



2017-2018

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 Life 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 neither 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.

Contents

ABOUT WARNER PACIFIC COLLEGE	7
MISSION	7
VISION	7
VALUES.....	7
CORE THEMES.....	7
TAGLINE AND MOTTO	7
EMBRACING PARADOX	7
COLLEGE ADMINISTRATION AND STUDENT LIFE	9
ACADEMIC AFFAIRS.....	10
CIVIL BEHAVIOR AND CONSIDERATION OF OTHERS IN THE CLASSROOM.....	11
Petitions Regarding Application of Academic Policy.....	11
Appeals Regarding Grades or Other Academic Matters.....	11
MyWP STUDENT PORTAL.....	12
WITHDRAWALS.....	12
Fall Semester 2017.....	12
Spring Semester 2018.....	13
Summer Semester 2018.....	14
STUDENT LIFE	15
Community Agreement.....	15
Student Conduct.....	17
STUDENT CONDUCT PROCESS.....	17
Student Rights	17
Judicial Committee Resolution.....	18
Judicial Committee Hearing.....	19

Levels of response	21
Non-Disciplinary Policy.....	22
Medical Leave Policy	22
Alcohol Policy	24
Weapons Policy.....	24
GRIEVANCE PROCESS	24
TITLE IX COMPLIANCE	25
SEXUAL MISCONDUCT POLICY	26
Filing a Complaint	28
CAMPUS POLICIES AND RESOURCES	30
STUDENT RECORDS.....	30
Confidentiality of Student Records	30
Family Educational Rights and Privacy Act.....	30
SUCCESS CENTER.....	31
Career Counseling	32
Disability Accommodations	32
ASSOCIATED STUDENTS OF WPC	32
STUDENT GOVERNMENT	33
Commuter Student Services.....	33
COLLEGE ACTIVITIES BOARD (CAB)	34
Recreation and Fitness Center	34
Fitness Center & Weight Room Policies	35
STUDENT DIVERSITY COUNCIL.....	35
CAMPUS MINISTRIES.....	36
FAITH AND SERVICE COMMITMENT	36
Chapel.....	36

Service Learning.....	37
CAMPUS SAFETY.....	38
IN CASE OF FIRE ON CAMPUS.....	38
PARKING AND VEHICLE REGISTRATION.....	39
Specific Parking Rules:.....	39
STUDENT COUNSELING CENTER.....	40
Counseling.....	40
DINING SERVICES.....	41
MEAL PLANS.....	41
DINING HALL HOURS.....	42
BOOKSTORE.....	43
INFORMATION TECHNOLOGY.....	43
WPC Email.....	43
Computer Lab.....	43
Computer Use.....	44
Network.....	44
LIBRARY SERVICES.....	44
Circulation and Renewals.....	44
Loan Periods.....	44
Overdue Notices.....	45
MAILROOM & COPY CENTER.....	46
STUDENT FINANCIAL SERVICES.....	46
FINANCIAL AID AND STUDENT ACCOUNTS.....	46
Payment Arrangements.....	46
Unpaid Status.....	47
Outstanding Student Account Balances.....	47

Policies and Services	47
STUDENT EMPLOYMENT	48
RESIDENCE LIFE	49
RESIDENCE LIFE POLICIES	49
Residential Community	49
Alcohol, Tobacco, and Illegal Narcotics Restrictions.....	49
Conduct	49
Duty Coverage	49
Emergencies	49
Entrance Restrictions.....	50
Fire Safety.....	50
Guest Policy	50
Health	51
Lounges	51
Noise	51
Quiet Hours and Visiting Hours	51
Residential Transfer	52
Residence Hall Council	52
HOUSING POLICIES	52
Student Residency Requirement.....	52
Housing Assignments.....	52
Check-In/Check-Out	53
Housing Deposit	53
Balconies and Porches	53
Bicycle Storage.....	54
Building Access and Security	54

ID CARDS.....	54
Disability Accommodations	54
Electrical Use	54
Fire and Life Safety	55
Furniture	56
Hallways	56
Laundry.....	56
Maintenance	56
Parking.....	56
Pets	56
Relocation and Termination.....	57
Room/Apartment Maintenance	57
Storage	58
Weapons.....	58
RESOURCES.....	59
CAMPUS DIRECTORY.....	59

Updated: November 2017

ABOUT WARNER PACIFIC COLLEGE

MISSION

Warner Pacific is a Christ-centered, urban, liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

VISION

Warner Pacific College will be a Christ-centered, innovative, diverse, formational learning community known for fostering collaboration, developing a sense of vocation among students, staff, and faculty, and operating within a position of fiscal responsibility.

VALUES

Warner Pacific College, as a Christ-centered higher education institution, values:

- Learning within the context of community
- Academic and inclusive excellence
- Engaged relationships among students, staff, and faculty
- Service in and beyond our city, and
- The transformative power of the gospel

CORE THEMES

- Cultivating a Christ-centered learning community
- Collaborating with and for our urban environment
- Fostering a liberal arts education
- Investing in the formation and success of students from diverse backgrounds

TAGLINE AND MOTTO

Flourish

“Where faith and scholarship lead to service.”

