



# WARNER PACIFIC COLLEGE

2010-2011

## STUDENT HANDBOOK

# THE SQUIRE

**FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE A STUDENT FROM THE REQUIREMENTS, REGULATIONS, AND CONSEQUENCES DESCRIBED HEREIN.**

*This handbook supersedes all previous handbooks. The Squire is written and issued by the Warner Pacific College Student Affairs department. It is the College's official notification of its standards of conduct, policies, and procedures for all traditional and Adult Degree Program students. In areas where the Squire conflicts with the ADP Bulletin, ADP students should follow the ADP Bulletin. Warner Pacific College reserves the right to change any of these standards of conduct, policies or procedures. The Squire is not a contract, nor a commitment of a particular result in a particular circumstance. The College reserves the discretion to consider each situation on a case-by-case basis.*

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## **ABOUT WARNER PACIFIC COLLEGE**

### **WARNER PACIFIC COLLEGE MISSION STATEMENT**

Warner Pacific College is an urban Christian liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them for the spiritual, moral, social, vocational and technological challenges of the 21<sup>st</sup> century.

### **VISION STATEMENT**

To be internationally recognized for the expression of Christian values, rigorous academic standards, innovation, leadership development and student-centered services.

### **VALUES STATEMENT**

As a contemporary Christian learning community, Warner Pacific College will be:

- Christ centered
- Excellence driven
- People focused
- Future directed

## **COLLEGE ADMINISTRATION AND STUDENT AFFAIRS 2010-11**

## **ADMINISTRATION**

Andrea Cook- President

Kevin Bryant- Vice President for Institutional Advancement and External Relations

Cole Dawson- Vice President of Academic Affairs, Dean of the Faculty and Interim Dean of Students

Steve Stenberg- Vice President of Operations

Toni Pauls- Associate Vice President of Academic Affairs

## **STUDENT AFFAIRS**

Jared Valentine- Interim Assistant Dean; Director of Residence Life and Judicial Affairs

Traci Vogt- Director of Leadership Development and Student Programs, Judicial Officer

Rod Johanson- Director of Academic Support

Blake Ettestad- Academic Support Specialist

Jess Bielman- Executive Director of Contextualized Ministry

Stephanie Mathis-Director of Spiritual Formation

Greg Brock- Area Coordinator, Judicial Officer

Denise Haugen- Director of Career and Life Counseling

Donna Johnson- Director of Health and Wellness

Kaylee Krout- Student Affairs Coordinator

## **ACADEMIC STANDARDS**

### **ACADEMIC AFFAIRS**

**Dr. Cole Dawson, Dean of the Faculty, 210 A.F. Gray Hall, 503-517-1221**

The goals of academic life at Warner Pacific College are to foster individual growth and development in all aspects of students' lives, to prepare students for the challenges of life within and beyond college, and to encourage the building of a learning community.

The primary focus for students is to become an active part of the learning process. This requires students to be faithful in class attendance, to come prepared, to turn work in on time, and most importantly, to ask meaningful questions of themselves, their classmates and their faculty. You are expected to be responsible FOR what you are learning and TO those with whom you are learning.

Course selection should be made in consultation with the student's academic advisor. The College catalog is the main resource to use in planning your progress toward graduation as it outlines degree requirements and college policies. It is important for a student to track progress toward graduation each semester and to make sure all appropriate paperwork is filed with the Records Office in a timely manner. Many departments and programs have handy checklists that make tracking easy.

The College catalog is available on the College website – [www.warnerpacific.edu/academics/registrar](http://www.warnerpacific.edu/academics/registrar). Additional copies may be viewed at the Office of the Registrar. Students are responsible for meeting requirements in the catalog in effect the year they entered the College. The primary responsibility for meeting academic requirements for graduation lies with the student.

### **ACADEMIC INTEGRITY**

If students and faculty are to build a learning community, it is essential that students present their own work in their classes. The following situations constitute a breach in academic integrity and are strictly prohibited:

1. Giving unauthorized information to another student or receiving unauthorized information from another student or source during any type of examination or test.
2. Obtaining or providing without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
3. Asking or arranging for another person to take an examination or test in one's place; asking or arranging for another person to sign an attendance sheet in one's absence.
4. Plagiarism, defined as taking ideas, words, or substantive paraphrasing of another and offering them as one's own, without acknowledging the source.

Examples include, but are not limited to, the following:

Submission of a written work (either in part or in whole) completed by another; failure to give credit in footnote for ideas, statements, facts or conclusions, which rightfully belong to another; failure to use quotation of another's writing.

Violation of these standards should be reported to the Dean of the Faculty. In addition, possible actions that may be taken by a faculty member who suspects a student of academic dishonesty (after counseling with the student in order to determine the student's awareness of the problem) are listed below:

1. An oral reprimand; counseling with the student toward the aim of making the student aware of the gravity of the offense and preventing future occurrences.
2. A requirement that the work be repeated or a substitute examination is taken.
3. Assignment of a failing grade or a reduction of the grade earned on the specific work in question.
4. A reduction of the course grade.
5. Recommendation that the student be suspended or expelled from the College.

If a satisfactory resolution is not reached after these actions have been taken, either faculty or student may refer the matter to the Academic Policies Committee for resolution, which will address the issue using the regularly established procedures for academic appeals. The Registrar (Victoria Cumings, 503-517-1012, [vcumings@warnerpacific.edu](mailto:vcumings@warnerpacific.edu)) is the contact point for such appeals to the committee.

If either faculty or student is not satisfied with the action of the Academic Policies Committee, in conformity with the standard procedure, an appeal may be made to the Dean of the Faculty.

Though these policies and procedures are necessary in order to know the boundaries of our academic freedom, they are not the essence of the relationship between faculty and staff. The faculty is committed to a collaborative learning experience that places them and you in relationships enhancing your intellectual, spiritual, and emotional growth. As a student, you will benefit immensely by accepting this invitation to academic fellowship.

### **CIVIL BEHAVIOR AND CONSIDERATION OF OTHERS IN THE CLASSROOM**

Most college courses include a considerable expectation of participation and active learning during the class period. Interruption caused by one student to the orderly flow of the class session may not only inhibit the learning process, but also disrupt and distract others engaged in the class. Therefore, the following guidelines have been established for use during class sessions:

- All cell phones should be turned completely off during class time. Students may not text message, receive or make calls during class.
- The use of laptop computers during class is permitted for the purpose of enhancing the educational objectives of the course. Use of laptops to check one's email, access the Internet, play games, work on projects not related to the course, or other uses not related to the course objectives is NOT permitted during class. Violation of this guideline may result in the loss of all computer use privileges during the class.
- Individual use of personal listening or viewing devices such as iPods is not permitted during class.

### **ACADEMIC APPEALS AND PETITIONS**

Occasionally it may be necessary to institute a petition for a waiver of established policies and procedures, or an appeal for a redress of grievances. Written appeals of policy are processed through the Records Office. Academic appeals fall into two general categories: 1) appeals of grades, or 2) petitions regarding application of specific policies.

#### **Grade Appeals**

Resolution of grade appeals is handled at the lowest possible level. The student must discuss the situation with the professor involved. If discussion with the professor does not resolve the issue and the student decides to appeal further, the following procedure must be followed:

1. A written statement describing the situation should be submitted to the appropriate Department Chair within two weeks following the end of class.
2. The Department Chair will meet with both the student and the professor to resolve the issue. If the issue cannot be resolved at this level and the student or the professor wish to appeal further, step 3 is followed.
3. The student or the professor files a grade appeal with the Chief Academic Officer. The Chief Academic Officer will request pertinent information from all parties involved and make a recommendation for resolution. If the issue remains unresolved, the student or the professor may appeal to the Academic Policies Committee (step 4).
4. A petition in writing is submitted by the student or professor to the Academic Policies Committee. The petition will describe the issue involved and the steps taken toward resolution. The Committee will request appropriate documents from the parties involved in steps 1-3. The Committee will hold a hearing on the petition. Parties to the dispute will be granted an opportunity to present their cases and may be subject to questioning. After receiving such evidence, the Committee will render a decision. The decision of the Committee is final. No further avenue of appeal is available. The decision of the Committee will be in writing and will remain on file in the office of the Chief Academic Officer and in the student's academic file.

#### **Petitions Regarding Application of Academic Policy**

Petitions relating to academic concerns must be in writing. All petitions must include the signature of the student's advisor. This signature does not necessarily mean that the advisor agrees with or supports the petition, but that the advisor is aware of the petitioner's request. Petitions are submitted to the Registrar. Typical petitions include waiver of requirements, acceptance of transfer credits, etc.

**See the online catalog for questions related to the academic policies, programs and resources of the College.**

## WITHDRAWALS

All students withdrawing from school must visit the Executive Director of Enrollment Management located in Admissions in Egtvedt Hall in order to obtain the required exit forms.

## ACADEMIC CALENDAR 2010-11

### **Fall Semester 2010**

Academic Year Begins	August 23, 2010
New Students Arrive/Residence Halls Open at 9:00a.m.	August 26
Classes Begin	August 30
Add/Drop Period Begins	August 30
Convocation	August 31
Labor Day Holiday	September 6
Last Day to Register/Add, 5:00 p.m.	September 10
Common Day of Service (classes before 4:00pm cancelled)	September 15
Last Day to Drop (no "W"), 5:00 p.m.	September 20
Midterm Break	October 14-15
Midterm Grades Due, 5:00 p.m.	October 22
Last Day to Withdraw ("W") or P/NP, 5:00 p.m.	November 5
Spring Schedule Registration Review	November 8-19
Thanksgiving Holiday	November 25-26
Fall Classes End	December 10
Last Day to File Request for Incomplete ("I") or In Progress ("IP"), 5:00 p.m.	December 10
Final Exams	December 13-16
Graduating Senior Grades Due, 5:00 p.m.	December 16
Faculty Day	December 17
Winter Commencement, 10:00 a.m.	December 18
Fall Final Grades Due, 5:00 p.m.	December 20

### **Spring Semester 2011**

Spring Semester Begins	January 6, 2011
Classes Begin	January 10
Add/Drop Period Begins	January 10
Martin Luther King Holiday	January 17
Last Day to Register/Add, 5:00 p.m.	January 21
Last Day to Drop (no "W"), 5:00 p.m.	January 31
President's Day Holiday	February 21
Midterm Grades Due, 5:00 p.m.	March 4
Last Day to Withdraw ("W") or P/NP, 5:00pm	March 18
Spring Break	March 21-25
Advisement/Pre-Registration: Summer '10, Fall '10, Spring '11	April 4-15
Good Friday (campus closed for the afternoon)	April 22
Honors/Awards Chapel, 10:30 a.m.	April 28
Spring Classes End	April 29
Last Day to File Request for Incomplete ("I") or In Progress ("IP"), 5:00 p.m.	April 29
Final Exams	May 2-5
Graduating Senior Grades Due, 5:00 p.m.	May 5
Faculty Day	May 6
Commencement, 10:00a.m.	May 7
Spring Final Grades Due, 5:00 p.m.	May 9

### **Summer Semester 2011**

May 9-July 29, 2010

# COMMUNITY STANDARDS

## COMMUNITY LIFE

Office of Student Affairs, 503-517-1007

Students at Warner Pacific College are members of a community. One of the primary functions of this handbook is to explain the expectations for being a member of the community at this college. While all communities expect their members to uphold certain standards of behavior, it is important that each student develop a lifestyle consistent with the Christian standards of Warner Pacific College. These standards help to create an environment that is respectful of individual rights and freedoms; an environment where all are free to pursue academic excellence; and, an environment that brings glory to God.

Each member of the Warner Pacific College community plays an important role in creating an atmosphere where others can learn, mature, and prepare to meet the challenges that lay beyond the college years. The expectations for Warner Pacific College students, explained in the following pages, reflect a commitment to a Christian philosophy of education, which is pursued within the context of community.

### COLLEGE EXPECTATIONS

The College recognizes that while the Bible does not provide specific teaching regarding all social practices, it does advocate self-restraint in things that are harmful or offensive to others. The College has chosen, therefore, to adopt certain guidelines believed to contribute to a sense of community and to its aims and goals. These standards are not set forth as absolutes or an index of Christian spirituality, but rather as expectations of those who choose to be a part of the Warner Pacific College community. Based on trust and mutual responsibility, violations of these standards are regarded as a serious breach of integrity. **When the application for admission to Warner Pacific College is signed, every student is agreeing to abide by the lifestyle expectations of this community.**

Violations can result in disciplinary action, up to and including revocation of admission or expulsion. Contact a member of the Student Affairs Department with questions regarding these statements.

### COMMUNITY COVENANT

Warner Pacific College exists to develop persons as change agents characterized by integrity, deliberate personal and social transformation, the practice of mutual responsibility and a pursuit of personal excellence. Development of a community requires open, honest, caring communication, as well as sacrifice and loving adjustment in personal liberties. The Warner Pacific College community willingly chooses to adhere to rules for behavior based on biblical principles of healthy living that are designed to promote the welfare of the entire community.

Warner Pacific College extends enrollment privileges to persons who academically qualify, have the ability to benefit from and contribute to the opportunities offered at the College, and are willing to abide by the behavioral expectations regardless of race, color, sex, gender, sexual orientation (including gender identity), national origin, religion, disability, age, veteran status and any other applicable legally protected status. Warner Pacific College encourages all members of the community to make responsible Christian choices in all decisions. The following specific behavioral expectations have been established for all students enrolled at Warner Pacific College whether on or off college property, and especially while involved in college related activities, or representing the College in any way.

- The College upholds the laws of the local community, the nation and especially the state of Oregon. Such laws include prohibitions against possession or use of illegal drugs or drug paraphernalia, against purchasing or consuming alcoholic beverages by persons under the age of 21, drunkenness, and driving under the influence of alcohol.
- The College expects our members to abide by New Testament biblical standards that reflect moral sexual behavior (sexual intimacy is confined to marriage between a man and a woman).
- The College upholds integrity as a core value of the community. Members are expected to take responsibility for their own violations of all behavioral guidelines in and out of the classroom and demonstrate commitment to the value of integrity in word and deed.
- The College is committed to providing a learning and working environment free of harassment or discrimination. The College recognizes that the use of tobacco products and alcoholic beverages present a danger to personal health. Under no circumstances shall any member of the community use or possess these products on campus, when attending a College-related activity or representing the College in any way.
- The College expects students to abstain from any violent behavior or threats of violence to self or others.
- The College expects students to abstain from gambling, profanity, obscenity, vulgar behavior or any other activity that would disrupt the educational process.
- The College expects students to use wisdom and discretion in entertainment choices including television, movies, video games and Internet sites and avoid those that display sexually explicit nudity, pornography, hate speech or satanic activities.

Students are responsible for reading, understanding and following what is listed in the Squire. Violations will result in disciplinary action up to and including revocation of admission or expulsion, and will be handled on a case-by-case basis.

## STATEMENT OF AGREEMENT TO POLICY

Carefully reading and agreeing to this statement on your application is a condition of your admission to Warner Pacific College.

Warner Pacific College exists to develop persons as change agents characterized by integrity, deliberate personal, intellectual, social and spiritual transformation, the practice of mutual responsibility and a pursuit of personal excellence.

WPC's mission includes providing students from diverse backgrounds with an education that prepares them for 21<sup>st</sup> Century challenges. As students complete their coursework and develop their academic skills required to earn a degree, they are expected to exhibit academic integrity and moral responsibility. As an expression of the College's urban mission and identity, students are expected to live out Christ's command to love their neighbors both on and off campus. Civility and love are to be demonstrated in personal interactions, campus and community life, and in service to others.

WPC is committed to Christian values. WPC views each student as a spiritual, emotional, social and intellectual being and provides a meaningful education through classes, chapel services, service involvement and informal and small-group meetings. Spiritual knowledge and growth are an important part of each student's experience at Warner Pacific College. Understanding that education encompasses more than intellectual development, Warner Pacific takes a holistic view of education believing it includes developing students spiritually, emotionally, personally and intellectually. To that end, this policy and its implementation recognizes that students are in a developmental process that at times requires redemption as well as accountability to established standards.

While WPC is a distinctively Christian liberal arts college, students do not have to be Christians to be admitted. However, every student is encouraged to be open to learning about the Christian faith and expected to uphold the school's policies and regulations. These include, but are not limited to the following:

1. Students of WPC are expected to uphold the highest standards of academic integrity. This includes not lying, cheating, plagiarizing or stealing in academic endeavors, nor accepting the actions of those who do. Students will conduct themselves responsibly and honorably in all academic activities at Warner Pacific College. A complete copy of the academic integrity policy is available in *The Squire* (Student Handbook) and on the "Current Student" page of the college website at [www.warnerpacific.edu](http://www.warnerpacific.edu)
2. Completion of faith and service requirements is mandatory for all full-time traditional undergraduate students. Students may choose various options to meet these requirements.
3. Students possessing, distributing, and/or using alcohol, narcotics, or other intoxicants on college premises or at college-related activities will be subject to judicial action. Smoking or chewing tobacco is not permissible on the WPC campus at any time.
4. Unmarried cohabitation with members of the opposite gender, unmarried intimate sexual activities, sexual misconduct and homosexual activity are unacceptable behaviors for students enrolled at WPC.
5. Students are expected to use wisdom and discretion in the use of media/technology, including movies, video games, facebook, and other social networking portals. Images and information posted on social networking sites are accessible to college personnel and may be considered in judicial processes. Viewing, creating and/or sharing pornography is prohibited.
6. Students are required to abide by local, federal and state laws; and to abstain from violence, harassment, or creating a hostile environment.

