lee House**
 - Print Center
 - Document Management
- Ford Hall**
 - Academic Support
 - Writing Center
 - World Language Studio
- Learning Commons**
 - Academic Support
 - World Language Studio
- Matthews Hall, Matthews Center for Intercultural Learning**
 - International Education
 - Student Center for Equity and Empowerment
- Putnam University Center**
 - Bike Shop
 - Bistro
 - Mail Center
 - MaPS Credit Union
 - Mill Stream Market
 - Travel Center
 - The Willamette Store
- 1st Floor**
 - Tokyo International University of America
 - University Apartments
 - Walton Hall
 - Willamette Academy Annex
 - Willamette International Studies House (WISH)



College of Liberal Arts
College of Law
Atkinson Graduate School of Management
Graduate School of Education
willamette.edu

Design: Stephen Yamada '13