EMBRACING PARADOX

We encourage interdisciplinary learning and invite honest questioning through a foundation of faith. As a result, faculty members have created a core curriculum rooted in the notion of paradox that challenges students to engage with life's most difficult questions.

The Warner Pacific College experience additionally offers:

- **Small classes:** Our 12-to-1 student-to-faculty ratio translates into the individualized attention and intellectual interaction that meaningful scholarship requires. Close academic relationships between faculty and students often result in customized internships and independent study courses, both of which are enhanced by the resources of the greater Portland area, where a multitude of cultural and employment opportunities await.
- **Options:** Undergraduates can choose from 25 majors and 29 minors, and students pursuing a graduate education can enroll in our innovative 4.5 Masters of Arts in Teaching program where you can earn your undergraduate and graduate degree in less time combined. The Adult Degree Program offers four graduate studies degrees, in the classroom or online.
- **Ongoing education:** For more than 25 years, our distinctive Adult Degree Program (ADP) has offered adult learners a convenient and pragmatic degree completion program that is built around their individual needs.

COLLEGE ADMINISTRATION AND STUDENT LIFE

ADMINISTRATION

Dr. Andrea Cook - President

Dr. Reginald Nichols - Vice President for Academic Affairs & Dean of Faculty

Douglas Wade - Vice President for Finance

Dale Seipp, Jr. - Vice President for Enrollment and Marketing

Jon Sampson - Vice President for Student Life & Dean of Students

STUDENT LIFE

Kyra Pappas - Director of Multicultural Leadership and Student Programs

Jared Valentine - Director of Student Rights and Responsibilities

Charity Tripp - Director of Residence Life and Housing

LaSondra Barnes - Student Services and Service Learning Coordinator

Eddie Ortiz - Student Activities Coordinator

Jaklin Peake - Director of the Counseling Center

Rod Johanson - Director of Academic Success & Career Services

Tirzah Allen - Academic Success Coordinator

Jann McCaul - Disabilities Resource Coordinator

Rev. Dr. Jess Bielman - Associate Dean of Students

Michelle Lang - Campus Pastor

ACADEMIC AFFAIRS

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. Students are responsible FOR what they are learning and TO those with whom they are learning.

Course selection should be made in consultation with your 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.

Students receive a printed copy of The College catalog during their first semester at Warner Pacific. It is also available on the College website – 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:

Giving unauthorized information to another student or receiving unauthorized information from another student or source during any type of examination or test.

1. Obtaining or providing without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
2. 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.
3. 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 that rightfully belong to another; failure to use quotation marks when quoting directly from another; close and lengthy paraphrasing of another's writing.

Violation of these standards will 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:

An oral reprimand; counseling with the student with the aim of making the student aware of the gravity of the offense and preventing future occurrences.

1. A requirement that the work be repeated or a substitute examination is taken.
2. Assignment of a failing grade or a reduction of the grade earned on the specific work in question.
3. A reduction of the course grade.
4. 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) 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 in relationships enhancing the student's intellectual, spiritual, and emotional growth. Students 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.
- At the discretion of the faculty, 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) petitions regarding application of specific policies, or 2) appeals of grades or other academic matters.

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.

APPEALS REGARDING GRADES OR OTHER ACADEMIC MATTERS

Resolution of 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 an 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.

See the catalog for questions related to the academic policies, programs, and resources of the College.
(www.warnerpacific.edu/academics/registrar/)

MYWP STUDENT PORTAL

MyWP is an access point to a variety of information across campus. Students can view Financial Aid awards, class schedules, grades earned, course history, email, Microsoft exchange calendar, campus events, and create to-do lists. Students also utilize MyWP to submit Educational Plans to academic advisors and to register for classes.

WITHDRAWALS

All students withdrawing from school must visit the Retention Manager located in Enrollment in Egtvedt Hall in order to obtain the required exit forms.

TRADITIONAL ACADEMIC CALENDAR 2017-2018

FALL SEMESTER 2017

Academic Year Begins	August 14, 2017
New Students Arrive/Residence Halls Open at 9:00a.m.	August 19
Last Day to Register for Classes	August 20
Classes Begin	August 21
Add/Drop Period Begins	August 21
Convocation, 10:00 a.m.	August 22
Last Day to Add	September 1
Labor Day Holiday	September 4

Census Day	September 5
Common Day of Service (classes before 4:00 p.m. cancelled)	September 13
Last Day to Drop (no "W"), 5:00 p.m.	September 11
Midterm Break	October 5-6
Midterm Grades Due, 5:00 p.m.	October 13
Last Day to Withdraw ("W") or P/NP, 5:00 p.m.	October 27
Spring Schedule Registration Review	October 30-November 10
Thanksgiving Holiday	November 23-25
Fall Classes End	December 1
Last Day to File Request for Incomplete ("I") or In Progress ("IP"), 5:00 p.m.	December 1
Final Exams	December 4-7
Graduating Senior Grades Due, 5:00 p.m.	December 7
Faculty Day	December 8
Winter Commencement, 10:00 a.m.	December 9
Fall Final Grades Due, 5:00 p.m.	December 12
SPRING SEMESTER 2018	
Spring Semester Begins	January 3, 2018
Last Day to Register for Classes	January 7
Classes Begin	January 8
Add/Drop Period Begins	January 8
Martin Luther King Holiday	January 16
Last Day to Add, 5:00 p.m.	January 19
Last Day to Drop (no "W"), 5:00 p.m.	January 29
President's Day Holiday	February 19
Midterm Grades Due, 5:00 p.m.	March 2