If admitted to WPC, you are expected to abide by the rules and regulations of the College as contained in the current undergraduate Student Handbook: *The Squire*, the College Catalog, and departmental brochures in addition to what is described above. If there is a dispute between you and the college, the handbook outlines the procedure for making an appeal. It is your responsibility to be aware of the policies outlined in the Student Handbook and Catalog. **The college also reserves the right to confront behavior that is detrimental to the student, the community, the college and/or others, regardless of location or age of the student.**

I certify that the information in my application is complete and correct to the best of my knowledge. I authorize my high school to release information to the college and I understand that this information will be relied upon by the officials of the college in determining my admission status, and that the submission of false information is grounds for rejection, withdrawal of an offer of acceptance, and/or other disciplinary action up to and including dismissal from the college. I also have read and understand the Statement of Agreement with Policy, and I pledge to abide by the rules and regulations of Warner Pacific College.

## STUDENT BILL OF RIGHTS AND RESPONSIBILITY

The purpose of Warner Pacific College campus life is to provide the setting and conditions within which students may grow into well-educated, thoughtful, caring, mature individuals who have the potential to make a positive difference in the world. Each member of the Warner Pacific College community possesses certain individual rights, which must be held in high regard by the whole community.

Within the mission and purpose of Warner, each individual has the right to engage in those physical, educational, social, and spiritual pursuits that are an integral part of college life. However, those rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for all other members of the Warner community.

## **JUDICIAL AFFAIRS**

**Jared Valentine, Director of Residence Life and Judicial Affairs, 503-517-1008 [jvalentine@warnerpacific.edu](mailto:jvalentine@warnerpacific.edu)**

### **STUDENT JUDICIAL PROCESS**

#### **Purpose**

The Warner Pacific College judicial process exists to respond to alleged violations of the community covenant, campus policies, and/or federal and state laws by individuals or organizations. Although not a formal court of law it provides students due process in order to assure fundamental fairness in resolving allegations of behavioral misconduct. Students who are found responsible for violating a campus policy or regulation may be required to complete a sanction. Sanctions are designed to both discourage further violations of campus policy and to instruct the student as to their role in the community. A finding of responsibility is determined by a preponderance of the evidence.

#### **Student Rights**

All students charged with behavioral misconduct have the following rights:

1. To receive notice of charges in writing.
2. To have a faculty or staff advisor during the judicial process. The advisor's participation is limited to conferring with the student. He or she may be present during all phases of the judicial process, but is not allowed to participate in any proceedings.
3. To refute any evidence or statement presented during the hearing.
4. To submit written statements from witnesses.
5. To challenge, with cause, the designation of a hearing officer or judicial review board member.
6. To appeal the outcome of the judicial hearing.

#### **Process**

The judicial process is initiated by the filing of an Incident Report (can be obtained in the Office of Residence Life) by any member of the Warner Pacific Community (students, faculty, and staff). Individuals outside of the campus community who wish to file a complaint against a student should contact Warner Pacific College Campus Safety. Campus Safety will communicate the complaint to the Office of Residence Life, at which time a determination will be made about the necessity of initiating the judicial process. Grievances against staff and faculty are not administered by the Warner Pacific College judicial process.

Once an incident report is filed in the Office of Residence Life a judicial officer will determine which type of disciplinary proceeding is most appropriate. Incidents determined to be minor may result in a letter of notification only or a letter of notification and sanctions. If the judicial officer determines the incident is a major violation or the violation is a repeat offense, the officer may initiate the judicial process. The judicial officer assigned may choose to settle the incident through either: 1) Administrative Resolution or 2) Judicial Committee Resolution. Each process is described in detail below.

#### **Administrative Resolution**

The Administrative Resolution proceeding may be used when the judicial officer assigned to the case determines that the nature and circumstances of the alleged violation are best resolved administratively. Students charged with allegations of behavioral misconduct may request a Judicial Committee hearing instead, but final authority for this decision rests with the judicial officer.

Once an Incident Report is filed in the Office of Residence Life the judicial officer in charge will identify the student(s) involved and the specific allegations. The students identified will receive written notification of the allegation and be instructed about how to proceed. In many cases a judicial investigation is necessary prior to proceeding with the administrative hearing. In such cases, the judicial officer will interview the students involved and/or witnesses as well as gather other evidence related to the case in order to provide a fair and balanced hearing.

#### **Failure to Comply**

Students that refuse to make themselves available for judicial investigations, administrative hearings, or judicial reviews in a timely fashion may be charged with "Failure to Comply". Failing to participate in the judicial process is a serious limitation to continued membership in the WPC community and could result in judicial sanctions up to and including suspension or expulsion.

#### **Administrative Hearing**

A judicial review may accommodate multiple students simultaneously, although students summoned to a judicial review may request a private meeting. Final authority for this decision rests with the judicial officer. The agenda for an Administrative Hearing is as follows:

1. The accused student(s) and their advisors (if present) are invited into the room and introduced.
2. Each student will be asked to read and sign the Honor Statement.

3. The judicial officer explains the order of events and reviews the student rights for those present.
4. The judicial officer reads the incident report and clarifies the charges for the accused student(s) or organizational representatives.
5. The judicial officer states the available pleas and asks for a plea from each student to each charge.
6. The accused student(s) or organizational representatives are asked to comment on the incident. Then the judicial officer may ask questions.
7. The accused student(s) may submit any witness statements in writing.
8. The judicial officer may make a final comment.
9. The accused student(s) or organizational representatives may make a final comment.
10. Once the judicial officer has sufficient information to make a decision, he or she may end the hearing and ask the accused student(s) to leave the room.

### **Decision**

At the conclusion of the judicial review the judicial officer may determine responsibility. Sometimes a decision may not be determined immediately in order to further review evidence or to question witnesses. If the accused is found responsible, an appropriate sanction will be determined. Charged students are notified in writing of the outcome of their case, and in some cases may be asked to schedule a post-hearing conference to discuss the outcome and sanctions with the judicial officer.

### **Judicial Committee Resolution**

The Judicial Committee Resolution proceeding may be used when the judicial officer determines that the nature and circumstances of the alleged violation are best resolved by a committee. All Judicial Committee decisions serve as recommendations to the Director of Residence Life and Judicial Affairs. The decision may then be ratified or returned to the committee with recommended revisions. Judicial outcomes are not final until the committee's decision is ratified by the Director of Residence Life and Judicial Affairs.

### **Judicial Committee Composition**

A Judicial Committee hearing is conducted with one member of the faculty, two staff persons, and two students.

### **Judicial Committee Student Selection Process**

For the 2010 – 2011 academic year the Associated Students of Warner Pacific College will recommend several students as members of the Judicial Committee. These students are then confirmed by the Director of Residence Life and Judicial Affairs. Students serving on the Judicial Committee must agree to the Judicial Committee Code of Conduct, sign a confidentiality agreement, and must receive training before serving as a member of the committee.

### **Staff and Faculty Serving on the Judicial Committee**

The Director of Residence Life and Judicial Affairs will select four or more staff persons and 2 or more members of the faculty as representatives on the Judicial Committee. These representatives must sign a confidentiality agreement and receive training before serving as a member of the committee.

### **Before the Hearing**

Prior to the judicial committee hearing, an investigation of the alleged behavioral misconduct will be conducted by the judicial officer in charge and a written summary and compilation of findings will be made available to the committee. The Department of Student Affairs is committed to prompt resolution of all disciplinary proceedings. However, in some cases, the judicial officer may permit a short delay of the proceedings in order to adequately prepare for the committee hearing. Shortly after the committee's receipt of the summary and findings, the judicial officer in charge will send the student(s) a notice of the time and date of a hearing and a statement of the alleged violations through campus mail or campus email. Prior to the hearing, the student(s) may arrange to have witness statements submitted. The judicial officer in charge will determine when such statements must arrive in order to give the committee adequate time to review the submitted statements.

### **Judicial Committee Hearing**

The agenda for the Judicial Committee Hearing is as follows:

1. The accused student(s) or organizational representatives and their advisors (if present) are invited into the room and introduced.
2. The judicial officer explains the order of events and reviews the student rights for those present.
3. The judicial officer reads the incident report and clarifies the charges for the accused student(s) or organizational representatives.
4. The judicial officer states the available pleas and asks for a plea from each student to each charge.
5. The accused student(s) or organizational representatives are asked to comment on the incident. Then the judicial officer and committee members may ask questions.
6. The accused student(s) may submit any witness statements in writing.
7. Committee members or the judicial officer may make a final comment.
8. The accused student(s) or organizational representatives may make a final comment.
9. Once the Judicial committee has sufficient information to make a decision, the hearing will end and the student(s) and advisors will leave the room.

A written summary of the hearing will be made by the Director of Residence Life and Judicial Affairs assigned to the case.

### **Decision**

At the conclusion of the hearing, the committee will render a decision by majority vote as to whether it is more likely than not that the student has violated college policy and impose sanctions if appropriate. The committee decision will be forwarded to the Director of Residence Life and Judicial Affairs to be ratified or returned to the committee with recommended revisions. Judicial outcomes are not final until the committee's decision is ratified by the Director of Residence Life and Judicial Affairs. Upon ratification the judicial officer will provide the student(s) with a written explanation of the outcome and meet with the student for further explanation if necessary.

### **Sanctions**

There are no set formulas or automatic sanctions for most violations. Students who violate college policy subject themselves to the full range of disciplinary sanctions up to and including suspension or expulsion from the college. In reviewing each violation, the following variables will be considered: attitude, truthfulness, prior discipline, impact of the violation on the community, when the misconduct occurred, and whether or not the student came forward to assume responsibility. Sanctions may include, but are not limited to, one or more of the following:

- **Formal apology.** A written and/or verbal apology to the offended party/parties.
- **Disciplinary Probation.** A written reprimand for violation of specified regulations or policies. Probation is established for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any specific conditions of the probation or any institutional regulation(s) or policy during the probationary period. Students on disciplinary probation may be suspended from participation in college functions and activities and may be required to meet regularly with a staff or faculty mentor.
- **Loss of privileges.** Denial of specified privileges for a designated period of time (such as co-curricular programs or athletic practice and/or contests)
- **Fines.** Previously established and published fines may be imposed.
- **Restitution.** Compensation for loss, damages, or injury. This may take the form of completing appropriate service and/or monetary or material replacement.
- **Discretionary sanctions.** This could include work assignments, service to the college, or other related discretionary assignments.
- **Required educational programs.** Programs designed to give students the opportunity to learn more about a particular topic and give them the tools to make better choices in the future. These programs could also include a participation fee.
- **Residence hall suspension.** Separation of the student from the residence halls for a specified period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Residence hall expulsion.** Permanent separation of the student from the residence halls.
- **College suspension.** Separation of the student from the campus for a specified period of time, after which the student may be eligible to return. While suspended, students may not be on campus or participate in any college related event. Length of suspensions may vary from one or more days to one or more semesters. The timing of the suspension will not occur at the convenience of the student. The Academic Policies and Procedures state, "Faculty are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates a hardship for students, they are to be referred to the dean of students." Conditions for the student's return to campus may be specified.
- **College expulsion.** Permanent separation of the student from the college, without possibility of readmission.

Sanctions are effective immediately, but can be temporarily suspended at the sole discretion of the Vice President for Academic Affairs if a student notifies the Vice President for Academic Affairs in writing of the student's intent to appeal. In cases of a student's written indication of intent to appeal, sanctions will be effective immediately (except as described above) following the decision on the student's appeal.

The Office of Residence Life and Judicial Affairs will verify that all sanctions are completed within the given timeline. Students that fail to complete their sanctions will be charged with failure to comply and will reenter the judicial process. Additional sanctions may be imposed by either a Judicial Officer or the Judicial Committee.

### **Interim Sanctions**

Under either disciplinary proceeding, while the investigation is being conducted, the Director of Residence Life and Judicial Affairs may take any one or more of the following actions:

- Impose immediate interim sanctions pending a final determination in the matter, including, but not limited to: stay-away orders; removal from the residence halls; suspension from campus, classes, or Warner Pacific related off-campus events.
- Enter into the residence hall, room, or apartment of the student facing the allegations of misconduct for the sake of removing any material that constitutes a serious risk of harm to other persons or property in the residence halls.
- Refer the matter to the appropriate police authorities.

The interim sanction will remain in effect until it is otherwise revoked by the Director of Residence Life and Judicial affairs or expires by its own terms.

### **Reasonable Suspicion Drug Screening**

Any student suspected of improperly using drugs may voluntarily submit to a drug screening test provided by the College during the investigation stage of the judicial process. The results of the test may be used as evidence in either an administrative hearing or a judicial hearing. If a student refuses to submit to a drug screening test that fact may be used as evidence in any subsequent judicial proceeding. Warner Pacific believes that drug testing based on reasonable suspicion is appropriate to ensure the health, safety and well-being of our students, and to identify students who are improperly using drugs and provide assistance before they harm themselves or others.

### **Appeals**

Resolutions arrived at by the Director of Residence Life and Judicial Affairs, a Judicial Officer, or the Judicial Committee may be appealed (under the conditions described below) to the Vice President for Academic Affairs. All appeals of judicial resolutions must be made in writing within one week from the date a resolution letter is sent to the student. Appeals must be delivered to the Director of Residence Life and Judicial Affairs. All appeals must be based on one or more of the following reasons:

- To determine whether the original hearing followed established procedures.
- To determine whether the facts in the case were sufficient to establish that a violation of the Community Covenant, campus policy, or state and/or federal law occurred.
- To determine whether the sanction(s) imposed were appropriate to the violation of the Community Covenant, campus policy, or state and/or federal law which the student was found to have committed.
- To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

The Vice President for academic Affairs will determine the merits of the appeal and has the right to either deny the student the opportunity to appeal or determine an alternate resolution. Appeal decisions made by the Vice President for Academic Affairs are final.

### **DRUG POLICY VIOLATIONS**

Warner Pacific College has a zero tolerance policy for illegal drugs. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Warner Pacific College provides this information:

The unlawful use, sale, possession, manufacture, distribution, dispensation, or being under the influence of illegal drugs or controlled substances while on the job or on College property is prohibited, and will be subject to immediate disciplinary action. The type of disciplinary action taken will depend upon the situation. However, it might include termination, suspension, probationary conditions, required rehabilitation, expulsion, referral for prosecution or a combination of these measures.

As a condition of employment on government contracts, employees must abide by the terms of this statement and must notify the employer of any criminal drug conviction within five days of the conviction where workplace conduct is involved.

Alcohol is an illegal drug for those **under 21 years of age**.

Drug arrests are serious situations. When they occur, students should consult an attorney. Students who need a lawyer to represent them may contact the following referral source: Oregon Attorney Referral Service: 503-684-3763

### **ALCOHOL POLICY VIOLATIONS**

The following guidelines may be used as a foundational guide to apply a level of fairness and consistency to alcohol violations. The guidelines assume that no prior judicial violations have occurred and that no imposed sanctions are currently in effect.

These suggested sanctions are subject to modification by the Judicial Review Board, Director of Residence Life and Judicial Affairs, Dean of Students, and/or a College senior administrator when cases of multiple violations or other extenuating circumstances warrant it.

#### **Alcohol First Offense**

In general, the following **options** may be imposed as benchmark sanctions for a first time alcohol violation:

- \$80 fine

- Eight hours of community service
- Drug and alcohol educational program
- Disciplinary probation

In addition the sanctions listed above first time offenders may be required to complete an alcohol assessment in the Department of Career and Life Planning. Any hours of community service not completed will be billed to the student's account at a rate of \$10 for every hour of community service they have failed to complete. Students that fail to complete any portion of their sanctions may be subject to additional judicial action and/or fines.

#### **Alcohol Second Offense**

In general, the Judicial Officer or Judicial Review Board may impose all of the following options as sanctions for a second time alcohol violation:

- \$160 fine or 16 hours of community service
- Drug and alcohol educational programming
- Parental contact
- Disciplinary probation

The judicial officer or Judicial Review Board has sole discretion as to the application of the above sanctions for a second time alcohol violation. Terms regarding failure to complete sanctions are applicable for all offense levels.

#### **Alcohol Third Offense**

Students found responsible for a third alcohol offense are subject to the full range of sanctions available to the judicial officer or the Judicial Review Board up to and including suspension and/or expulsion.

### **WEAPONS POLICY**

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Warner Pacific College community. Therefore, the possession of weapons is prohibited on the College campus.

For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, firearms ammunition, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades) and knives (other than pocket knives) with blades longer than three and one half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars and weapons of the type commonly known as nunchakus.

Anyone who observes someone on the Warner Pacific College campus violating this policy should immediately report the incident to the Campus Safety Office by dialing ext. 2127 or 503-250-1730. The complainant should be prepared to provide the Campus Safety Office with any relevant information that caused them to observe the violation. Campus Safety Officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety Office.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Warner Pacific College's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any other reason does not exempt a person from this policy.

### **DISCRETION OF DEAN OF STUDENTS.**

Warner Pacific College reserves the right to disqualify, discontinue, or exclude any student from participating in any student activities or residential life at the discretion of the Vice President for Academic Affairs. Any such discretion will be exercised without discriminating against any person's legally protected status.

## **DISCRIMINATION AND HARASSMENT POLICIES**

### **NON DISCRIMINATION STATEMENT**

Warner Pacific College does not discriminate in its student admission and employment practices and provides equal opportunity for all student applicants and employees regardless of race, color, sex, gender, sexual orientation (including gender identity), national origin, religion, disability, age, veteran status and any other status protected by applicable laws.

### **HARASSMENT DEFINED**

Disparate and unfair treatment of any individual because of his or her race, color, sex, religion, national origin, age, gender, sexual orientation (including gender identity), disability or protected group status as defined by applicable laws is prohibited. This includes

harassment and intimidation. Harassment is improper behavior that is unwelcome to the receiver and includes, but is not limited to, the use of verbal and practical jokes, unwelcome touching, offensive remarks or put-downs, displays of objects and materials based on a protected status that create an offensive environment. Actions such as these are prohibited and may also be unlawful.

### **SEXUAL HARASSMENT DEFINED**

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex differently from members of the opposite sex.

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

1. Submissions to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an offensive work or educational environment.

This is by no means an exhaustive list of conduct which is considered inappropriate and which will not be tolerated by the College. If you are aware of such conduct, it is your responsibility to take steps to stop it immediately either by telling the individual to stop the offensive conduct or reporting it immediately.

Retaliation against any student or employee for raising concerns about discrimination or harassment of any kind is strictly forbidden. Student and employees should feel fully comfortable in coming forward to express their concerns and are encouraged to do so.

### **DISCRIMINATION AND HARASSMENT GRIEVANCE PROCESS**

If you believe you have witnessed or are the victim of discrimination or harassment in any form, take the following steps immediately:

1. Report the situation immediately to a Student Affairs Professional and schedule a meeting.
2. Bring any supporting information to your meeting with a Student Affairs Professional. Provide all the facts, as you know them.

The Student Affairs Professional may take notes, clarify the situation with you and take the following steps:

1. The Student Affairs Professional may consult with the Dean of the Faculty.
2. The Dean or Student Affairs Professional may interview potential witnesses and observers individually, requiring strict confidentiality.
3. The Student Affairs Professional and the Dean of the Faculty may determine whether or not other committees or authorities should be involved in the investigation and assessment of the issue if the issue involves persons other than students.
4. The aggrieved individual is provided with a report on the process and outcome of the process.

### **SEXUAL VIOLENCE**

Sexual violence is the most serious violation of the Sexual Harassment policy and requires special definition. Sexual assault is a physical act of aggression even if the other person is someone you know. This includes someone:

- \*directing sexual threats at you
- \*exposing his or her genitals to you
- \*touching any private parts of your body either above or beneath your clothing
- \*attempting to or actually raping or having unconsented sexual contact with you

If you have been sexually assaulted, you should get help immediately. The following people have been designated by Warner Pacific College to help you. Whomever you choose to contact may join with one other person of your gender, and together they hear your account and offer support and counsel.

- Student Affairs Personnel: *Jared Valentine, Rod Johanson, Kaylee Krout, Greg Brock and Traci Vogt*
- Confidential Resources: Caldwell House Counseling Center staff, Denise Haugen, and interns, Nurse Donna Johnson, Jess Bielman\*
- Peer Assistants
- Campus Safety – 503-250-1730
- 911

You may be encouraged to simultaneously report your experience to law enforcement officials, and to seek medical attention. You need not do so alone. Warner Pacific College cooperates fully in the investigation and prosecution of any criminal sexual activity.

Victims of sexual assault often have feelings of shame, fear and self-accusation. Rather than remain isolated or silent, please be aware that support and assistance are available to you. Any person reporting sexual assault will be treated with care, concern and confidentiality.

\*College health services counselors have a legal responsibility to maintain the confidentiality of a sexual assault survivor, and only those whom the survivor wishes are notified. Note that only conversations with the college's professional health care staff may be kept strictly confidential. When a survivor talks to a faculty or staff member about what actually happened (as opposed to describing a hypothetical incident), that staff or faculty member is required by law to "act" on the report. In such cases, it may not be possible to maintain confidentiality.

Any person engaging in any form of harassment, discrimination, retaliation or sexual assault may be subject to serious disciplinary action, up to and including suspension or expulsion.

## **GRIEVANCE PROCESS**

The term "grievance" is broadly defined to include a dispute about a decision or action reached or taken by a staff or faculty member at Warner Pacific College in the course of their performed job duties. This process may also be used to address issues between students. This process is not intended to apply to complaints or problems related to alleged discrimination and/or harassment that is prohibited by law. Any concern regarding harassment or discrimination should be handled in accordance with the Discrimination and Harassment Grievance Process described above.

### **Purpose**

The purpose of this procedure is to provide in the spirit of Christian charity an orderly method of resolving grievances. The Bible urges colleagues of faith to "forebear" one another (Ephesians 4:2) and to regard each other with mutual esteem (Romans 12:10). Specific instructions are given in the New Testament for handling conflicts over both values and actions. For instance, Matthew 5:23-24 says that even worship is less important than reconciliation between persons, calling one who has offended another to initiate restoration of fellowship.

Matthew 18:15-17 instructs the one who has been offended to initiate steps toward resolution of the conflict, speaking first in private to the offending party; then, if necessary, before a witness; and, finally, before the assembly of believers. Galatians 6:1 describes the spirit of humility that must accompany confrontation, warning the one who confronts to remember how it is possible, even likely, he/she may be an offender. The verse is a plea for compassion and understanding even while holding firm convictions.

Therefore, this grievance procedure calls for a determined effort to settle differences at the lowest possible level in the procedure and, to the greatest extent possible, to hold meetings or discussions regarding grievances at such time as not to interfere with the student's academic responsibilities.

At each juncture, all parties should keep notes, and a written summary of the issues and their resolutions should be prepared by the mediating agent (at each grievance level) and distributed to all concerned parties. This report should include: a description of the agreed upon issue(s) of the conflict; the positions of the parties involved; the points of agreement; the remaining points of conflict, if any; the proposed resolution; and a statement of the next level of appeal available to the aggrieved party.

This grievance procedure should be pursued as expeditiously as possible with each necessary step to be completed within thirty (30) calendar days, or longer upon agreement of all parties involved. The aggrieved party(ies) has fourteen (14) calendar days after receiving the mediator's report to appeal the grievance to the next step.

### **Procedure**

The specific steps of the grievance procedure are listed below. When the grievance involves any of the administrators at the following steps one (1), two (2), three (3), four (4), and five (5), that person shall exempt him/herself from the proceedings.

1. When a member of the student body has a grievance against a member of the staff or faculty, he/she shall meet with that person in an attempt to resolve the matter. If the dispute involves a policy, the aggrieved person or another student shall meet with the person or, in the case of committees, persons responsible for the implementation of the policy. Grievances which go beyond step one shall be in writing and may not be considered by the responsible party at the next step without said written documentation.
2. If there is no satisfactory resolution at the first step, the aggrieved party may go to a Judicial Officer with the grievance. At that time the Judicial Officer reviews the previous step taken, the grievance at issue, and searches for an amicable settlement of the grievance. This search will involve a meeting with all parties to the grievance whether individually or as a group. A written statement will be the basis for the beginning of step three if that step is necessary.
3. If there is no satisfactory resolution at the second step, the aggrieved party(ies) will contact the Chief Academic Officer to continue the process toward resolution. The written report, along with an interview of the parties to the grievance, is conducted by the Chief Academic Officer who acts as a mediator seeking to determine the facts and to resolve the grievance.

4. If there is not satisfactory resolution at step three, the aggrieved party(ies) may appeal in writing to the President who will review all the documents of the foregoing stages, conduct his/her own inquiries and render a decision.
5. If the decision issued by the President is not satisfactory to one or more of the parties, he/she may pursue the appeal further by writing the Executive Committee of the Board of Trustees, and ultimately to the full Board of Trustees (See Bylaws of the Board, Article III, Section 1, paragraphs "D" and "I").

## **STUDENT RECORDS**

### **CONFIDENTIALITY OF STUDENT RECORDS**

Warner Pacific College adheres to a policy of protecting student rights to restrict release of personal information within their college records. The privacy and confidentiality of all college records shall be preserved to the extent required by law. Official student academic records, supporting documents and other records shall be maintained only by members of the Warner Pacific College staff employed for that purpose. Transcripts of educational records which contain information only about academic status are maintained by the ADP Associate Registrar and are transferred to the Registrar in the Records Office at the time of the student's graduation. Access to his/her records is guaranteed to every student to the extent required by law. The Registrar or a designee will advise a student of procedures for handling a request for correcting errors in the records.

Disclosure of a student's records to faculty or administrative officers shall be for internal educational purposes, routine administrative and statistical purposes, or legitimate inquiries made by instructors in order to guide the student in a specific academic area.

Information from a student's records will not be released to anyone outside the institution except to the extent permitted by law, with the prior written consent of the student, or upon presentation of a court order or subpoena. This includes grades and class assignments. Confidential Release forms requiring the student's signature are available in the Student Services Office.

Grade reports will be delivered to students through the class mail pouch by the third class meeting of the next course in the program. If a student is absent, the grade will be mailed. Grades for the final cohort course will be mailed. Students who have questions about their grade records or any of the registration procedures should inquire at the Student Services Office. To maintain confidentiality of student records, only authorized persons presenting identification may review a student's file. Information pertaining to grades or student records, except for directory information, will not be released over the telephone.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Warner Pacific College abides by the Family Educational Rights and Privacy Act of 1974, Sec. 438, PUB. L90-247, as amended, which sets forth requirements for the protection of students' rights to privacy in their educational records and gives them the right to inspect such records to seek correction of errors. This statement serves as notice to all students of their rights under the law.

### **DIRECTORY INFORMATION**

The College considers the following items to be student directory information and verifiable to anyone upon request:

- name
- photograph
- date of birth
- campus e-mail address
- educational institutions previously attended
- current city of residence
- status as full or part-time student
- dates of attendance
- major field of study
- degrees and awards received
- participation in recognized activities and sports

Records that generally are NOT released include anything personally identifiable such as:

- address
- telephone number
- Social Security Number
- grades
- schedule
- GPA

Students who do not wish to have directory information released by the college must file that request in the Student Affairs Office. Such requests will be maintained for the duration of the student's enrollment at Warner Pacific College.

## **CAMPUS RESOURCES**

College is a time of wonderful and unlimited opportunities. Students will be faced with many choices and challenges during their college years. As a Christian college, Warner Pacific College is committed to assisting in the development of whole persons, integrating the academic, spiritual, personal/emotional, physical and social aspects of each person's life.

Students are equipped to become responsible consumers of their education as they prepare for productive employment, engaged citizenship and Christ-like living. Warner Pacific College desires to graduate individuals with a sense of values, character, and commitment rooted in faith. A personal relationship with Jesus Christ is foundational for individuals to understand their unique place in creation, develop committed and ethical relationships, and be involved in responsible, compassionate behavior.

Balancing individual needs with the needs of this community, the Student Affairs staff is committed to providing a healthy atmosphere of both challenge and support.

### **ACADEMIC SUPPORT SERVICES**

**Rod Johanson, Director, Smith Hall, D-Wing, 503-517-1010, [rjohanson@warnerpacific.edu](mailto:rjohanson@warnerpacific.edu)**  
**Blake Ettestad, Academic Support Specialist, D-Wing, 503-517-????, [bettestad@warnerpacific.edu](mailto:bettestad@warnerpacific.edu)**

The Warner Pacific College Academic Support Center is dedicated to providing students from diverse backgrounds with the academic support (through academic mentoring, counseling, and tutoring) they need to succeed in the classroom and grow in the spiritual, moral, social, vocational and technological challenges of the 21st century.

The Academic Support Center accomplishes this by providing assistance with study skills, oversees study tables, providing academic mentoring, **and tutoring services and support for a variety of academic challenges.** There is no additional fee for these services to WPC students. In addition to teaching a class on critical thinking and study skills individual coaching is available. Study tables are overseen by the Academic Support Specialist and provide tutoring. Tutoring is in the library study room with hours posted outside the door and around campus (call or email Rod Johanson at [rjohanson@warnerpacific.edu](mailto:rjohanson@warnerpacific.edu) or 503-517-1010 for more information. .

**For information regarding classroom accommodation, please see Career and Life Counseling section.**

### **ASSOCIATED STUDENTS OF WARNER PACIFIC COLLEGE (ASWPC)**

ASWPC is the organization of students taking 6 or more credits a semester at Warner Pacific College. It provides students access to all areas and services on campus. ASWPC is run by Student Government who is responsible for the budgeting of the Student Body fee paid by each student taking 6 or more credits a semester, advocating for students and appointing interested students to various committees on campus for student representation. (For a complete list of all student committees, see the ASWPC website: [aswpc.warnerpacific.edu](http://aswpc.warnerpacific.edu))

#### **STUDENT GOVERNMENT**

**Advisor:** Traci Vogt- [tvogt@warnerpacific.edu](mailto:tvogt@warnerpacific.edu) 503-517-1002

Student Government Office is located in the Student Union Building, 503-517-1193, Email: [aswpc@warnerpacific.edu](mailto:aswpc@warnerpacific.edu)

#### **Mission**

The purpose of Student Government shall be to organize an active voice expressing student sentiment for the control of all matters of general student concern and to develop a spirit of Christian fellowship and service.

#### **Role and Responsibilities**

Student Government is the representative board through which the student body acts on all matters pertaining to student rights and responsibilities. Membership in Student Government is comprised of six officers that are elected or appointed for one-year terms. They operate under the guidance of the Student Government By-laws. By-laws are available for all students to read on the ASWPC website.

#### **ASWPC Student Government, 2010-2011**

NAME	POSITION	EMAIL
Stephanie DeBoer	President	<a href="mailto:sdeboer@warnerpacific.edu">sdeboer@warnerpacific.edu</a>
TBD	Vice President	<a href="#">TBD</a>
Josh Peck	Treasurer	<a href="mailto:jpeck@warnerpacific.edu">jpeck@warnerpacific.edu</a>
Aimee Tuescher	Director of Communications	<a href="mailto:atuescher@warnerpacific.edu">atuescher@warnerpacific.edu</a>
Dean Ober	Student Chaplain	<a href="mailto:dober@warnerpacific.edu">dober@warnerpacific.edu</a>
Bryce Rasmussen	Secretary	<a href="mailto:brasmussen@warnerpacific.edu">brasmussen@warnerpacific.edu</a>

#### **STUDENT SENATE**

The Student Senate is comprised of student representatives from every area on campus. Membership on student senate is determined by the Student Government Vice President. It consists of members of every student group on campus. It exists to support the purposes of the ASWPC, by the following:

- Fostering adequate representation of the student body by providing an accessible venue for a diverse range of students to become active in the processes governing ASWPC;
- Creating increased opportunity for communication and collaboration across student groups;
- Providing a central place for communication between the SG and its constituents;
- Fostering the personal development of its members as servant leaders; and
- Cultivating a spirit of Christian fellowship and service within Warner Pacific College in support of the current lifestyle handbook.

If you are interested in being part of the Student Senate, please contact Stephanie DeBoer at [sdeboer@warnerpacific.edu](mailto:sdeboer@warnerpacific.edu)

### **COLLEGE ACTIVITIES BOARD (CAB)**

**Advisor:** Traci Vogt- [tvogt@warnerpacific.edu](mailto:tvogt@warnerpacific.edu) 503-517-1002

CAB Office is located in the Student Union, 503-517-1239, Email: [cab@warnerpacific.edu](mailto:cab@warnerpacific.edu)

### **Mission Statement**

The Warner Pacific College, College Activities Board, is a ministry and student leadership vehicle designed to build campus-wide unity through quality activities and services for the student body. It is the goal to help students get acquainted, involved and invested in the Warner community of CAB.

### **Roles and Responsibilities**

CAB coordinates and administrates student programming on campus. Membership in CAB is comprised of 5 officers who are elected or appointed for one-year terms. CAB understands that social, physical and educational activities play an important role in a students' overall experience and that they are key to developing a strong sense of community on campus. Student Activities help shape attitudes, affect one's readiness to learn, and impact the quality of the college experience. CAB is responsible for programming in intramurals, outdoor recreation, special events and the Student Union. These activities are student-led, enabling students to be involved in the planning and leadership of campus-wide programming.

#### **2010-2011 CAB Officers**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL</b>
Cameron Aamodt	Activities Chair	<a href="mailto:caamodt@warnerpacific.edu">caamodt@warnerpacific.edu</a>
Jordan Andrews	Director of Daily Operations	<a href="mailto:jandrews@warnerpacific.edu">jandrews@warnerpacific.edu</a>
Jordan Austin	Student Union Manager	<a href="mailto:jaustin@warnerpacific.edu">jaustin@warnerpacific.edu</a>
Corby Johnson	Intramurals Director	<a href="mailto:cjohnson@warperpacific.edu">cjohnson@warperpacific.edu</a>
Jarred Grumbling	Commuter Representative	<a href="mailto:jgrumbling@warnerpacific.edu">jgrumbling@warnerpacific.edu</a>

### **COMMUTER STUDENT SERVICES**

Commuters are students that live off campus and commute from their homes to attend classes at Warner Pacific College. Nearly half of the students that attend Warner Pacific College are commuters. Warner Pacific College offers many resources that are beneficial to commuter students. If you are interested in getting involved and would like more information on where to begin, please contact Traci Vogt at 503-517-1002 or [tvogt@warnerpacific.edu](mailto:tvogt@warnerpacific.edu) .

The Commuter Representative on CAB is responsible for providing programs and resources that are designed to connect commuter students to campus life, integrating them into the community. If you have any questions, please contact Jarred Grumbling, Commuter Coordinator at [jgrumbling@warnerpacific.edu](mailto:jgrumbling@warnerpacific.edu).

Additional helpful information:

- Commuter lockers are located in the hall between McGuire hall and The Tabor Grind. Please bring your own lock and do not leave your belongings in lockers overnight. Use at your own risk. Warner Pacific College is not responsible for lost or stolen items.
- The Tabor Grind is a great location for on-campus studying and making connections with other students.
- The Otto F. Linn Library has a student lounge in the lobby that is open during regular library hours. The Cafeteria provides a variety of discounted meal plans for commuter students as well as cash and card purchases.
- The Student Union is available for students to study, relax, connect with other students or get some exercise while on campus.

## **STUDENT UNION BUILDING**

The Student Union is located on the ground floor of the C. C. Perry Gymnasium. The facilities, equipment and activities are open to the student body. Hours of operation are posted outside the building and on the Student Government website.