Last Day to Withdraw ("W") or P/NP, 5:00 p.m.	March 16
Spring Break	March 26-30
Good Friday (campus closed for the afternoon)	March 30
Advisement/Registration: Summer '18, Fall '18, Spring '19	April 2-13
Honors/Awards Chapel, 10:00 a.m.	April 26
Spring Classes End	April 27
Last Day to File Request for Incomplete ("I") or In Progress ("IP"), 5:00 p.m.	April 27
Final Exams	April 30-May 3
Graduating Senior Grades Due, 5:00 p.m.	May 3
Faculty Day	May 4
Spring Commencement, 10:00 a.m.	May 5
Spring Final Grades Due, 5:00 p.m.	May 8

SUMMER SEMESTER 2018

May 7 – August 3 (Full Schedule TBA)

August Commencement, August 11, 2018 (tentative)

STUDENT LIFE

CAMPUS LIFE STANDARDS

Warner Pacific is a college sponsored by the Church of God (Anderson, Ind.). Its mission, programs, and campus life are all informed by three basic traditions: Christ-centered, urban, and liberal arts.

Campus standards have grown out of the following qualities of campus life valued at Warner Pacific College:

- Love of God, self, and neighbor
- Respect for others
- Honesty and integrity
- Reconciliation
- Freedom within restraint
- Health and wellness
- Spiritual growth and maturity
- The joy and abundance of life

Students coming to this College agree to conduct themselves as responsible citizens and actively contribute to the quality of social, spiritual, and intellectual life. Violation of College policies, including the Community Agreement, subjects students to disciplinary action that could include warning, probation, or dismissal from the College.

One of the primary functions of this handbook is to provide notice to each student of the expectations for being a member of our community. These standards are a key part of community life at Warner Pacific College.

COMMUNITY AGREEMENT

Abiding by the Community Agreement is a condition of your continued enrollment at 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 in a nondiscriminatory environment that prepares them to engage actively in a constantly changing world. 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 and respect their neighbors both on and off campus. Civility, respect, and love are to be demonstrated in personal interactions, campus and community life, and in service to others.

As a Christ-centered college, Warner Pacific's values are informed by the teaching of Jesus and the Holy Scriptures to support the emotional, social, intellectual, as well as spiritual development of each student. We strive to foster spiritual awareness and growth through a variety of means, including, but not limited to the classroom, chapel services, service involvement, informal conversations, and intentional small group meetings. The policies enumerated below, and their implementation, recognize that students are in a developmental process that at times requires redemption as well as accountability in order to achieve a healthy, respectful, and productive community.

While WPC is a distinctively Christ-centered 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 students are expected to uphold the school's policies. 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 "Academic Affairs" section above.
2. Students of WPC also are expected to uphold the highest standards of personal integrity and to treat others with dignity and respect. To that end, WPC expects all members of the Warner Pacific community not to discriminate or harass others on the basis of age, sex, sexual orientation, disability, race, color, national or ethnic origin, or any other status protected by applicable nondiscrimination law.
3. Completion of faith and service requirements is mandatory for all full-time traditional undergraduate students. Students may choose various options to meet these requirements.
4. Students enrolled at WPC are expected to refrain from overnight visits with dating partners. Any intimate or sexual activities outside of marriage (e.g. "hooking up") or other sexual misconduct are unacceptable behaviors for students enrolled at WPC. Sexual misconduct is detrimental to both relationships and to individual self-esteem; it also violates the caring nature of our community.
5. Students possessing, distributing, and/or using alcohol, narcotics, marijuana, 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.
6. 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 or other inappropriate images is prohibited.

As a student at WPC, you are expected to abide by the policies of the College including those contained in the current undergraduate Student Handbook: *The Squire*, the College Catalog, and departmental brochures. 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.**

JURISDICTION OF ADDITIONAL HANDBOOKS AND CONTRACTS

Selected student roles across campus may require students to abide by contracts or handbooks that include requirements beyond the scope of the Student Handbook's standards. Consequences from any violation of these additional requirements may only apply within the scope of the position or loss of privileges pertaining to said position. Any violations related to college Standards of Conduct violations will typically be referred to Judicial Affairs, and any behavioral sanctions related to student standards will come from the Student Life conduct office, not individual departments within the college.

STUDENT CONDUCT

STUDENT CONDUCT PROCESS

The Warner Pacific College student conduct process exists to respond to alleged violations of the community agreement, 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. The preponderance of the evidence standard is applied throughout the conduct process.

STUDENT RIGHTS

All students charged with behavioral misconduct have the following rights:

1. To receive notice of charges in writing via campus mail or campus email.
2. To have a faculty or staff advisor during the conduct process. The advisor's participation is limited to conferring with the student. He or she may be present during all phases of the conduct process, but is not allowed to speak for the student.
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 conduct officer or conduct committee member.
6. To appeal the outcome of the conduct hearing.

Process

The judicial process is initiated by the filing of an Incident Report (can be obtained in the Office of Student Conduct) 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 Student Conduct Process.

Once an incident report is filed, an officer will determine which type of disciplinary proceeding is most appropriate. Incidents determined to be minor may result in a verbal warning, a letter of notification only, or a letter of notification and sanctions. If the officer determines the incident is a major violation or the violation is a repeat offense, the officer may initiate the judicial process. The 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 officer assigned to the case determines that the nature and circumstances of the alleged violation are best resolved administratively. Students charged (the responding party) with allegations of behavioral misconduct may request a Committee hearing instead, but final authority for this decision rests with the officer.

Once an Incident Report is filed, the judicial officer in charge may initiate a preliminary investigation. The preliminary investigation exists to determine if there is reasonable cause that a policy violation occurred. The preliminary investigation ends with one of two options:

- If the investigator determines that the reasonable cause standard is not met, then the investigation ends, and the incident report and the rationale will be saved in the student(s) file.
- If the investigator determines that reasonable cause of a policy violation does exist, then the students involved will be notified of the charges in writing and the formal investigation stage will begin. The formal investigation stage will include the interviewing of witnesses and the gathering of relevant evidence.

At the conclusion of the investigation, the officer will decide if the responding party is responsible or not responsible for the charge and will document the finding in an administrative resolution report. Students found responsible for violations of campus policy may be assigned sanctions up to suspension or dismissal from the institution. The incident report, relevant investigation notes, any collected evidence or witness statements, and the administrative resolution will all be saved in student files as documentation.

Failure to Comply

Students that refuse to make themselves available for judicial investigations or judicial reviews in a timely fashion or students that fail to complete assigned sanctions 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.

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 Student Rights and Responsibilities. 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 Student Rights and Responsibilities.

Judicial Committee Composition

A Judicial Committee hearing is conducted with up to five members of the community and must include at least one student, one faculty, and one staff person.

Judicial Committee Student Selection Process

The Associated Students of Warner Pacific College recommend several students as members of the Judicial Committee each academic year. These students are then confirmed by the Director of Student Rights and Responsibilities. 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 Student Rights and Responsibilities will train staff and faculty representatives to serve on the Judicial Committee. These representatives must sign a confidentiality agreement and receive training before serving as members 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 Life 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. When the summary and findings are available, 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 responding party 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 responding party or organizational representatives.
4. The judicial officer states the available pleas and asks for a plea from each student to each charge.
5. The responding party or organizational representatives are asked to comment on the incident. Then the judicial officer and committee members may ask questions.
6. The responding party may submit any witness statements in writing.
7. Committee members or the judicial officer may make a final comment.
8. The responding party 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 judicial officer 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 assigned judicial officer to be ratified or returned to the committee with recommended revisions. Judicial outcomes are not final until the committee's decision is ratified. Upon ratification the judicial officer will provide the student(s) with a written explanation of the outcome and meet with the student(s) 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.
- **Student Life 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 student life 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, e.g. alcohol or drug education courses. These programs could also include a participation fee.
- **Regular or random drug testing.** Students may be asked to participate in regular drug testing for accountability to school policy and personal well-being.
- **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 Dean of Students if a student notifies the Dean of Students in writing of the student's intent to 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.

LEVELS OF RESPONSE

The following categories serve as sanctioning guidelines for specific policy violations. Conduct Officers and Judicial Committees may adjust the level of response depending on a variety of factors including but not limited to, the individuals conduct history, impact on the community, attitude and truthfulness. The following lists are not exhaustive.

Level 1 Violations

Generally result in a written or verbal warning, loss of privileges, fines, and/or educational sanctions.

- Quiet hour violations (pets, noise, property damage due to negligence or carelessness, etc.)
- Visitation hour violations
- Pet policy violations
- Property damage due to negligence or carelessness

Level 2 Violations

Generally result in loss of privileges, educational sanctions, and/or Student Life Probation.

- Multiple level 1 violations
- Alcohol and/or controlled substances violations
- Failure to comply with the student conduct process
- Theft or vandalism
- Low contact sexual misconduct

Level 3 Violations

Generally results in suspension or dismissal from the college.

- Assault
- High contact sexual misconduct
- Providing or sale of a controlled substance
- Multiple level 2 violations

Interim Measures

Under either disciplinary proceeding, while the investigation is being conducted, the Director of Student Rights and Responsibilities or Dean of Students may take any one or more of the following actions:

- Impose immediate Interim Measures pending a final determination in the matter, including, but not limited to: no-contact 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 Student Rights and Responsibilities or expires by its own terms.

Appeals

Resolutions arrived at by the Student Life Director of Student Rights and Responsibilities, a judicial officer, or the Judicial Committee may be appealed (under the conditions described below) to the Dean of Students. 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 Student Rights and Responsibilities. 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 Agreement, campus policy, or state and/or federal law occurred.
- To determine whether the sanction(s) imposed were appropriate to the violation of the Community Agreement, 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 Dean of Students 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 Dean of Students are final.

NON-DISCIPLINARY POLICY

Students struggling with difficult issues in their personal lives are encouraged to seek out a Student Life staff member for help at any time. Except in situations where the college is required by law to take appropriate disciplinary action (e.g., harassment, sexual assault, etc.), students who come to a student life professional staff member for help related to lifestyle behaviors (e.g., alcohol, drug use, tobacco dependency, sexual issues, etc.), prior to staff becoming aware of a violation of college policy, will be offered support and help outside of the regular student conduct process. If continued offenses occur beyond or outside of these conversations, it may become necessary to address related or hidden violations through the conduct process.