Amenities include:

- Lounge furniture
- CAB and Student Government
- Commuter Lounge
- Pool, Ping Pong and Air Hockey tables
- Big Screen TV
- Wireless internet for laptop computers
- Vending machines
- Fitness Center

## **FITNESS CENTER COURTESY POLICY**

Only current students and employees of Warner Pacific College are authorized to use the fitness center and the equipment therein. Warner Pacific College encourages students to have a physical to ensure they are capable in the use of the fitness center/cardiovascular equipment. Warner Pacific College Athletics reserves the right to post hours for Warner Pacific College Athletic team use only. Please adhere to the scheduled hours when using the fitness center. Please respect others by removing weight plates from bars and returning all weights, etc. to their proper place on the weight racks for the next person. Under no condition are weights or equipment to be removed from the fitness center.

Students are expected to:

- Bring your own sports towel.
- Please limit your time on cardio equipment to 30 minutes when others are waiting.
- Wipe down equipment after each use.

## **BOOKSTORE**

**Located in Egtvedt Hall,**

**Manager: Nathan Dunbar, 503-517-1100 [ndunbar@warnerpacific.edu](mailto:ndunbar@warnerpacific.edu)**

Warner Pacific College Bookstore is institutionally owned and operated. The store offers new and used textbooks. It also sells greeting cards, gift items, school and office supplies, all of which are at new lower prices. The bookstore offers online services at [wpcbookstore.com](http://wpcbookstore.com). We also have a large assortment of Warner Pacific College apparel and merchandise. Store hours are Monday through Thursday 9:00 AM to 6:00 PM and Friday 9:00 AM to 12:00 PM. The store will be closed during Chapel, meetings, and holidays.

## **CAMPUS MINISTRIES**

**Located in Schlatter Chapel**

**Executive Director of Contextualized Ministries: Jess Bielman, 503-517-1140 [jbielman@warnerpacific.edu](mailto:jbielman@warnerpacific.edu)**

**For appointments see Jolynn Davison, Ministries Coordinator, 503-517-1109 [jdavison@warnerpacific.edu](mailto:jdavison@warnerpacific.edu)**

**Located in Smith Hall D-wing**

**Director of Spiritual Formation: Stephanie Mathis, 503-517-1190 [smathis@warnerpacific.edu](mailto:smathis@warnerpacific.edu)**

**Service Learning Coordinator AmeriCorps\*VISTA: Katie Doran, 503-517-1088 [kdoran@warnerpacific.edu](mailto:kdoran@warnerpacific.edu)**

**Service Learning Coordinator Retention Initiative AmeriCorps\*VISTA, Eli Ritchie 503-517-1098**

**[eritchie@warnerpacific.edu](mailto:eritchie@warnerpacific.edu)**

**Kaylee Krout, Student Affairs Coordinator, 503-517-1007 [kkrou@warnerpacific.edu](mailto:kkrou@warnerpacific.edu)**

The mission of Warner Pacific College's Campus Ministries Department is to nurture a grace-filled, worshipping community by creating a place to develop character, spirituality, and service. This is done by uniting diverse people and by equipping one another to serve within and beyond the Warner Pacific College community. Often, college is a place for students to explore their spirituality and reflect on their religious traditions. This can be an intense time of spiritual awakening which can lead to a deeper understanding of one's faith in Christ. The Campus Ministries team is committed to aiding in each student's spiritual maturing regardless of one's faith tradition.

The Office of Campus Ministries includes the following components:

## **CHAPEL**

- Community chapel services provide an opportunity for the Warner Pacific College community to come together to celebrate, learn, and grow in unity as a Christian faith community. This program is central for our community. Community chapel meets in McGuire Auditorium every Tuesday and Thursday from 10:30 – 11:20 a.m.
- Student-Led Chapel – *Catecombs*, a student-led worship time is offered weekly, coordinated by the ASWPC Student Chaplain. This chapel provides students with an opportunity to preach, teach and lead worship.

### **SERVICE OPPORTUNITIES** – *Service learning is an integral aspect of the college.*

A number of service experiences are provided each semester including:

- Mentoring youth
- Hot Chocolate Ministry
- Feeding and clothing inner-city residents
- Alternative Spring Break Trips
- Common Day of Service
- MLK day
- Local elementary school reading

If you have any questions about placement for service opportunities, please contact Katie Doran (503-517-1088)

[kdoran@warnerpacific.edu](mailto:kdoran@warnerpacific.edu).

### **SMALL GROUPS** – *A place for connecting, growth and hope.*

- Connection groups are an opportunity to connect with other students and staff, develop meaningful relationships and grow academically, spiritually and interpersonally.
- Bible studies are also provided for those students who wish to study and apply specific biblical principles.

**CHURCH LIFE** – Participation and attendance in a local church body is encouraged and modeled by leaders.

### **FAITH AND SERVICE COMMITMENT**

**All students enrolled in 12 or more credit hours are expected to participate in the Faith and Service Commitment Program.**

*Waivers of chapel and service requirements are automatically given for those involved in the Adult Degree Program, Post-Baccalaureate Teacher Education Students, students who are completing their student teaching semester, Master's level candidates and students taking less than 12 credits.*

#### **Residential Student**

- Required to attend 15 chapels each semester; roughly half of the chapels offered.
- Required to complete 10 service hours.

#### **Commuter Student**

- Required to have a combination of chapels and service hours that equal 25.
- Must have a minimum of five chapels and five service hours.

Chapel attendance forms will be distributed at the doorway before chapel. **Forms will only be available the first 15 minutes of chapel** and will be collected at the doorway at the end of chapel. It is the student's responsibility to return the completed form to the collector. Forms not given to the collector immediately following Chapel will not be validated.

### **SERVICE DEFINED**

Service at Warner Pacific College is defined as work that is done to the benefit of those who are within **personal proximity** and/or **experiencing poverty** in some way, with a priority for those individuals meeting both.

Examples of this type of service are **mentoring at risk youth**, **participating in school-sponsored service activities** (Common Day of Service, Hot Chocolate Ministry, Spring Break missions, etc.), **volunteering for a local non-profit** (Habitat for Humanity, JOIN, or My Father's House to name a few good ones), or **helping an elderly neighbor with yard work**. Service at Warner Pacific College is not simply doing something for free, such as babysitting for family or helping with a school function, which would be examples of great activities, just not great *service* activities.

Another excellent way to satisfy the service requirement is by **integrating an internship or class project**. Students interning or volunteering with non-profit organizations or in situations that find them working with underserved populations may use the experience to accumulate hours. Examples include a business internship at the Community Cycling Center, service as required in a course such as Christian Social Concern, or other academic situations that allow for service opportunities.

**The spirit of the service requirement is to encourage a lifestyle that reflects Christ's commands to love our neighbors and to help those who are the least in our society.**

If you have any questions about service hours please contact Katie Doran, Service Learning Coordinator. She can be reached in her office in Smith Hall D-wing, at extension 1088 or at [kdoran@warnerpacific.edu](mailto:kdoran@warnerpacific.edu).

**Service forms must be turned in by Friday of the last week of classes by 4:00 p.m.** An electronic service form can be found online at <http://www.warnerpacific.edu/servicecredits.aspx> If a student wishes to turn in service forms to reverse a fine after the deadline, a late fee of \$5 per week for 6 consecutive weeks will be applied. After 6 weeks, fines will not be reversed. (Service opportunities happening after the last week of classes must be preapproved by emailing [kdoran@warnerpacific.edu](mailto:kdoran@warnerpacific.edu) & [kkroust@warnerpacific.edu](mailto:kkroust@warnerpacific.edu) ).

### **Petition Process**

*Any student has the opportunity to petition out of the chapel requirement.* Petitions must:

- Be filled out in writing by completing forms located on the website at <http://www.warnerpacific.edu/chapelpetition.aspx>
- Be completed during the first three weeks of each semester.
- Show inability to be in chapel for reasons of employment or not being on campus for classes on Tuesday and Thursday around chapel time.
- Show applicable hours of involvement in other activities that enhance one's spiritual journey or one's involvement in the Warner Pacific College community.

*Student, who are unable to attend the bi-weekly chapels must talk with Kaylee Krout within the first three weeks of EACH semester to petition and arrange an individual program.*

**EVERY STUDENT WHO DOES NOT COMPLETE HIS OR HER CHAPEL AND SERVICE COMMITMENTS WILL BE FINED \$10 PER COMMITMENT MISSED WITH A MAXIMUM FINE OF \$200 EACH SEMESTER.**

If you have any questions about Campus Ministries, please contact Stephanie Mathis in the Office of Campus Ministries. The primary goal of the Office of Campus Ministries is for the entire community to encounter God. This goal guides all campus ministry programs, opportunities and services.

### **CAMPUS SAFETY**

**Supervisor: Paul Hartman, 503-517-1219, [phartman@warnerpacific.edu](mailto:phartman@warnerpacific.edu)  
Campus Safety phone 503-250-1730 (cell phone)**

The Office of Campus Safety is located in the maintenance building directly behind A.F. Gray Administration building. The Office of Campus Safety's primary concern is the protection of the people and property of Warner Pacific College, and it seeks to work with all members of the Warner Pacific College community to ensure a safe living and learning environment. Community members are encouraged to be aware of their surroundings at all times and to report suspicious persons or activities to Campus Safety. If walking on campus or in the surrounding neighborhood during the night, it is best to travel in groups of two or more. If traveling in a group is not possible, the Campus Safety officer on duty is available to escort community members within the confines of the Warner Pacific College Campus. In order to prevent thefts, please do not leave valuables (backpacks, electronic devices, etc.) visible in vehicles or unattended in common areas (dorm lounges, Student Union, Tabor Grind, etc.).

Any and all incidents of stolen property or thefts, threats, accidents, etc. should be promptly reported to Campus Safety. As necessary, an officer will assist the student in filing a report with a local law enforcement agency. In case of injury (except life-and-death situations), the Office of Campus Safety should be the first agency notified. Personnel will notify the Residence Life Coordinator and the proper emergency agency for assistance. In case of an emergency, (assault, crime in progress, etc.), dial **911**. Contact Campus Safety as soon as possible once police are notified.

The Warner Pacific College campus is private property, and permission to enter or pass through it is revocable at any time. Anyone who fails to cooperate with college authorities, including Campus Safety personnel, will not be permitted on campus.

To contact a Campus Safety Officer 24 hours a day, 7 days a week, call 503-250-1730 (cell phone) or 503-517-2127 (ext. 2127 from any campus phone).

### **IN CASE OF FIRE**

**Open Curtains  
Close Windows and Doors  
Activate Fire Alarm System  
Leave Building by Nearest Door  
Summon Help – 911**

**STUDENT RIGHT TO KNOW STATISTICS**

Crime statistics for January 1 through December 31 in respective year

Offense	On Campus			Residential Facilities*			Noncampus			Public Property			Totals		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Burglary	3	7	10	0	4	3	0	0	0	0	0	1	3	7	11
Motor Vehicle Theft	0	2	2	0	0	0	0	0	0	0	0	3	0	2	5
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Drug Law Violations Referred for Disciplinary Action	0	0	3	0	0	3	0	0	0	0	0	0	0	0	3
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>9</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>9</b>	<b>23</b>
*Crimes reported in the Residential Facilities are included in the "On Campus" category.															

Freshman Cohort Retention and Graduation Rates

Enrolled		F03	F04	F05	F06	F07	F08	F09
Yr/Tm								
F03		76						
F04		59	86					
F05		43	49	76				
F06		37	40	47	76			
F07		13	36	40	51	98		
F08		3	8	39	42	58	98	
F09		4	1	11	41	39	59	103

Enrolled %		F03	F04	F05	F06	F07
Yr/Tm						
F03		100.0%				
F04		77.6%	100.0%			
F05		56.6%	57.0%	100.0%		
F06		48.7%	46.5%	61.8%	100.0%	
F07		17.1%	41.9%	52.6%	67.1%	100.0%
F08		3.9%	9.3%	51.3%	55.3%	59.2%
F09		5.3%	1.2%	14.5%	53.9%	39.8%

Grads		F03	F04	F05	F06	F07	F08	F09
Yr/Tm								
F03		0						
F04		0	0					
F05		1	0	0				
F06		5	1	0	0			
F07		27	2	2	0	0		
F08		39	28	6	0	0	0	
F09		40	36	27	0	3	0	0

Grads %		F03	F04	F05	F06	F07
Yr/Tm						
F03		0.0%				
F04		0.0%	0.0%			
F05		1.3%	0.0%	0.0%		
F06		6.6%	1.2%	0.0%	0.0%	
F07		35.5%	2.3%	2.6%	0.0%	0.0%
F08		51.3%	32.6%	7.9%	0.0%	0.0%
F09		52.6%	41.9%	35.5%	0.0%	3.1%

## **CAREER AND LIFE COUNSELING**

**Director, Licensed Professional Counselor, Denise Lopez Haugen, PsyD: 503-517-1119, [dhaugen@warnerpacific.edu](mailto:dhaugen@warnerpacific.edu)**

**Intern Office, 503-517-1121**

**Graduate Level Counselor Voicemails:**

**503-517-1388, 503-517-1389, 503-517-1390**

**Work Study Desk: 503-517-1120**

## **CALDWELL HOUSE CAREER AND LIFE COUNSELING CENTER**

A variety of services are available to the Warner Pacific Community at the Career and Life Counseling Center. Located between the science building and the Tabor Terrace Apartments, the center is not only a comfortable place to relax in-between or after classes, it is also a place dedicated to supporting students as they identify their interests, talents, and skills and as they explore potential career paths. The Career and Life Counseling Center is also dedicated to helping students remove obstacles along the way. Whether these obstacles are financial, physical, social, or personal, a visit to the Caldwell House is a good place to start when looking for solutions.

**Career Counseling** is an integral part of a student's education. As students are able to more fully understand their values, skills and interests, they will be better prepared to translate them into meaningful career and life plans. Individualized career counseling, vocational and interest testing, a career library, and a variety of workshops covering such topics as resume writing and interviewing techniques are available to all Warner Pacific students to assist them in finding work in today's competitive job market.

**Life Counseling** is available to and can benefit all Warner Pacific Students. Counseling services focus on engaging individuals in the assessment of their own strengths and in using these strengths to address obstacles that arise as they progress towards graduation. Communication strategies, strengthening relationships, time management, stress reduction, identity development, and healthy living are just some of the areas of personal growth that are typically encountered by college students. Should life stressors become overwhelming to any student, counselors at the Career and Life Counseling Center are prepared to support students who are in crisis situations. While attending to the need to protect confidentiality, counselors will actively work with an individual's support network to provide the care and resources necessary to weather personal emergencies.

**Support for Students with Diagnosed Disabilities** is provided by Warner Pacific College and is consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Free and appropriate **academic assistance and classroom accommodations** are available to Warner Pacific College students who have been diagnosed with a qualifying disorder. Students seeking reasonable accommodations should contact Dr. Haugen, Director of the Career and Life Counseling Center (x1119), to arrange an appointment, explore academic or classroom challenges, and to discuss a possible plan. In order to draft a plan the director may require evaluation records from within the last three years.

**Eligibility Appeals Process:** Unresolved issues concerning eligibility or accommodations may be appealed by the following process:

1. Submit a letter to the Director of Career and Life Counseling that clearly describes the issue. The issue will be evaluated by the Academic Policies Committee.
2. Unresolved appeals are forwarded to the Senior Vice President for Academic Affairs.
3. If the issue is not resolved, a final campus appeal can be made to the College President.
4. If the issue remains unresolved, the student may appeal to the Office of Civil Rights.

### **Confidentiality:**

The Career and Life Counseling Center staff is firmly committed as well as legally and ethically obligated to maintain the confidentiality of those who seek career and counseling services. Confidentiality can only be broken in emergency situations or as required by law. The circumstances that may require disclosure of confidential information include:

1. Immediate danger to yourself (threat to life or bodily harm).
2. Immediate danger to another (violations of community standards are not considered an emergency).
3. Reports of suspected child (under 18) or elder abuse.
4. As the Career and Life Counseling Center director, Dr. Denise López Haugen oversees all graduate work with student clients.

### **Other Services Available:**

- Referral services to Portland mental health providers
- Crisis intervention, management, and follow-up services
- Drug and Alcohol Prevention program information
- Consultation: Concern about a friend who may need help, may be discussed with a counselor. A brief consultation may be just what is needed to decide how best to help a friend.
- Counselors are available to present or lead small discussions for residence halls or small groups on a variety of topics.

**Appointments:** Students may contact Dr. Haugen (503-517-1119) through her confidential voicemail, or, once an initial consultation has occurred, students may contact the Career and Life Counseling graduate interns (503-517-1121) directly for appointments. When requesting an appointment, please be sure to leave a phone number where you can be contacted.

**For life-threatening emergencies after hours, please call 911 or go to the nearest emergency room. You may also call Multnomah County Crisis Line at 503-988-4888.**

## **FOOD SERVICE**

Lower Egtvedt Hall, [foodservice@warnerpacific.edu](mailto:foodservice@warnerpacific.edu)

### **MEAL PLANS**

Food service at the college is provided by Sodexo, Inc. a leading provider of integrated food and facilities management. Each day a variety of entrees, deli sandwiches, pizza, soups, salad bar, fresh fruits, desserts and beverages are offered in Lower Egtvedt Hall. In the fall semester, dining service begins on the first day of orientation and ends with the evening meal on the last day of finals. Service resumes the day before undergraduate classes begin in the spring, and the final meal is served on the last Friday before graduation. Food Service is not available during Thanksgiving, Christmas, spring, or summer breaks.

Meal plans are required for most residential students but are available to all students. The Platinum Meal Plan is required for all residential students with fewer than 60 semester credits and for all students living in Smith and Warman Halls. The Gold Meal Plan is required for all other residential students living in the Tabor Terrace Apartments, Division Street Apartments and Houses, with the exception of students that are married. Any student required to purchase the Gold Meal Plan may choose to upgrade to the Platinum Meal Plan. The Platinum and Gold Meal Plans each offer an all-you-can-eat meal allowance and Knights Cash. The specifics of each meal plan are outlined below.

Platinum Meal Plan – Includes 204 meals and \$300 Knights Cash per semester.