MEDICAL LEAVE POLICY

At times, significant medical conditions or psychological distress prevents students from successful and productive participation in the College. Examples could include cases where such distress disrupts the learning of self or others, and/or prevents the student from engaging in the necessary educational activities of the College. In such cases, either the student or the College may initiate a leave of absence.

Student Initiated Leave of Absence

Students may initiate a leave or withdrawal from the College for medical or psychological reasons by contacting the Retention and Student Success Manager. The student may be required to present a supporting recommendation from a qualified health care provider such as a physician or psychologist. The Retention and Student Success Manager may

consult with others, such as Student Life and Counseling Center staff, to help evaluate information and documentation presented from the student and the student's health care provider. The decision to grant such a leave is within the discretion of the College.

College Initiated Medical Leave of Absence

The College may require students experiencing significant medical or psychological distress, or demonstrating behavior that the College believes indicates such distress or otherwise significantly disrupts any functions of the College, to take a leave of absence, particularly when the College has legitimate safety concerns of harm to self or others. In such cases, the objective of the College is to determine whether it is more likely than not that the student poses a significant threat to self or others. Significance will generally be determined by:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The imminence of potential harm

A Student Life Officer and Counseling Center staff or designee will evaluate the student, review incident reports and other relevant information before reaching a decision based on the above criteria. Students found to pose a significant threat of harm to self or others, as determined in the College's sole discretion, may be required to take a leave of absence.

At the College's discretion, referral for assessment by a campus or independent licensed mental health professional may be required as part of the evaluation of threat. The assessment must be completed in the manner and time frame outlined by the College. A student who fails to complete the assessment in accordance with the established expectations may be referred to Student Conduct for "Failure to Comply."

Students may appeal a finding of "significant threat to self or others." All appeals will follow the appeals process outlined in the Student Conduct Process.

In some cases, the Dean of Students may determine that an emergency exists that requires the need for immediate leave of the student from the College, and there may be insufficient time to comply with the procedures set forth above. In such cases, the procedures will be followed as soon as possible after the initiation of student's leave from the College.

Refunds, Withdrawal, Contractual Modifications

At the discretion of the Dean of Students (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the College. Modifications to housing contracts may also be possible. The normal College procedures for leave or withdrawal will be followed, including any documentation requirements. Conditions for a return to the College may be provided at the time the leave is initiated.

Readmission Following a College Initiated Medical Leave

A student who is seeking reinstatement to the College after a College initiated medical leave must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others or a legitimate safety concern, and is otherwise qualified to participate in the College's educational programs. Further, the student must prepare a satisfactory written plan describing how the

student will reintegrate and transition back into the College community. This includes addressing the resolution of the circumstances that lead to the leave, class participation, residence life, and other relevant issues.

When there is disciplinary action involved as a result of the student's violation of any provisions of *The Squire* and/or any other relevant codes of conduct and College rules, the disciplinary process is separate from this Medical Leave Policy, and it is possible that even if a student is eligible for readmission under this policy, the student may still be disqualified from reenrollment based on the outcome of the disciplinary process.

Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed.

ALCOHOL POLICY

Use and/or possession of alcohol is prohibited for all students on campus. Responsible possession and use of alcohol is permitted off campus for students 21 years of age or older.

Hosting Gatherings Involving Alcohol

Persons hosting social gatherings on or off campus are responsible for the actions of their guests including underage alcohol consumption, and the level of consumption of their guests. All students living at the location of the party may be held responsible regardless of who provides the alcohol.

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 causing death, incapacitation, or serious physical injury.

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 the Dean of Students

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

GRIEVANCE PROCESS

The grievance process exists to provide students a process to resolve disputes between other students, staff, faculty and other members of the community. This process is not intended to apply to complaints or problems related to alleged discrimination and/or harassment that is prohibited by law, nor does it exist to resolve academic disputes.

Purpose

As it states in the Community Agreement, “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.” Therefore, this grievance process provides an opportunity for students to work out their differences in a safe and structured manner.

Procedure

The specific steps of the grievance procedure are listed below.

1. When a student has a grievance with another member of the community he/she may file a report in the Office of Student Life.
2. A judicial officer will review the report and determine one of the following actions.
 - a. The student has a legitimate grievance against a member of our community and the student will be encouraged to attempt a resolution in a one on one meeting. The student bringing the grievance is responsible for providing a written summary of the meeting.
 - b. The student has a legitimate grievance against a member of our community and the student will be provided an opportunity to resolve the issue with a resident assistant, a judicial officer, or a member of the Caldwell House counseling staff. In such cases, the mediator will meet with each individual or group involved prior to the mediation meeting. The mediator will also provide a written summary of the meeting.
 - c. The student has not provided enough evidence to demonstrate a valid grievance.
 - d. If step (a) above fails to provide resolution it may be determined that step (b) is necessary for a healthy resolution. If step (a) and (b) fail to provide a resolution the case will be referred to the Director of Student Rights and Responsibilities. The Director of Student Rights and Responsibilities will decide on a resolution. If either party is not satisfied with the resolution they may appeal to ruling per the appeal instructions outlined in the student judicial process.

TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, *et seq.*, prohibits discrimination on the basis of sex in any federally funded education program or activity. In compliance with this federal policy, Warner Pacific College does not discriminate on the basis of sex in its education programs and activities and has designated the following individuals as Title IX compliance officers:

Jon Sampson, Dean of Students

Title IX Coordinator

Office Location Smith Hall 219

Office phone number 503.517.1056

Email: jsampson@warnerpacific.edu

Jared Valentine, Director of Student Rights and Responsibilities

Title IX Administrator for students

Office Location: Smith Hall 211

Office phone number 503.517.1008

Email: jvalentine@warnerpacific.edu

Bev Fitts, Director of Human Resources

Title IX Administrator for Human Resources

Office Location AF Gray 216

Office phone number 503.517.1031

Email: bfitts@warnerpacific.edu

Lori Jass, Associate Vice President for Academic Affairs/Dean of ADP

Title IX Administrator for Academics

Office Location: Centre 205, 2600 SE 98th Ave., Suite 200, Portland, Oregon

Office phone number: 503.517.1320

Email: ljass@warnerpacific.edu

Charity Tripp, Director of Residence Life and Housing

Title IX Administrator for Students

Office Location: Smith Hall 216

Office number 503.517.1098

Email: ctripp@warnerpacific.edu

All inquiries concerning the application of Title IX including inquires about the College's sex discrimination, sexual harassment, or sexual assault policies may be referred to the appropriate Title IX officer.

SEXUAL MISCONDUCT POLICY

Warner Pacific College seeks to provide students with an environment free from the negative effects of sexual misconduct, which includes sexual harassment, sexual assault, and other forms of sexual violence. Therefore, the College strives to educate students, staff, and faculty on these issues and to provide recourse for students believing they have experienced sexual misconduct. The purpose of this policy is to:

- Define sexual misconduct involving students, which includes sexual harassment, domestic violence, intimate partner violence, stalking, and sexual assault.

- Identify resources and support for students reporting an incident of sexual misconduct.
- Affirm the College's commitment to preventing sexual misconduct.
- Outline the College's process of responding appropriately to incidents of sexual misconduct.

Sexual Misconduct Defined

Sexual misconduct is a broad term that encompasses any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

Sexual Harassment

Sexual harassment is unwelcome behavior of a sexual nature that has the purpose or effect of creating an intimidating, offensive, or hostile environment for study, work, or social living. Sexual harassment includes, but is not limited to, the use of verbal and practical jokes, unwelcome touching, offensive remarks or put-downs, and/or 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 Violence

Sexual violence covers a wide range of behaviors inconsistent with College policies and community standards. Many of these behaviors are also violations of state and federal laws. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes but is not limited to, sexual assault, sexual coercion, stalking, voyeurism, verbal or physical sexuality-based threats or abuse, and domestic and dating violence. Any act of sexual violence is prohibited and is subject to disciplinary action by the College.

Stalking

Ongoing conduct that could cause a reasonable person to fear for the safety of themselves or others, or suffer emotional distress (e.g. following, monitoring, threatening, communicating to or about the victim, or interfering with a victim's property)

Domestic Violence

Crime of violence committed by former spouse, cohabitating partner, or someone with whom you share a child.

Dating Violence

Threats or actual sexual or physical abuse in a dating relationship.

Consent Defined

Sexual activity requires consent, which the College defines as a positive unambiguous and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. **The absence of a "no" does not qualify as consent to engage in sexual activity.** Consent to some sexual acts does not constitute consent to others, nor does past

consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained through coercion, intimidation, or force or if the person is incapacitated through the use of drugs, alcohol, or any other condition. The use of drugs or alcohol does not diminish a student's responsibility to obtain consent for sexual activity.

FILING A COMPLAINT

Students wanting to file a complaint of sexual misconduct should contact Jared Valentine, Student Life Director of Student Rights and Responsibilities, jvalentine@warnerpacific.edu, 503.517.1008, or one of the other Title IX officers. The Director of Student Rights and Responsibilities will coordinate the College's response to reports of sexual misconduct. This includes:

- Informing students of available medical and emotional support options.
- Assisting all parties involved in understanding their rights and responsibilities.
- Developing remedial actions to facilitate support and safety for the students involved. Considerations include housing accommodations, no contact requirements, no trespass restrictions, and academic accommodations.
- Helping students that wish to report an incident of sexual misconduct to the Portland Police for possible criminal prosecution.
- Overseeing the judicial process and any appeal.

Investigations of sexual misconduct allegations will follow the Student Judicial Process with the possibility of the following additions and/or alterations:

- All parties are expected to keep confidential within the community the charges and the fact that an investigation is taking place.
- Sexual misconduct cases will not be resolved through Judicial Committee.
- Both the reporting party and the responding party may receive written notification of no contact, including electronic communication, with each other.
- During the investigation process the reporting party and the responding party may request the asking of specific questions through the judicial officer. The judicial officer may ask the question(s) if it is deemed appropriate.
- Prior sexual history of the students will not be considered as either an aggravating or a mitigating factor in the decision.
- Changes in living arrangements, course schedules, and other considerations may be necessary after a sexual assault complaint is brought to Judicial Affairs and an investigation begins.
- Reasonable efforts will be made to accommodate the concerns of the reporting party.
- The reporting party may appeal the decision made, not the sanctions assigned. The responding party may appeal the decision made and the sanctions assigned. All appeals are to follow the appeals policy outlined in the Student Judicial Process.