The Gold Meal Plan - Includes 100 meals and \$115 Knights Cash per semester.

All meals and flex dollars not used in the Fall semester automatically transfer to the Spring semester provided that a Spring semester plan is purchased. Meals and flex dollars do not transfer at the end of the Spring semester.

To-go lunches are available for students with a class or work schedule conflict. Documentation regarding the schedule conflict is required to obtain to-go meal privileges. You must contact Adam Pearlman with the proper documentation which would be a signed letter from a professor or employer or class/ work schedule indicating you schedule conflict. Exception will be made for students who are ill and on Chapel days. [Adam.Pearlman@Sodexo.com](mailto:Adam.Pearlman@Sodexo.com), 503-517-1029.

Exemptions from the meal plan requirement are based on Sodexo's ability to meet the dietary needs of each student. Schedule conflicts are almost never grounds for an exemption. Students wanting to petition the meal plan requirement must email a letter of explanation to Kaylee Krout, Student Affairs Coordinator at [kkrou@warnerpacific.edu](mailto:kkrou@warnerpacific.edu). The petition is reviewed by the Student Affairs Appeals Committee and a response is given within two weeks of receiving the petition. In the event the petition is approved, a prorated refund will be given based on the number of calendar days attended until the date the petition is approved. No refund is granted after 60 percent of the term has passed. Petitions are only accepted up to the first week of classes.

Knights Cash is available to all students. Knights Cash can be used to purchase meals and a la cart items from the dining hall and any item from the Tabor Grind Coffee Shop.

- For \$25 dollars purchased, student shall receive \$30 in Knights Cash
- For \$50 dollars purchased, student shall receive \$60 in Knights Cash
- For \$100 dollars purchased, student shall receive \$120 in Knights Cash
- For \$70 dollars purchased, students shall receive 11 Meals to be used in the dining hall for breakfast, brunch, lunch and dinners.

### **DINING HALL RULES**

1. All meals must be consumed in the dining room during posted meal periods, unless approved by Food Service Manager.
2. Shirts and shoes are required for service.
3. Student ID cards are required for service and may only be used by the person the card has been issued to. If an ID card has been lost or stolen please refer to the ID Card section of the handbook for the appropriate action step.
4. Unused meals and flex from the Fall semester will transfer to the Spring semester provided a meal plan is purchased in Spring.
5. Meal Plans are developed and offered for the exclusive use of an individual student, and as such, may not be shared with another student. A limited amount of guest meals are allowed for friends and family not enrolled at the institution.

## DINING HALL HOURS

### Dining Hall Hours Monday- Friday

Breakfast	7:45am to 9:00am
Lunch	11:30am to 1:30pm
Dinner	5:00pm to 7:00pm
Dinner (Friday)	5:00pm to 6:30pm

\*pizza closed Friday

\*saute closed Saturday and Sunday

### Dining Hall Hours Weekends and Holidays

Brunch	12:00am to 1:00pm
Dinner	5:00 pm to 6:00 pm

\*hours are based on an average Meal Plan participation of 160 persons

## TABOR GRIND HOURS

Monday and Wednesday	8:00 am to 7:30pm
Tuesday and Thursday	8:00am to 8:30pm
Friday	8:00am to 6:00pm

*Hours of operation are subject to change based on current business conditions and school holidays.*

## ID CARDS

Every Warner Pacific College student is issued an ID Card, which serves as an identification card, a meal card, library card, admission to campus events and entrance into residence halls and selected campus buildings including the Student Union Building (SUB) and weight room.

Because it is also a security card, there are some guidelines you must follow in order to maintain a safe and secure campus.

- Do not bend or punch holes in ID Card.
- Do not loan your card to anyone – students or otherwise. If found doing so, you may lose the privilege of accessing certain areas.
- If your card is lost or stolen, contact Kaylee Krout in the Office of Student Affairs immediately (503-517-1007).
- **A Replacement card will cost \$15.00.** It will be available Monday through Friday in the Office of Student Affairs.

## INFORMATION SERVICES

503-519-1399 <http://helpdesk.warnerpacific.edu>

## COMPUTER LAB

Warner Pacific College currently has 10 computers in the basement of A.F. Gray. This lab is available to students 24 hours a day, 7 days a week. To use the lab when the building is closed requires a Student ID card registered with Campus Safety. Computers in the Lab are intended to be used by Warner Pacific College students as needed for class related work. Students found to be abusing computer lab privileges may have privileges revoked.

A teaching lab is also available for teaching and limited student use in the basement of A.F. Gray.

**Each student (residential and commuter) is assigned an email account that is used as the primary communication system for the College. It is important for students to check their Warner Pacific College account regularly for important information regarding class assignments, announcements, events, personal notices and communications. Students should also empty their inboxes when they become full to ensure receipt of all such communications. Students may receive their log in and password from Information Services located in McKinnon House on SE 66<sup>th</sup> Ave.**

Peer to Peer copying of copyrighted files is illegal. Students found copying copyrighted files may be subject to judicial action. Examples of copyrighted materials would be items downloaded but not paid for, such as current popular music, movies, etc.

## **COMPUTER USE**

The College provides each student access to a computer through the computer labs. With this privilege comes the responsibility to use it with discretion, wisdom, and in compliance with Warner Pacific College policies. It is unacceptable to use computers or other mediums of communication (mail service or phone systems) for the purpose of harassment; use, possession, or distribution of pornography; plagiarism or otherwise in violation of Warner Pacific College policy. Students found to be using computer, mail or phone services for such purposes are subject to judicial action, up to and including expulsion.

## **NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT**

### *1. Statement of Purpose*

Warner Pacific College's computer resources and information network are vital for the fulfillment of the academic, research, and business needs of our community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member exercise responsible, ethical behavior when using these resources. Misuse, even by a few individuals, has the potential to disrupt the legitimate academic work of students and faculty, as well as the business processes of the institution.

The policies that follow outline the principles that govern our academic community in the appropriate use of computer resources and its information network. Unless otherwise stated, these policies apply to all members of the College community and to all College owned or managed computers and network equipment, as well as all information contained therein. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

These policies do not override any existing Warner Pacific College policies as outlined in the Student, Faculty, or Staff Handbooks and are intended to be congruent with all applicable local, state, and federal laws. Use from within the College network by individuals or organizations other than staff, students, or legitimate affiliates is not permitted.

### *2. Privacy Statement*

Warner Pacific College takes reasonable precautions to maintain privacy and security within our electronic systems. However, the College cannot guarantee that these efforts will always be successful. Therefore, users must assume the possibility of a breach of College privacy and security systems. The College does not intend to sell, swap, rent, or otherwise disclose for purposes outside the scope of ordinary College functions a user's name, mailing address, telephone number, email address, or other personal information. While the College makes reasonable efforts to protect information provided to us, we cannot guarantee that this information will remain secure and are not responsible for any loss or theft.

Users may not view, use, or otherwise access another person's personal user data unless:

- He or she has such person's consent;
- Such use is necessary to provide technology support services; or
- Such use is necessary, as determined in the sole discretion of the College, to responsibly manage College technology resources or investigate a potential violation of law or of this Network Access and Acceptable Use Policy.

The College manages its technology and information resources in compliance with applicable law, including the Family Educational Rights and Privacy Act (FERPA).

### *3. Copyright Statement*

As an institution dedicated to pursuits of the mind, Warner Pacific College recognizes and respects intellectual property rights. Our commitment is to provide an environment that supports the teaching and learning activities of our faculty, staff, and students. To that end, all members of the community are expected to comply with applicable laws regarding copyright and intellectual property and to exercise in good faith the principles of "fair use" in education. The respect of copyright includes all media, including without limitation: print, audio, video, and digital. The College does not permit or support the illegal use or reproduction of copyrighted materials in any form.

Additionally, Warner Pacific College intends to fully comply with all software licenses and takes reasonable steps to assure these intellectual property rights are respected. Users of the College's computers and network resources must comply with all software licenses.

#### *4. Handling of Accounts*

The College does not permit the sharing or transfer of passwords or personal identification numbers (PINs) between any individuals. Such action is deemed unacceptable and may result in disciplinary action. If it becomes necessary for an authorized third person to access a user's files or data (as in the case of illness or changing of positions), this must be handled by the system administrator with the permission of the user's supervisor or a member of the Executive Council.

The Office of Technology and Information Services generally remove user accounts, and all data found in user accounts, under the following circumstances:

- Upon an employee's termination for any reason (after the employee's supervisor has reviewed the account);
- Upon a student's graduation, leave of absence, withdrawal, or dismissal, and at the end of each academic year;
- Upon a potential student's non-enrollment by the 10<sup>th</sup> day of classes in any given semester;
- Upon a post-graduate user's completion of his or her course of study, or upon his or her leave of absence, withdrawal, or dismissal; and
- Upon a legitimate affiliate's termination of affiliation with the College (after the affiliate's sponsor has reviewed the account).

#### *5. Acceptable Use of Computer Resources*

Acceptable and responsible use of the College computer and network resources requires that all users follow these guidelines:

Respect the copyright and license provisions of all programs and data made available on the campus computers and the Internet.

Respect the copyright of all materials with respect to their incorporation into software, presentations, multimedia applications, and Internet servers.

Respect the rights of others by not tampering with their accounts, passwords, programs, or data.

Use only those computer IDs and passwords for which the user is authorized, and use them only for the purposes for which they are intended. Do not share computer accounts or passwords with others.

Avoid misusing or overusing the network, printing resources, and other shared computing resources.

Avoid the misuse of College computing and network resources for private, commercial, or political purposes unless such arrangements have been made in advance with the appropriate College official.

Warner Pacific College prohibits unauthorized use or misuse of College email addresses for any purpose, including unauthorized or misuse of campus electronic mail lists.

All users should respect and preserve the privacy of personal and institutional data to which they may have access by:

Choosing an obscure or hard password that contains both letters and numbers and changing it frequently.

Providing security for the computer systems and networks for which they are responsible, including, but not limited to, providing for prevention of unauthorized access or destruction of programs and data, and providing for adequate backups.

Logging out or securing their workstation when stepping away from a computer to ensure personal account security and to protect the security of our College systems.

#### *6. Unauthorized or Inappropriate Uses*

Unauthorized use of technology resources is prohibited and, in many cases, may be a violation of the law. We are guided by the law in noting that unauthorized use includes, but is not limited to, the following types of activities:

Harassment or threats to individuals or classes of individuals;

Interference or impairment to the academic activities of others;

Unauthorized access or unauthorized use of the resources of others;

Damage or impairment of College technology resources;

Unauthorized commercial or political activities;

Violation of city, state, or federal laws; and

Anything deemed inappropriate by College policies or regulations, as determined in the sole discretion of the College.

It is the user's responsibility to promptly report any suspected unauthorized or inappropriate use of Warner Pacific College technology resources to the user's supervisor or the Director of Information Services. Warner Pacific College has the right to investigate such uses, including the inspection of data stored or transmitted on the network or stored on any College owned desktop or laptop computer. If a use is determined to be in violation of this or any other College policy, appropriate measures will be taken which may include, but are not limited to, verbal or written warning, permanent or temporary suspension of user privileges, deletion of files, disconnection from the College's network, referral to the appropriate disciplinary process, and cooperation with appropriate law enforcement officials or agencies.

#### *7. Network and Internet Use*

Any computing device that is attached to the Warner Pacific College computer network must comply with the College's security policies, including current Windows patches and updated antivirus software. Since most College computer systems are connected to the Internet, it is essential for each user to recognize his or her responsibility in using these services and systems. The "Internet" is not a single network; rather, it is a group of thousands of individual networks that allow traffic to pass among them. The traffic sent out to the Internet may actually traverse several different networks before it reaches its destination. Therefore, users of the Internet must be sensitive to loads placed on other systems and participating networks.

Each network or system (e.g. accounting, payroll, or the student system) has its own set of policies and procedures. Actions that are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks/systems.

Access to the network is a privilege that may be revoked at any time, with or without warning, for abusive conduct. Such abusive conduct includes, but is not limited to:

- Using the network for any purpose that violates federal or state law;
- Using the network to make unauthorized entry to Warner Pacific College's or other computational information communication resources;
- Use of another person's account on the computer systems;
- Tampering with or moving network cabling or routing devices;
- Use of software or hardware designed to disrupt the security of the network or devices on the network or to spy on the network traffic of other users;
- Knowingly engaging in any activity that spreads computer viruses and/or SPAM mailings to campus computers or other computers on the Internet. This includes users who do not take adequate precautions against, or seek IT support in taking adequate precautions against, viruses and the proliferation of viruses;
- Impersonating another user in the use of the computers, networks or in email or other messages;
- Use of abusive or otherwise objectionable language in either public or private messages;
- Sending of messages that are likely to result in the loss of the recipient's work;
- Sending of "chain letters", novelty messages or lengthy unsolicited messages to individual accounts and/or lists of addresses;
- Distribution of unsolicited advertising and any other types of use that would cause congestion of the networks or otherwise interfere with the work of others;
- Unauthorized use or abuse of College mail lists and listserves; and
- Removal of any equipment from its designated location (clusters, labs, classrooms, offices, etc.).

#### *8. Email and Distribution Lists*

This policy applies to the College's standard campus email system, which is currently MS Exchange. All members of our campus community are expected to have and regularly check their email accounts. Warner Pacific College email is an official channel of communication between administration, faculty, and students.

While widely used as a primary method of communication between members of our campus community, all users should keep in mind that email is not a secure means of communication. No system connected to the Internet is completely safe from attack or infiltration. Warner Pacific College encourages all members of the community to be cautious in email communications and not send information over email that is highly private, sensitive, or potentially offensive to other members of the community.

Warner Pacific College owns the email system and its contents. Email on this system is not private communication. The College does not generally monitor the contents of email sent to or from College servers, except to identify and correct problems with email delivery or receipt, to work with email system problems, or to deal with misconduct or security issues. An electronic log of who sends and receives email through College servers is maintained for a short period of time and used to analyze trends, create summary statistics for internal planning purposes, and to otherwise aid in maintaining system performance and security. Email-related information is generally stored on a temporary basis and released only if required by law or deemed necessary, in the College's sole discretion, to internal investigations of potential violations of College rules or regulations. There are no backups of email servers. Lost or deleted email cannot be recovered.

Users should regularly monitor their email storage volume and cull their messages, keeping only those of lasting value or importance.

Due to the importance, purpose, and frequency of email communication, the College wishes to guide students and employees in the use of email distribution lists. This should not be construed as an attempt to prevent communication, but to properly use our technology for the benefit of the institution.

The purpose of email distribution lists is to provide an efficient method to disseminate information directly related to Warner Pacific College activities to multiple relevant recipients. As such, system-wide distribution lists may not be used for non-College communications, including, without limitation, selling, forwarding of jokes, "chain letter" style email messages, remembrances, or medical updates.

*In the event the above policy is not followed, a first offense may result in a written warning and a second offense may result in the loss of network privileges.*

#### *9. Network Monitoring*

The College network is monitored by individuals or software to ensure optimal service. In the event of an outage during non-business hours, users should call extension 1397 and leave a message as to the nature of the outage.

#### *10. Off-Campus Access to Systems and Networks*

Only authorized College students, faculty and staff are allowed access to Warner Pacific College systems and networks. Access should be secure by encryption, VPN, gateway authentication, or other necessary means as directed by the Director of Information Services. Computer-to-computer dial-in access is prohibited.

#### *11. Network Security Policy*

Users must comply with any network security policy developed by the Director of Information Systems, including requirements regarding firewalls, filtering, VLAN restrictions, and routing.

#### *12. Bandwidth Usage*

The campus network is a resource for the entire College community. Academic use of the network takes priority over recreational use. Users must comply with the College's bandwidth policies and restrictions, which are developed and updated by the Director of Information Services. These bandwidth policies may include restrictions related to certain Internet activities that may interfere with academic use of the network. These restrictions may include, without limitation, prohibitions on downloads such as:

- MP3 music downloads;
- Video and audio streaming; and
- Online or network gaming.

#### *13. Social Networking*

We believe in treating people with respect and adhering to ethical and responsible practices. Employees and students are expected to follow Warner Pacific College's community covenant and lifestyle agreement when representing the College or while on campus, to accept responsibility for the appropriateness of their own conduct, and to show personal integrity at all times.

Electronic media in its various formats is a communication tool used widely among private parties and a growing number of organizations. Warner Pacific College regularly and actively engages the various types of electronic media including, but not limited to: Facebook, MySpace, LinkedIn, and Twitter, as a way to connect to and stay involved with the community at large.

Employees and students are expected to conduct their personal affairs in a manner that is aligned with the employment standards and lifestyle agreement and does not adversely affect the College's own integrity, reputation, or credibility. Employees and students should refrain from using electronic media to make inappropriate or adverse comments, suggestions, or innuendo related to or referencing their association with Warner Pacific College. If you identify your association with Warner Pacific in your social networking, the College reserves the right to take issue with texts, posts, or blogging that it deems inappropriate, unprofessional, or adverse. Negative or inappropriate remarks may be injurious to the College, its reputation, and the long-standing position image built in our community.

Social media references in regards to an employee or another student on campus may also be found as a violation of our harassment policy.

Pictures, posts, or texts on a social media or personal site that associate an individual with a violation of the community covenant or lifestyle agreement may serve as a prompt to initiate an investigation into the matter.

**Employees found in violation of this policy are subject to disciplinary action up to and including termination. Students found in violation of this policy are subject to disciplinary action up to and including suspension or dismissal from Warner Pacific College.**

#### **Network**

Wireless Internet is available throughout the campus with 50 megabit bandwidth. If you would like access to the wireless network, please contact the IS Helpdesk or Student Affairs. Additionally, Internet plug ins are available in Smith Hall, Warman Hall, Saxon Apartments, Division Street Apartments and Tabor Terrace Apartments.