- During sexual assault investigations and judicial proceedings both the reporting party and the responding party may involve representation of their choice.
- Both the reporting party and the responding party will receive the final hearing decision in writing at the same time.

Campus Resources (available for quick dial via the WP mobile app for Android and iPhone)

- Confidential Resources:
 - Director of the Caldwell House Counseling Center, 503.517.1119
 - The Caldwell House Counseling Center staff
 - Director of Campus Ministries, Rev. Dr. Jess Bielman 503.517.1140
 - Associate Director of Campus Ministries, Michelle Lang 503.517.1190
- Title IX Officers:
 - Dean of Students, Jon Sampson 503.517.1056
 - Director of Student Rights and Responsibilities, Jared Valentine 503.517.1008
 - Associate Vice President for Academic Affairs, Lori Jass 503.517.1320
 - Director of Residence Life & Housing, Charity Tripp 503.571.1098
- Residence Life Staff:
 - Director of Residence Life and Housing, Charity Tripp 503.517.1098
 - Student Services and Service Learning Coordinator, 503.517.1007
- Campus Safety: 503.250.1730

Community Resources

- 911
- Portland Women’s Crisis Line
 - 24-hour crisis line 503.235.5333
- Sexual Assault Resource Center
 - 24-hour crisis line 503.640.5311
 - www.sarcoregon.org
- Multnomah County Crisis Line 503.988.4888

- Rape Victim Advocates 503.988.3222
- Pregnancy Resource Center
 - 503.256.0808
 - info@portlandprc.org
 - www.portlandprc.org

CAMPUS POLICIES AND RESOURCES

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 are maintained by the Registrar in the Records Office. 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 record.

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 faculty 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 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 Records Office.

Midterm grade reports are available for pick up in the Records Office; final grade reports are mailed to the student's home address. Students who have questions about their grade records or any of the registration procedures should address them to the course instructor. 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 on 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 Records Office. Such requests will be maintained for the duration of the student's enrollment at Warner Pacific College.

*Photos or video taken at our events or campus activities may be used in publications such as brochures, newsletters, and magazines, or video presentations. Such photos or videos may also be used electronically in online publications, our websites, e-mails, social networking sites such as Facebook, Twitter, or Instagram or in other electronic forms of media (#warnerpacific). If you are pictured and would like us to discontinue using the photo, please contact the WPC Marketing Department.

SUCCESS CENTER

Academic support, career counseling, and disabilities resources

ACADEMIC SUPPORT

The Warner Pacific College Academic Success Center is dedicated to providing students from diverse backgrounds with the academic support (through academic mentoring, skill coaching, 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 Success Center accomplishes this by providing assistance with study skills, study table oversight 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 classes on critical thinking and study skills and individual coaching is available. The Academic Success Coordinator oversees study tables and provides tutoring. Tutoring is primarily done in the library study room with hours posted outside the door, and around campus. Call or email Rod Johanson at rjohanson@warnerpacific.edu or 503.517.1010 for more information. www.warnerpacific.edu/academic-success-center/

CAREER COUNSELING

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 assessments, 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 fulfilling work in today's competitive job market.

DISABILITY ACCOMMODATIONS

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 disability. Students seeking reasonable accommodations should contact the Disabilities Resources Center Coordinator at 503-517-1577 to arrange an appointment to discuss academic or classroom challenges and to develop an accommodation plan. In order to draft a plan, assessment records from within the last three years will need to be submitted.

All Emotional Support or Service animals on campus must be approved through Disability Support Services prior to arrival on campus. Animals on campus without prior approval may be subject to a fine, cleaning and damage charges, and potential removal from campus until approval is finalized. Animals approved as Emotional Support Animals are allowed in the unit for which they are approved but are not approved for other campus facilities.

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 President of Warner Pacific College.
4. If the issue remains unresolved, the student may appeal to the Office of Civil Rights.

ASSOCIATED STUDENTS OF WPC

The ASWPC governance is composed of three branches: Student Government, The College Activities Board, and the Student Diversity Council. The purposes of these groups is, collectively, to provide opportunities for WPC students to engage in events and programs that improve the culture and community of the student body, as well as advocate for student interests with each other and the WPC staff, faculty and administration. All students who take more than 6 credits and pay the student body fee are considered members of the ASWPC and are awarded the privileges outlined in the ASWPC By-Laws. For a complete list of all student committees, see the ASWPC web page: www.warnerpacific.edu/campus-life/student-government/ or find us on Facebook at www.facebook.com/ASWPC.

STUDENT GOVERNMENT

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 (SG) is comprised of six officers who are elected or appointed for one-year terms. They operate under the guidance of the Student Government By-laws.

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.

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.