### **LEADERSHIP DEVELOPMENT**

**Traci Vogt, Director of Leadership Development and Student Programs, Smith Hall, D-wing, 503-517-1002**  
**[tvogt@warnerpacific.edu](mailto:tvogt@warnerpacific.edu)**

It is our desire that you will make the most of your college experience here at Warner Pacific College. There are many opportunities to get involved on and off campus. Leadership Development is here to encourage you to identify your passions and strengths to get

involved! We will encourage you to develop your leadership skills and to become people of character and integrity, ultimately resulting in your success both in college and beyond.

There are several ways for students to become involved in student leadership at Warner Pacific College. They include, but are not limited to: Knights, tutoring, Student Government, College Activities Board, Residence Life, Campus Ministries, United Image, Admissions, several clubs and institutional committee opportunities.

Students who are interested in hearing more about campus organizations and involvement can request information from the Office of Leadership Development or by going to the Warner Pacific College website and connecting to the Leadership Development link.

### **LIBRARY SERVICES**

**Otto F. Linn Library, 503-517-1102, [wpclibrary@warnerpacific.edu](mailto:wpclibrary@warnerpacific.edu)  
[library.warnerpacific.edu](http://library.warnerpacific.edu)**

The Library staff takes pride in providing academic service and support for the College community. With over 60,000 books, 19,000 full-text journal titles, 1,500 e-books, 600 music CDs, and 2,600 videos we strongly support the academic curriculum. In addition, the Library is also a member of the Orbis Cascade Alliance with borrowing privileges at 35 academic libraries in Oregon and Washington. Through the WorldCat Local catalog, Summit self-initiated borrowing is available to over 27,000,000 items, as well as interlibrary loan from across the country. Access to the Library's catalog, databases, and other resources can be found on the Library's webpage at [library.warnerpacific.edu](http://library.warnerpacific.edu)

### **Circulation and Renewals**

Students assume responsibility for materials checked out to their Library account. This includes knowing due dates, accepting responsibility for fines, and keeping materials in the same condition in which they were checked out. To check your Library account or renew items, you can visit My Library Account online via the Library's webpage, call the Service Desk (503-517-1102), or stop by the Library in person.

*\*Hint\* Instead of passing checked-out materials to other classmates, return the item and have the other student check it out under their name!*

### **Loan Periods**

Books	<i>Check out time:</i> 3 weeks <i>Renewals:</i> 2 renewals of 3 weeks each
Videos and CDs	<i>Check out time:</i> 1 week <i>Renewals:</i> 1 renewal of 1 week
Periodicals:	<i>Check out time:</i> 1 week <i>Renewals:</i> 2 renewals of 1 week each
Course Reserves	<i>Check out time:</i> 2 hour, 24 hour, 2 day, and 5 day <i>Renewals:</i> None
Summit	<i>Check out time:</i> 6 weeks (for books), 6 days (for media) <i>Renewals:</i> None
Interlibrary Loan (ILL)	<i>Check out time:</i> Variable

### **Overdue Notices**

The Library utilizes the Warner Pacific College email system for all communications and overdue notices. Notices will only be sent to Warner Pacific College email addresses. Overdue notices are sent as a courtesy; you are still expected to know what items you have checked out and when they are due. You can access My Library Account through the Library's webpage ([library.warnerpacific.edu](http://library.warnerpacific.edu)).

### **Fines**

**Items that are overdue will be subject to fines:**

Books:	<i>First 14 days overdue:</i> \$0.25 per day <i>Days 15-60:</i> \$1.00 per day <i>Replacement charge:</i> \$75.00
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Videos and CDs	<i>First 14 days overdue: \$0.50 per day Days 15-60: \$1.00 per day Replacement charge: \$75.00</i>
Periodicals	<i>First 14 days overdue: \$0.50 per day Days 15-60: \$1.00 per day Replacement charge: \$75.00</i>
Course Reserves	<i>\$0.25 per <u>hour</u> Replacement charge: \$75.00</i>
Summit	<i>First 10 days: \$0.50 per day Days 11-25: \$1.00 per day Replacement charge: \$90.00</i>
Interlibrary Loan (ILL)	<i>First 10 days: \$0.50 per day Days 11-25 \$1.00 per day Replacement charge: variable</i>

Items that are checked out for more than 60 days (or 47 hours for Course Reserves or 25 days for Summit or ILL items) and not returned or renewed will be marked as lost and will be subject to the processing and replacement fees listed above. If lost items are returned in good condition, the replacement fee may be waived. If you feel the Library has made an error in charging your account, you may obtain an appeal form at the Service Desk or online.

*Fines are transferred to Student Financial Services at the end of every semester. Fines that have been transferred to SFS are not negotiable.*

### **Blocked Accounts**

Students who have over \$30.00 or more in fines will be barred from checking items out until fines are paid. *Students may not register for a new semester with outstanding fines and may not graduate until all items are returned and all fines have been paid.*

### **Privacy**

All aspects of a patron's Library record are considered confidential and may not be discussed with anyone other than the patron, except to the extent required by law.

*Note: The policies listed above are a condensed version of the Library's Undergraduate Policies. To view the Undergraduate Policies in their entirety, visit the Library's webpage at [library.warnerpacific.edu](http://library.warnerpacific.edu). The Library may make changes to Library policies at any time.*

## **LOST AND FOUND**

Lost and Found is located in the Office of Student Services . Lost items can be claimed in the Student Services office during regular business hours (8:00 am to 5:00 pm., Monday through Friday). Items will be donated after 30 days if not claimed.

## **MAIL SERVICES/COPY CENTER**

All students taking 12 credit hours or more are required to have a campus box. All students (residential and commuters) are encouraged to have a mailbox and to check the mailbox at least once a week. Many times it is the only way that faculty and staff have to reach you. Mailboxes and keys are issued at registration or at the Mail Center located in the east end of Egtvedt. We also sell stamps, make copies for .06 cents per copy and have free standard envelopes for paying those all important bills.

## **PARKING AND VEHICLE REGISTRATION**

Vehicles driven on campus must be registered with the Office of Campus Safety and display a current Warner Pacific College parking permit. New parking permits can be purchased in the Bookstore for \$65 per semester. The accounts of students who purchase a permit in the Fall semester will be automatically charged for the Spring semester.

**Student Parking:** The parking lots beside C.C. Perry Gymnasium, below Egtvedt Hall and McGuire Auditorium, Schlatter Chapel, and the lower library parking lot, as well as the West side of 68<sup>th</sup> Street (as per city ordinance) are available. Parking is NOT allowed in the A.F. Gray parking lots or in any other spaces on campus marked reserved for faculty/staff or visitors Monday through Friday from 8:00 a.m. until 5:00 p.m.

**Resident Parking:** The Division Street, Tabor Terrace and Saxon Apartment complexes each have parking lots for their residents only (See Specific Parking Rules #2). Parking at the Division Street, Tabor Terrace and Saxon Apartment complexes is by permit and for residents only, as space is limited. Any visitors that wish to park in these parking lots must obtain an approved visitor parking permit from the Office of Residence Life. In addition to the Warner Pacific College Parking Permit, a sticker obtained from the Office of Residence Life (no extra charge) must be displayed on the issued parking permit. These stickers identify resident vehicles and allow Residence Life to identify unauthorized vehicle parking. All other apartment and house residents must park on the street, in their respective driveways or in other parking lots approved for student use.

**Ticketing:** Vehicles parked in unauthorized areas, parked improperly or without a current parking permit will be ticketed. Five or more tickets can result in loss of campus parking privileges. Vehicles parked in “**No Parking**” zones, **Handicapped Spaces**, or **Fire Lanes** may have their vehicles impounded at the owner’s expense.

**WARNER PACIFIC COLLEGE IS NOT RESPONSIBLE FOR VANDALISM TO STUDENT AUTOS OR THEFT OF STUDENT VEHICLES.**

### **Specific Parking Rules:**

1. Every student operating a vehicle must have minimum liability insurance as per state DMV requirements. The car license number, and a description of the vehicle must be provided as requested on the Vehicle Registration form before a parking permit will be issued. A college parking permit is properly displayed when hanging from the rear-view mirror. If a permit is lost or stolen, the vehicle must be re-registered and a new parking permit obtained.
2. Speed is not to exceed 15 mph on campus.
3. Parking lots are not to be used for vehicle repair.
4. Un-drivable vehicles must be removed from the campus.
5. Designated fire lanes may not be occupied or blocked.
6. According to posted city ordinances, students may not park on the east side of 66<sup>th</sup> and 68<sup>th</sup> Avenues where posted. Portland traffic control officers will issue parking tickets to violators.
7. Use only one parking space per car.
8. Warner Pacific College tickets are to be paid in the Office of Student Financial Services.

## **STUDENT FINANCIAL SERVICES** **Upper Egtvedt Hall, 503-517-1091**

### **FINANCIAL AID AND STUDENT ACCOUNTS**

The Office of Student Financial Services is a resource to help students manage the financial responsibility related to their education. Office hours are 8:00 am to 5:00 pm, Monday through Friday. The cashier desk closes at 4:00 pm each day.

Warner Pacific College does not discriminate in its student admission and employment practices and provides equal opportunity for all student applicants and employees regardless of race, color, sex, gender, sexual orientation (including gender identity), national origin, religion, disability, age, veteran status and any other applicable legally protected status. Students should apply for aid as soon after January 1 as possible. For more specific information regarding Financial Aid, please refer to the 2010-11 Academic Catalog located in the Records office or on the world wide web, or contact the Office of Student Financial Services.

All charges, payments, and financial aid transactions are recorded in an individual student account. Each month a statement will be issued by the Office of Student Financial Services and placed in the assigned student campus mailbox. It is the responsibility of the student to share this information with parents or sponsors assisting with tuition payment. The Office of Student Financial Services staff is available by appointment for private consultation to discuss any financial concerns you may have.

The following are definitions and processes that will help you manage your Warner Pacific College account.

### Payment Arrangements

1. Full payment or a payment arrangement is the final step in the Registration process and must be accomplished by August 1<sup>st</sup> for fall and December 15<sup>th</sup> for spring.
2. Financial arrangements may be made in the following ways:
  - A. **Payment in Full:** The student may use cash (US currency only), checks or debit/credit card, along with already confirmed financial aid to pay his/her balance due.
  - B. **WPC Payment Plan:** When a student has used all scholarship and loan resources, an application for a pre-authorized automatic monthly debit/credit card payment or direct withdrawal from a checking or savings account is available through the Office of Student Financial Services. There is a 5% non-refundable enrollment fee charged at the time the plan is put into place. Returned payments may result in a \$25.00 service charge. Multiple returned payments may result in retroactive monthly service charges and plan termination.
  - C. **Work Study Payment Plan:** Student account payments can be made by monthly payroll deduction from work study wages for balances under \$1000 for the year. See the Office of Student Financial Services for enrollment forms.

### Unpaid Status

Full payment or an approved payment arrangement is the final step in the Registration process and must be accomplished before moving into housing or attending classes. A student is placed on unpaid status if satisfactory payment arrangements are not made by the first day of the semester. Failure to contact the Office of Student Financial Services may result in a voided registration. Unpaid balances, including those created or increased after initial clearance, may be subject to a 1.5% monthly service charge (18% annually).

### Outstanding Student Account Balances

Failure to meet arranged payment plan terms may result in plan termination. Delinquent monthly accounts, and any deferred payment arrangements, incur service charges. Continuous nonpayment may result in an administrative withdrawal from enrollment and may prohibit the student from registering in subsequent semesters and obtaining official and unofficial transcripts until such obligations are satisfied. Prior to the end of enrollment, graduating students must owe less than \$1,000 on an approved payment plan in order to participate in graduation ceremonies. Diplomas and transcripts are not released to any student until their student account balance is zero. In addition to withholding transcripts, records, or diplomas until all college expenses are satisfied, Warner Pacific reserves the right to preclude students with past due balances from representing the college in public activities or events.

Students experiencing legitimate extenuating circumstances relating to their financial situation are encouraged to meet with Student Financial Services personnel for counseling.

### Charge/Credit Details

1. Course changes are permitted within the add/drop period. Students are responsible for account balances created by requested changes and are advised to contact the Office of Student Financial Services for counseling. Full withdrawal from the College may incur withdrawal charges. See catalog.
2. Special fees are charged for selected courses (e.g. Malheur Field Studies, art, applied music, lab, and some religion courses, and all independent study or tutorials). These fees are in addition to tuition charges. Fees will generally be posted and charged at registration.
3. Students whose accounts reflect a credit balance after all charges, aid and loans are posted may request a check in the Office of Student Financial Services after the second week of school, upon presenting proof of class attendance.

### Refund Policy

If a student withdraws or is dismissed, a pro-rated amount of tuition and fees, **except applied music fees**, will be refunded based on calendar days attended. After 60 percent of the term has passed, no refund will be granted. **Any refund may be reduced by the tuition deposit, room reservation deposit and meals consumed. Additional charges may arise from the terms and conditions of a residential lease.**

### Policies and Services

1. If a student wishes to challenge a class or take a tutorial, a routing slip from the Records Office must be obtained and the process on the routing slip followed. There is a fee for each process.
2. Returned check policy: Checks and/or electronic payment plan payments returned from the bank are assessed a \$25.00 service charge. Students will lose check-cashing privileges after two returned checks.
3. To withdraw funds from student accounts with a credit balance, a check request must be filed with the Office of Student Financial Services. Requests must be made before Wednesday noon, and checks will be available in the Office of Student Financial Services after 3:00 p.m. Friday.

4. Student employment and refund checks must be picked up and signed for by the recipient or be mailed to the permanent address on file in the Records Office.
5. Student employment checks are available in the Office of Student Financial Services on the last working day of each month. If student employment earnings are directly deposited to a bank account, a pay stub is mailed to the on-campus student mailbox.

**Special Financial Counseling:** This service is available for both new and returning students. Please contact the Office of Student Financial Services to set up an appointment.

### **STUDENT EMPLOYMENT**

Students may work on campus part-time while attending school, and they may work full-time during the summer and other vacation periods. Most positions are on campus and the Office of Student Financial Services makes the awards for Federal Work Study positions. Students are paid at least minimum wage, but may earn more for specialized work. After eligibility is determined in the Office of Student Financial Services, interested students should consult a listing of available positions kept in the Office of Student Employment as well as on the Warner Pacific College website, then apply and interview for the position. Positions are offered to the most qualified applicants. Federal Work Study eligibility does not guarantee a position. All students employed on campus must complete paperwork in the Office of Student Employment prior to beginning work.

### **STUDENT HEALTH AND WELLNESS CENTER**

**Donna Johnson, BSRN, Director of Health/Wellness Services, Located in Smith Hall, D-Wing, 503-517-1001,  
[dbjohnson@warnerpacific.edu](mailto:dbjohnson@warnerpacific.edu)**

The Health/Wellness Center *provides basic health and wellness services for all students*. The nurse may be consulted on a wide variety of issues. When a person is injured or ill during Health/Wellness Center hours of 11:00 a.m. to 4:00 p.m. on Monday, Tuesday and Thursday, or 11:00 a.m. to 2:00 p.m. on Friday, the nurse will provide appropriate limited care, medical supplies, and over the counter medications as needed. Please call ext. 1001 or knock on the Health/Wellness Center door for an appointment. Emergencies will be seen immediately. Non emergency appointments will be scheduled according to availability, usually on the same day. If necessary, the nurse will come to a student's on-campus residence hall room or apartment.

After Health/Wellness Center hours, see your Peer Assistant, Area Coordinator, or locate the "Community Health Resources" brochure on the rack by the Health and Wellness Center door or at <http://www.warnerpacific.edu/communityhealthresource.aspx> for a list of area Urgent Care Clinics and doctors. Students who are ill may remain in their on-campus living quarters unless posing a health risk to themselves or others.

*Whenever there is a true medical emergency anywhere on campus, please call 911 immediately and contact an appropriate available staff person such as the Nurse, Area Coordinator, a Peer Assistant and/or a WP Safety Officer. If in doubt about the emergent nature, it is best to follow this mandate without hesitation!*

The Health and Wellness Center's primary desire is for the wellness of all students. A large selection of health and wellness educational materials ranging from pamphlets, news articles, books, multi-media resources, and lists of appropriate Websites are available to aid in personal health or scholarly endeavors. Many handouts are free, while others may be checked out. Also, individual education and counseling based upon sound medical and biblical principles is offered by the nurse to assist in maintaining wellness, managing and overcoming health related problems (such as eating disorders), and much more. In addition, the nurse will share a variety of health/wellness issues throughout the year in a number of settings, such as residence hall meetings or small discussion groups. Students who have a special topic they would like to see addressed or who have a friend in need of help may inform the nurse. The Health/Wellness Center also offers campus-wide blood drives and health fairs.

*Note: All health and counseling issues are kept confidential to the extent required by law. College health services counselors have a legal responsibility to maintain the confidentiality of a sexual assault survivor, and only those whom the survivor wishes are notified. Note that only conversations with the college's professional health care staff may be kept strictly confidential. When a survivor talks to a faculty or staff member about what actually happened (as opposed to describing a hypothetical incident), that staff or faculty member is required by law to "act" on the report. In such cases, it may not be possible to maintain confidentiality.*

### **IMMUNIZATIONS**

**The College has a MANDATORY immunization policy requiring every student to present proof of his/her immunization status as well as a short medical history before classes start. Oregon State law mandates that all entering full-time students born after January 1, 1957 show proof of two doses of the measles vaccine, unless there is a medical or religious exemption. In addition, Warner Pacific College requires students to have the following vaccines, if not medically, religiously, or age exempt: mumps, diphtheria, pertussis, tetanus, polio, and hepatitis B. TB screening questions will be asked of all students to determine whether or not they need the Tuberculin test. The Advisory Committee on Immunization Practices (ACIP), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) are now recommending that students who wish to reduce**

their risk of contracting meningococcal disease receive the vaccine for this before college begins. Hepatitis A immunizations are also highly recommended.

**International students have additional requirements, as follows:**

1. Oregon law prohibits foreign students with non-immigrant visas and no measles immunizations from starting classes (or even coming on campus) until they have, at least, their first measles immunization; they must then show proof of receiving the second measles immunization within a month after school starts or they cannot continue; 2. They must also provide proof of tuberculosis Screening (PPD/Mantoux) within six months of entering college.

**HEALTH INSURANCE**

Students enrolled in 6 or more credit hours are automatically enrolled for the College “Accident Insurance,” but are responsible for providing their own “Health Insurance” coverage. Students are required to sign an “Acknowledgement of Insurance Coverage” form indicating that they have been informed that Warner Pacific College provides **Accident Only Insurance** for non-athletic injuries and that they are responsible for their own medical coverage. Informational brochures on general “Health Insurance” coverage can be obtained from the Warner Pacific College business office or Health/Wellness Center, if desired. It is highly recommended that you obtain this portion of your insurance before beginning classes. **The College and its agents are not responsible for costs relating to any health issue. These are solely the responsibility of the student and/or his/her family.**

**RESIDENCE LIFE**

A Warner Pacific College education is not limited to the classroom experience. Living on campus provides opportunities for learning and engagement that are unique to the college environment. Our Residence Life program is designed to maximize these learning opportunities through numerous academic, social, and spiritual experiences on campus and in the local Portland community. The following pages provide information you need to know to make the most of your residential experience. This section also contains the policies and regulations governing housing on the Warner Pacific College campus.

**RESIDENCE LIFE STAFF**

**Jared Valentine, Interim Supervisor of Student Affairs & Director of Residence Life, Smith Hall, Lower D-Wing, 503-517-1008, [jvalentine@warnerpacific.edu](mailto:jvalentine@warnerpacific.edu)**

**Greg Brock, Area Coordinator: Smith Hall, Lower C-Wing, 503-517-1003, [gbrock@warnerpacific.edu](mailto:gbrock@warnerpacific.edu)**

**Kaylee Krout, Student Affairs Coordinator, Smith Hall, Lower D-Wing, 503-517-1007, [kkrout@warnerpacific.edu](mailto:kkrout@warnerpacific.edu)**

The Department of Residence Life maintains a 12 person professional and paraprofessional staff that provides 24-hour on call assistance, housing services, and various forms of programming for residential students. Peer Assistants, commonly referred to as PA’s, are experienced Warner Pacific College students living in the residential facilities. PA’s are trained to provide assistance with housing related issues (maintenance requests, noise disturbances, lock-outs, etc.) and trained to facilitate the creation of a healthy living and learning environment. The Area Coordinator is commonly referred to as the AC.

**The PA’s for the 2010 – 2011 academic year are:**

**Warman Hall**

Upper Floor

Bradlee Hersey

Lower Floor

Dante Baca

**Smith Hall**

Lower C and Lower B

Gretchen Rohr (Returning PA)

Upper B

Marina Apa

Upper C

Sarah Wood

Upper D

Dane` Gilliland

**Tabor Terrace**

Warner Monroe Hall (31) Apt. #3

Cody Glaze

**Saxon Apartments**

Saxon # 6

Brittany Tate

**Tabor Terrace**

Pearl Lewis Hall (19) Apt. #3

Kyron Christman (Returning PA)

**RESIDENCE LIFE POLICIES**

**RESIDENTIAL COMMUNITY**

The residential community at Warner Pacific College often provides the most memorable and life changing experiences for our students. Therefore it is essential that we hold our students to the highest standards of care and respect for one another. The following policies and expectations are necessary guidelines for the efficient management of our residential community. These guidelines are not intended to restrict individual freedom, but rather to provide the structure that enables individuals to pursue community.

### **ALCOHOL, TOBACCO, AND ILLEGAL NARCOTICS RESTRICTIONS**

Purchase, possession, storage or use of alcohol, tobacco, and illegal narcotics is prohibited on campus and in campus housing. Alcoholic beverage containers, posters, clothing and other items advertising alcoholic beverages may not be openly displayed in living areas even for decorative purposes. Smoking is not permitted anywhere within the campus boundaries.

### **CONDUCT**

Residential students and their guests must respect and comply with the community covenant expectations, the rules and expectations outlined in the housing contract, and all college and Residence Life policies and procedures. Students are also held accountable to local, community, state, and federal authorities.

### **DUTY COVERAGE**

The Residence Life Staff is on call to respond to lock-outs and other issues outside of normal working hours. If you need assistance you can call the on-duty cell phone at (503) 729-4150. Students that repeatedly request assistance for lock-outs may be fined.

### **EMERGENCIES**

In the event of an emergency, contact Campus Safety and a Residence Life staff person. Students may call Campus Safety (503) 250-1730 24 hours a day, seven days a week. A residence life staff member is also available 24/7. If the emergency is a matter that requires immediate attention from police or is a fire or medical emergency, **ALWAYS CALL 911 FIRST!** Be sure to identify yourself by giving your name, the building location, and the nature of the emergency. Stay on the line until the operator dismisses you.

### **ENTRANCE RESTRICTIONS**

It is the College's policy to respect each Resident's right to privacy in his/her residence. The College agrees to give reasonable notice prior to entering a residence for routine maintenance and inspection. Residents will not unreasonably withhold consent to the College or its designee(s) to enter a residence in order to inspect the leased premises, or make reasonable or needed repairs or improvements.

College personnel and/or their authorized designee(s) may enter a resident's leased premises without notice for an emergency, maintenance work, fire and life safety inspections, fire drills, insuring compliance with health and safety standards, inspection in connection with a reasonable cause to believe there have been violations of College policy or state or federal law on the leased premises, or to check the status of the leased premises.

If a resident has not completely vacated his or her leased premises within 3 days following the end of the contract term of the lease, Residence Life personnel and/or their authorized designee(s) may enter the leased premises without notice and may remove any or all personal items that have not been removed by the exiting resident.

By submitting a work order to a college staff member to make repairs to a residence, a resident gives permission for the Maintenance Department and College staff to enter the leased premises to accomplish the requested repairs even if the Resident is not present.

### **FIRE SAFETY**

**Smith and Warman Halls:** Both Smith and Warman residence halls have a central fire alarm system. If you encounter a fire, activate the nearest fire alarm pull station, close windows and doors, and evacuate the building according to the posted evacuation routes. Call 911 as soon as you are a safe distance away from the building. Stay away from the building until you are instructed to return by the AC.

**Campus Apartments and Houses:** Each apartment and house is equipped with battery operated smoke alarms. In the event of a fire close all windows and balcony/patio doors and exit the unit. Call 911 as soon as you are a safe distance away from the building.

Portland City ordinances require notification to the Portland Fire Department whenever there is an "unfriendly" fire, even if it has been extinguished. Failure to do so warrants criminal prosecution. Therefore, all unfriendly fires, regardless of the size, require initiating the alarm and immediate notification of Campus Safety and Residence Life staff.

Tampering with a smoke detector is a major violation that may result in fines and/or disciplinary action. Immediately report any malfunctioning smoke detector to the Office of Student Affairs or to the on-duty PA. Do not attempt to repair a malfunctioning smoke detector yourself.

Anyone found to have caused a fire maliciously or recklessly (no matter how small), or who tampers with fire fighting/life protection equipment, initiates a false alarm, or fails to comply promptly with requests from college employees or the Fire Department, puts the lives of other people at risk. Such behavior cannot be tolerated and violators jeopardize their status as a student and member of the Warner Pacific College community, and risk concurrent criminal prosecution.

## **GUEST POLICY**

As an on-campus resident, you are responsible for your guests who visit on campus. While on the Warner Pacific College campus, all guests must abide by the community covenant, Residence Life and other campus policies, and state and federal laws. With the approval of roommates, guests of the same sex may stay overnight in the student's room or apartment. For guests of the opposite sex, arrangements can be made with friends in another living area. No guest may stay overnight in a student's room or apartment for more than three consecutive nights. This ensures that an environment conducive to study, privacy and personal needs of all students is maintained.

Students should inform their Peer Assistant and/or Residence Life Coordinator of their plans to have overnight guests 24 hours in advance. On-campus students who fail to give advance notification to their PA or AC of a visiting guest or who allow a nonresident (student or non-student) to remain in their room/apartment/house longer than three nights will be subject to a fine and further administrative action at the discretion of the AC. Campus Safety, a Residence Life staff member, and other college administrators have the authority to remove guests from the campus at any time.

## **HEALTH**

The Residence Life Staff is concerned with each student's health and reserves the right to confront students regarding serious health problems. The College reserves the right to deny housing to students whose health needs have not been or cannot be satisfactorily met and if such action is determined to be in the best interest of the College and the occupants of the living areas.

## **LOUNGES**

There is one lounge in Smith and one in Warman Hall. They are open 24 hours a day for study and social purposes. Lounge space is primarily reserved for studying but may be reserved for social events with the Student Affairs Coordinator. Students are responsible for the proper care and maintenance of lounges and all common areas. If the condition of any common area is altered or damaged, the person(s) responsible may be charged and/or receive disciplinary action. In the event that the responsible individual is not discovered or doesn't come forward, the charge may be assessed to a group of students.

## **NOISE**

Maintaining an environment conducive to academic success is of primary importance. Therefore, the right to study and sleep supersedes the privilege of entertainment. Noise, which is audible beyond the confines of one's room/apartment is prohibited. Students bothered by excessive noise are encouraged to approach the individual or group responsible before involving Residence Life personnel. Noise violations are best resolved between students. After an initial effort to resolve the situation, he/she may contact Residence Life through the Peer Assistant on duty.

Students are free to have radios, tape recorders, stereos, MP3 players, television sets, DVD players and VCRs in their rooms. The amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. The installation of outside aerials for televisions is not permitted. Failure to keep the noise level of sound equipment reasonable will result in removal of the equipment from the student's room.

## **QUIET HOURS AND VISITING HOURS**

The entire residential community is subject to quiet hours. Students responsible for any noise disrupting the sleep or study of others during quiet hours is subject to judicial action. Quiet hours start at 10:00 pm and end at 8:00 am.

In addition, Smith and Warman Halls are subject to visiting hours. Visiting hours exist to maintain the privacy for women in Smith Hall and for men in Warman Hall. During the following times men and women can freely access either residence hall:

- **Sunday – Thursday; 1:00 pm - 10:00 pm**
- **Friday – Saturday; 1:00 pm - 12:00 am**

Students hosting guests of the opposite sex in their room during visiting hours are expected to keep the door partially ajar unless he or she receives permission to close the door from their PA or the PA on-duty. With the exception of married couples, students are not permitted to allow members of the opposite sex to spend the night in their room, apartment or house for any reason. The Office of Residence Life reserves the right to terminate visitation privileges due to disruptive behavior, disrespect for others, or any other circumstance deemed an abuse of privileges.

## **RESIDENTIAL TRANSFER**

Students wanting to transfer rooms or apartments for any reason must complete the residential transfer paperwork in the Office of Student Affairs. Transfers are only approved if each student involved or impacted by the transfer provides consent. Transfer requests are honored when possible and are subject to a transfer fee. Students who execute room changes without approval from the Director of Residence Life and completing all room-change procedures may be fined and/or subject to further disciplinary action.

## **RESIDENCE HALL COUNCIL**

The students in Smith and Warman Halls will have the opportunity to form a Hall Council each academic year. The Hall Council's primary responsibility is to represent the residence hall students to the Office of Residence Life, to plan social activities for students in the residence halls, and to manage a designated portion of the hall council budget.

Students interested in serving on the Hall Council must submit an application to the Office of Residence Life during the first two weeks of school. Council members are required to meet with returning PA's once every two weeks to discuss ongoing issues and concerns in the residence halls and to plan social events.

## **HOUSING POLICIES**

Housing services are administered out of the Office of Residence Life. The Residence Life staff, including PA's, are responsible for ensuring that students understand and abide by all housing policies.

## **STUDENT RESIDENCY REQUIREMENT**

All full-time students (12 credits or more) are required to live on-campus unless they are commuting from parent's/legal guardian's home, are at least 21 years of age, have established residency within a commutable distance for 12 months or longer, or are married.

## **HOUSING ASSIGNMENTS**

*Residence Life housing assignments are made as follows:*

- ***Returning Students***

Returning students who participate in the housing lottery have first priority and opportunity to secure housing for the following academic year. Students who do not meet the deadline for the housing lottery will have opportunity to sign up for housing after the housing lottery is complete. Participating in the housing lottery does NOT secure a placement for the following academic year. In order to secure the space, a housing contract must be completed at the allotted lottery time. If a contract is not completed at that time, the student(s) will forfeit their opportunity to their desired space until after the lottery is complete. The Office of Residence Life reserves a limited number of spaces for incoming married students and students with children.

- ***New Students***

New students are placed throughout the summer preceding the academic year. First and second year students who live on campus are required to live in the Residence Halls and participate in the Platinum Board Plan. Third and fourth year students who choose to reside in the Residence Halls are also required to purchase a Platinum Board Plan. Students qualify for placement once the Office of Residence Life has received a Housing Placement Form and notification that the \$250 housing deposit has been made. The Office of Residence Life and Admissions work together to place students who are compatible based on the information in the completed Housing Placement Form. Requested accommodations and roommate preferences are honored whenever possible. The Office of Residence Life reserves a limited number of spaces for incoming married students and students with children.

## **CHECK IN/CHECK OUT**

Students may not move in to college housing before the posted date and must vacate their rooms or apartments on the date in the housing contract. Any exception must be cleared with the Office of Residence Life prior to finals week. Failure to abide by check in or check out dates may result in additional housing costs. Contact the Office of Residence Life or refer to the housing contract for specific information about check in and check out dates.

### **Check In Procedure**

Students must complete all paperwork in the student housing file before receiving a room or apartment key. This includes reading and signing the housing contract, and signing for the key(s) to the residential facility. Upon receiving your key, Residence Life will also provide a copy of the Room Condition Inventory (RCI) for your room/apartment. The RCI is an inventory of your unit completed by Residence Life prior to your move in. It is essential that students verify the reporting of all damage on this form within the first week of classes. Students will be charged upon check out for damage not reported on this form that exceeds normal wear and tear.

### **Check Out Procedure**

Each student is responsible to check out of his or her room/apartment for all room changes and at the end of the housing contract's lease term. Check-outs may be completed by making an appointment with the Residence Life Coordinator or by completing an Express Check Out.

Students using the Express Check Out system must complete each item on the Express Check Out form. Failure to complete each item may result in an improper check out fine. Forms may be obtained in the Office of Student Services or by contacting the PA on duty. The Express Check Out system requires the signatures of all students that have not previously checked out of the room or apartment. By signing the form of a roommate you are testifying that he or she is relieved of responsibility for any of the remaining items in the unit. Do not sign the form of a roommate who has not completely moved out or sufficiently cleaned his or her living area. Return all housing keys and the Express Check Out Form to the Office of Residence Life. If you are the last roommate to check out, you may lock your keys and form in your room/apartment.

## **Damages**

After your room or apartment is vacated, a Residence Life representative will complete a damage and fines assessment for each room or apartment. All housing related charges will be posted to student accounts, and the bill will be mailed to the forwarding address.

## **HOUSING DEPOSIT**

Each resident is required to place a refundable \$250 Housing Deposit on account before the occupancy date to reserve the premises he or she wishes to lease. Upon Resident's occupancy of the leased premises, the deposit shall remain on account, without accruing interest, as surety for any damage or cleaning charges. Resident agrees to maintain the deposit amount at all times during the term of this lease and for any subsequent lease period for as long as resident remains a student at Warner Pacific College. The deposit will be refunded after the leased premises has been jointly inspected by a Residence Life staff member and a Facilities Services staff member and the leased premises meets all cleaning and maintenance specifications at the proper check out time.

## **BALCONIES AND PORCHES**

Students are responsible for the appearance and upkeep of their balconies and porches. If a Residence Life staff member or college official determines that a balcony or porch is in an unacceptable condition students will be notified and given an opportunity to fix the problem. If the problem is not fixed within the given time period the student(s) responsible may be fined or subject to further disciplinary action.

## **BICYCLE STORAGE**

You may have a bike on campus, but it cannot be stored or kept in a residence hallway, lounge, hall, stairwell or entryway. There are bike racks inside the residence hall laundry rooms, outside of the residence halls, in front of the library, Schlatter Chapel, and the gym. Bicycles should be locked when stored or parked on campus. The College accepts no responsibility for the safekeeping of bicycles. Campus Safety personnel will remove bicycles left in stairwells or any other common area within a residence hall.

## **BUILDING ACCESS AND SECURITY**

It is critically important that the College maintains the security of the residential facilities. Therefore, it is required that students keep their apartment or room locked. Students are responsible for their College issued keys(s) until they check out. No resident may loan his or her residence key(s) to anyone for any purpose. All housing keys are checked out at the Office of Residence Life and returned upon check out according to the resident's chosen procedure. If a key is lost or stolen please report it immediately to the Office of Residence Life. Replacement keys and ID cards are \$15. In some circumstances it may be necessary to replace the lock when a key is lost. In such cases the student responsible may be charged for replacing the lock as well. Residents who fail to return keys at check out will be charged for the replacement of both the lock and the key.

Students needing to replace a lost or stolen ID card should refer to the ID card policy in the Campus Safety section of The Squire.

## **DISABILITY ACCOMMODATIONS**

Students wanting reasonable accommodations due to a disability must submit a request with acceptable documentation to the Office of Residence Life prior to requesting housing. Students are asked to include any supporting documentation regarding their need for accommodations. The Office of Residence Life and the Warner Pacific College disability services representative will make an assignment based on the availability of space, the individual's needs, and the College's ability to reasonably accommodate the student. Any time a student requests and is assigned a single room, regardless of circumstances, the single rate is charged.

## **ELECTRICAL USE**

Due to the limitations of electrical circuits and for a variety of safety reasons, electrical appliance usage must be limited. **Acceptable electric appliances with proper care and usage within student rooms are:**

- Small refrigerators (up to 4.1 cu. ft.)
- Microwave
- Coffee Pot
- Hot-air popcorn popper
- Hairdryer
- Curling irons/curlers/flat iron
- Clothes iron
- Televisions
- Radios and stereos
- Computers
- Fans
- Blu-ray/DVD Players/VCRs

All heat producing electrical appliances must be plugged directly into the wall outlet and need to be U/L approved. Residence hall rooms are not equipped to support the use of cooking appliances with the exception of microwaves. However, a community kitchen is available in the Warman Hall 24-hour lounge. The use of extension cords is prohibited although students may use power strips that contain surge protectors. If you are unsure about a particular electrical item please inquire with the Office of Residence Life. Students may request the use of other appliances through the Office of Residence Life. Accommodations will be made when possible, although an extra fee may apply.

## **FIRE AND LIFE SAFETY**

Once each semester the Office of Residence Life, in cooperation with the Maintenance Department, conducts Fire and Life Safety Inspections. These inspections are purposed to find fire hazards, maintenance issues, and other facility related problems. College personnel are not looking for infractions of the community covenant or other campus and Residence Life policies. However, personnel are required to report any infraction he or she sees as a result of the inspections.

## **FLAMMABLES**

At no time may any flammables be stored in or around living areas including fireworks, candles, and incense. *Open flame or combustibles, including but not limited to* candles, incense, oil burning lamps, and potpourri pots may not be burned in any residential unit. Fuel driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit live Christmas trees and boughs as well as the large decorative Christmas lights in residence halls. Small, decorative, artificial Christmas trees are permitted in apartments and houses. Fire safety reasons also prohibit posters, tapestries, etc., to be hung or placed on ceilings. Barbeques are not permitted at on campus housing.

## **FURNITURE**

College owned furniture must not be moved in or out of rooms or apartments. This includes exchanging furniture with another residence. There may be a fine for such removal even if the item is returned at a later date. In addition, students with lobby/lounge area furnishings in their possession may also be subject to a fine and possible further disciplinary action. This furniture is to remain in the lobby/lounge area for everyone to use and enjoy.

Although apartments and houses come unfurnished, a limited amount of furniture is available for rent. Beds, including a mattress, are available for \$125 per academic year. Dressers and desks are available for \$50 each per academic year. The set of three may be rented for \$200. No refunds are available regardless of early departure. Furnishings provided are to be used in a manner for which they are designed. Removal, damage, or destruction of furniture may result in a fine and a replacement charge. Upon check in and check out, it is the renter's responsibility to contact a Residence Life staff member and return the furniture to storage.

## **HALLWAYS**

Hallways and stairwells must remain free of debris, personal items, and decorations. Students found in violation of this policy will be notified of the infraction and be given an opportunity to remove the items. If the problem is not resolved within the given time frame, students may be fined or subject to further disciplinary action.

## **LAUNDRY**

Personal laundry may be done in the coin-operated automatic washers and dryers installed in the laundry rooms. The cost per load is 75 cents to wash and 50 cents to dry. Inoperable machines should be reported to the Office of Residence Life (x1007) immediately. The College is not responsible for lost or stolen items in the laundry rooms.

## **MAINTENANCE**

**Malfunctions/Tampering/Alterations:** Students must report all equipment malfunctions, failure of essential services, or repair needs to the Student Affairs Coordinator. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, (503) 729-4150. Students or student's guests must not tamper with the heating system, refrigerator (or other appliances), locks, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to the leased premises.

**Pests:** Students must report the existence of pests in or around the leased premises (i.e. insects or rodents) to the Office of Residence Life immediately.

## **PARKING**

Parking on the College campus is limited. All students wanting to park a car on the campus must purchase a parking permit (\$65/semester) that allows access to two common parking areas, the McGuire/C.C. Perry Gymnasium lot and the Otto F. Linn Library lot. Residents of the Tabor Terrace, Division St., and Saxon apartments each have their own parking lot. However, apartment residents must obtain and display a unique sticker on their parking permit. Apartment residents may visit the Office of Student Affairs to receive their sticker during orientation or once they arrive on campus. Visitors to campus are welcome to park in any of the assigned visitor spaces, or can get a visitors pass from the Office of Residence Life. The College is not responsible for damage, loss or theft of students' or visitors' cars.

## **PETS**

Students are not allowed to keep pets of any kind (except fish and /or turtles in a clean odor-free aquarium) on campus. This also includes feeding and temporarily housing animals in or around living areas. In the event a pet is discovered in a house, apartment or the residence halls, each resident will incur a fine. Residents will also be held accountable for any damages found upon check out, including but not limited to, extra cleaning charges or the replacing of carpet.

## **RELOCATION AND TERMINATION**

The College reserves the right to relocate student(s) to another housing assignment or terminate a student's housing contract and remove him or her from campus housing under the following conditions:

- If a resident fails to make any rent or other payment under the housing contract within 10 days after written notice to the resident that it is due, the College may terminate the housing contract with 3 days' notice to the resident.
- For the benefit of an individual resident and/or the community, behavior that disrupts individuals or the community will be grounds to relocate a resident to another assignment or to cause the resident to vacate the leased premises and terminate the housing contract (i.e. disorderly conduct, harassment, unreasonable noise, violation of Residence Life policies or expectations) with 3 days' notice. If a resident threatens to inflict, or actually inflicts personal injury or substantial damage to the leased premises, commits an act that is a significant disruption to the community, or commits any act that is outrageous in the extreme on the leased premises or in the immediate vicinity of the leased premises, as "outrageous in the extreme" is defined by ORS 90.396(f), then on behalf of the College the Director of Residence Life has the right, in its discretion, to immediately terminate the offending resident's housing contract upon notice and require the resident to vacate.
- Failure to comply with instructions to vacate after termination or relocation by College may result in the removal and storage of the noncompliant resident's possessions at the resident's expense.

## **ROOM/APARTMENT MAINTENANCE**

**Student Repair and Upkeep of the Leased Premises:** Students in campus housing are required to keep and maintain their apartment or room in good and sanitary condition, to properly dispose of all rubbish, garbage, and other organic or flammable waste regularly; not to intentionally or negligently destroy, deface, damage, repair, or remove any structure or fixtures located on the leased premises and surrounding property belonging to the College, nor permit any invitee, licensee, or any other person under the resident's control to do so. Students are responsible to repair clogged waste pipes, bathtubs, toilets, or washbasins and for replacing light bulbs.

Students are also responsible for the condition of his or her living area at the termination or expiration of the housing contract. The Residence Life Staff reserves the right to enter college property, including individual rooms or apartments leased from the College, to ensure that each unit is being maintained properly and that no damage has occurred beyond normal wear and tear. Extra cleaning and additional checkout fees may be assessed for failure to comply with maintenance and sanitation expectations.

**Damage/Destruction:** Students are responsible for all damages to his or her apartment or room, equipment, and appliances that is caused by the student's willful misconduct or negligence, or by the student's guests or invitees. Damage or loss within a room, house, or apartment is the joint responsibility of the occupants. Any cost incurred to repair and/or clean public or shared areas will be equally split and assessed to the entire living group of students if the person(s) responsible is/are not identified. Each resident is responsible for reporting any damages or maintenance needs to their Residence Life staff member immediately so repairs can be made in a timely manner. All fines and costs for repair of damages will be assessed according to the Damage Repair/Replacement Cost Sheet, a copy of which is attached to the RCI and is available upon request.

**Malfunctions/Tampering/Alterations:** Students must report all equipment malfunctions, failure of essential services, or repair needs to their Residence Life staff member. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, (503) 729-4150. Students or student guests shall not tamper with the heating system, refrigerator (or other appliances), locks, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to their leased premises.

Lofts are permitted at the student's own risk as long as the loft adheres to the following guidelines:

- Furniture may not block the entrance or exit of any room.
- No furniture may be within three feet of the ceiling, smoke detectors or other fire detection or suppressing equipment.
- Lofts may not cover more than 60% of the floor space of the apartment/room unit.
- Student-built lofts must be free-standing and may not be affixed to any wall or other permanent structure in the unit.
- No PVC or metal pipes may be used in the construction of any loft.
- A max of two layers of concrete masonry units (cinderblocks) may be used in the construction of loft.
- Any loft must include a safe means of getting into or out of the loft, i.e. ladders or steps.

**Decorations:** Fewer than 10 small nail holes per wall are permitted for hanging pictures and other items on your walls. Masking, scotch, double-sided tape, adhesive hooks and screws are strictly prohibited as these often leave damage when removed. Any pictures or decorations that are sexually or racially inappropriate, or drug and alcohol related, are prohibited in all the College housing units.

## **STORAGE**

There is limited storage space available for the residence halls and the apartments. Those wishing to use any storage space must contact the Student Affairs Coordinator. All stored belongings are to be in boxes or suitcases, if stored in the residence halls, with name and contact information attached. The SAC must approve any items that cannot be boxed or put in suitcases. Apartment storage spaces may be rented during the academic year and summer months. Storage of personal belongings in College facilities is at the individual's risk. Articles will be discarded or donated if not removed at the completion of the storage agreement term. Carpets, furniture or any other item may not be stored outside of locked storage spaces. Any items left in the open areas will be considered abandoned and will be discarded or donated by the College.

## **TELEPHONES**

Community telephones are available for local calls in each residence hall hallway. These phones may be used to make long distance calls with a calling card. Landline telephone service is no longer available in any campus apartment or house. Telephone service may be added to apartments and houses for a fee by contacting a landline service provider.

## **WEAPONS**

The possession of dangerous weapons is prohibited including slingshots, firearms (including BB guns), knives, and explosives (firecrackers, fireworks, dangerous chemicals or propulsion devices). A dangerous weapon includes: a) any item or instrument defined as a weapon by local, state, or federal law, b) an item designed to cause injury or incapacitate another person, c) any item used to harass, threaten, intimidate, assault, or batter another person, or d) any item the College deems as dangerous.

## **RESOURCES**

### **CAMPUS DIRECTORY**

Each new and returning student has questions about how things are done. This section of THE SQUIRE attempts to answer the most common questions, or it will tell you whom to ask.

### ***IF YOU HAVE QUESTIONS CONCERNING...***

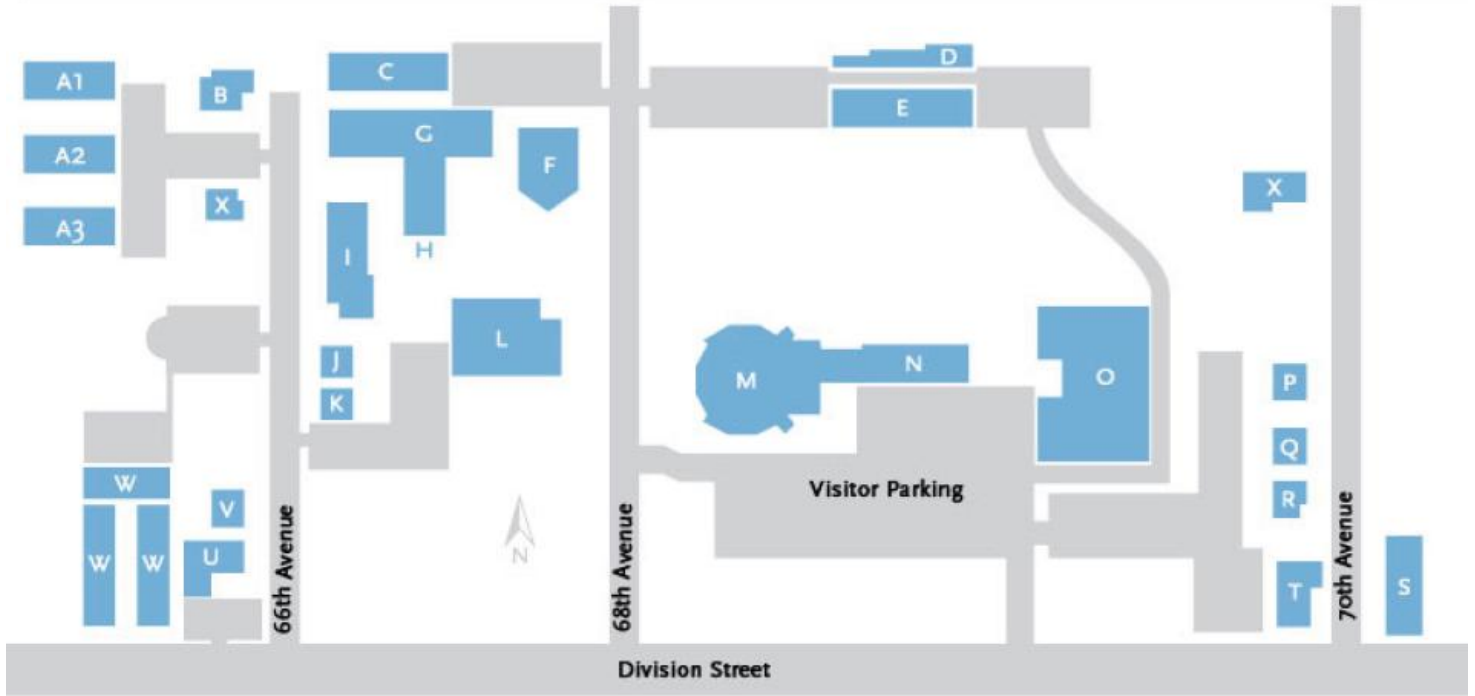
You may dial the extension number if you are calling from a campus phone. If you are calling from a regular phone you may dial 503-517- and the four-digit extension number. This system is connected to voicemail. If there is no answer, please leave a brief message so they are able to return your call.

Academic Counseling	1036 Dean of Faculty
Academic Probation	1036 Dean of Faculty
Academic Problems Assistance	1010 Academic Support
Academic Programs at WPC	1036 Dean of Faculty
Adding/dropping classes	1013 Records Office
Advanced Standing	1013 Records Office
Advertising	
Student Originated	1369 Marketing & Public Relations
Off-campus Based	1369 Marketing & Public Relations
Alumni	1026 Director of Alumni
Application/Admission	1020 Admissions
Athletics	1370 Sports Information Director
Auto Registration	1100 Bookstore
Bookstore	1100 Bookstore
Campus Safety (503-250-1730)	1219 Campus Safety
Career Guidance/Testing/Placement	1119 Career Counseling
Class Schedule	1013 Records Office
Diplomas	1013 Records Office
Early Learning Center	1081 Director
	1082 Master Teacher
Early Learning Education	1080 Teacher Education
Faith & Service Commitments	1140 Campus Ministries
	1007 Student Affairs
Fees & Financial Arrangements	1207 Student Financial Services
Grading System Information	1013 Records Office
Graduation Information	1013 Records Office
Health/Wellness Center	1001 Campus Nurse
Accident/Health Insurance	1207 Student Financial Services
Incompletes	1013 Records Office

International Students	
Admissions	1021 Associate Director of Enrollment
Immigration Questions	1021 Associate Director of Enrollment
Intramurals	1002 Leadership Development
Library	1102 Library
Mailroom	1210 Mailroom/Copy Center
Maintenance Requests	1007 Office of Student Affairs
Maintenance for Housing	1007 Residence Life staff member
Marital/Premarital Counseling	1119 Counseling
Ministerial Field Service	1045 Chair, Religion Dept
Off-campus Jobs	1119 Career Counseling
Welcome Week	1002 Leadership Development
Perkins Loan	1207 Student Financial Services
Personal Counseling	1119 Director of Career and Life Counseling
	1121 Counseling Interns
	1119 <i>Schedule Appointments</i>
Registration	1012 Registrar
Residence Life	1008 Director of Residence Life
	1003 Area Coordinator
	1007 Student Affairs Coordinator
	1017 Financial Aid
Selective Service Registration	
Compliance	
Solicitation/Surveys on campus	1011 Student Affairs Team Lead
Student Activities	1239 CAB Office
Student Affairs	1007 Student Affairs Coordinator
Student Conduct Policies	1011 Student Affairs Team Lead
Student Government Office	1193 Student Government
Student Employment	1018 Student Financial Services
Student Handbook (The Squire)	1011 Student Affairs Team Lead
Study Skills Assistance	1010 Academic Support
Teacher Education	1080 Teacher Education
Transcripts	1013 Records
Transcript Evaluation	
Freshman Student	1013 Records
Returning/transfer Student	1013 Records
Tutoring	1010 Academic Support Center
Veterans Affairs	1012 Registrar
Work Study	1091 Work Study Office
Yearbook	1004 Yearbook Office

## **CAMPUS MAP**

# WARNER PACIFIC COLLEGE



- |                                      |                        |                               |
|--------------------------------------|------------------------|-------------------------------|
| A. TABOR TERRACE APARTMENTS          | I. WARMAN HALL         | R. WILLAMETTE HOUSE           |
| B. CALDWELL HOUSE                    | J. RAINIER HOUSE       | S. 5-PLEX APARTMENTS          |
| C. GOTHAM HALL (SCIENCE)             | K. MCKENZIE HOUSE      | T. EARLY LEARNING CENTER      |
| D. MAINTENANCE BUILDING              | L. OTTO F LINN LIBRARY | U. SAXON APARTMENTS           |
| E. AF GRAY (ADMINISTRATIVE BUILDING) | M. MCGUIRE AUDITORIUM  | V. SANDY HOUSE                |
| FA. SCHLATTER PRAYER CHAPEL          | N. EGTVEDT HALL        | W. DIVISION STREET APARTMENTS |
| FB. KARDATZKE                        | O. CC PERRY GYMNASIUM  | X. TABOR HOUSE                |
| G. SMITH HALL                        | P. ADAMS HOUSE         |                               |
| H. OFFICE OF RESIDENCE LIFE          | Q. CLACKAMAS HOUSE     |                               |