The Commuter Representative on student government is responsible for providing programs and resources that are designed to connect commuter students to campus life, and advocating for commuter student interests in the allocation of ASWPC resources. Additional helpful information for commuters:

- Commuter lockers are located in the hall between McGuire Auditorium and 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.
- 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.

COLLEGE ACTIVITIES BOARD (CAB)

Warner Pacific's 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 community.

Roles and Responsibilities

CAB coordinates and administrates student programming on campus. Membership in CAB is comprised of five 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. For more information, check out our web page at www.warnerpacific.edu/campus-life/college-activities-board/.

RECREATION AND FITNESS CENTER

The Recreation and Fitness Center is located on the ground floor of the C. C. Perry Gymnasium. The facilities, equipment, and activities are open to the student body.

Amenities include:

- Lounge furniture
- Commuter Lounge
- Pool and ping pong tables
- Flat Screen TV with cable and DVD player
- Wireless internet for laptop computers
- Vending machines

- Fitness center & weight room

FITNESS CENTER & WEIGHT ROOM POLICIES

Only current students and employees of Warner Pacific College are authorized to use the fitness center and the equipment therein. There is no on-duty supervision of facility and its use is at your own risk.

Fitness Center & Weight Room Policies

- All fitness center users must sign in/out each time they use the facility
- No swearing or derogatory language
- Must wear appropriate workout attire including a shirt and closed toed shoes
- iPods, MP3 players, personal radios, etc., must be used with headphones during workouts. No music can be played over speakers
- Place book bags, extra clothing, and other personal belongings in the facility locker rooms or outside the fitness center
- Do not move equipment from its designated area
- No dropping of weights (except in situations where your safety is of concern)
- Bars must be unloaded and weights put back in the proper spot after use
- All equipment must be returned to appropriate racks when finished
- Spotters (or safety bars) must be used at all times with barbell pressing exercises
- Safety bars must be used at all times when squatting. Bars must be set at highest possible setting without interfering with squat pattern. Spotters must also be used for “Heavy” sets
- Wipe down machines and benches after use with wipes provided
- Report all injuries and equipment irregularities to the Director of Athletics or Sports Medicine staff

STUDENT DIVERSITY COUNCIL

The Student Diversity Council exists to fulfill the WPC mission by actively promoting justice on campus and in the broader Portland community. We do this through inclusive events and programs that encourage awareness, education, advocacy, activism, and collaboration.

Roles and Responsibilities

The Student Diversity Council staffs the Student Multicultural Center, oversees UNITE and all Student Multicultural Organizations, promotes justice on and off campus through events and programs, partners with other departments and organizations to help educate the WPC community regarding diversity and justice, and promotes civic engagement. There are four paid positions available on the Student Diversity Council, one elected, and three appointed. The students filling these

positions display a commitment to diversity and justice, a high level of competence in their positions, and a strong desire to lead responsibly on the WPC campus. Finally, the Student Diversity Council operates in conjunction with the Social Change Model for student leadership development, empowering students to grow personally and socially, and to operate out of the understanding that each person plays a vital role in our community and in our world.

CAMPUS MINISTRIES

Campus Ministries cultivates the love of God by providing quality pastoral care, developing transformational leaders, and creating community by serving the campus and the city. 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.

FAITH AND SERVICE COMMITMENT

All students enrolled in 12 or more credit hours are required to participate in the Faith and Service Commitment Program. Students in the Adult Degree Program, Post-Baccalaureate Teacher Education Students, students in their student teaching semester, and master's level candidates are exempt from these requirements. The requirements of the program are as follows:

Residential Students

- Required to attend 15 chapels each semester; roughly half of the chapels offered.
- Required to complete 10 service hours. More details about what counts as service are described in the Service Learning section.

Commuter Students

- Required to have a combination of chapels and service hours that equal 25.
- Must have a minimum of 5 chapels and 5 service hours.

CHAPEL

Community chapel services provide an opportunity for the Warner Pacific College community to come together to celebrate, learn, and grow. This program is central for our community. Community chapel meets in McGuire Auditorium every Tuesday and Thursday from 10-10:50 a.m.

Petition Process

Any student has the opportunity to petition out of the chapel requirement. Petitions are not accepted for the service requirement as the hours are flexible. Petitions must:

- Be filled out in writing by completing forms located on the website at www.warnerpacific.edu/chapel-petition-form
- Be submitted before the chapel service occurs. Students cannot petition chapels that have already occurred. For instance, if only 3 chapels remain in the semester, 3 is the maximum amount of chapels a student can petition to have waived.
- Show inability to attend chapel for reasons of employment, internship, teaching practicum, etc.

- Show applicable hours of involvement in other activities that enhance one's spiritual journey or one's involvement in the Warner Pacific College community.

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

Church Life

Participation and attendance in a local church body is encouraged and modeled by leaders. Campus Ministries staff can help students locate a church that provides a challenging and positive spiritual environment.

Campus Ministries Bible Studies and Small Groups

Campus Ministries Bible Studies and Small Groups are an opportunity to connect with other students, develop meaningful relationships, and grow spiritually and interpersonally. Bible studies are provided for those students who wish to explore and study the Bible within a committed community.

SERVICE LEARNING

Service learning is an integral aspect of the college. Students can be involved in many great extracurricular activities, but not all activities count towards the required service requirement. In order to count a project towards the service requirement it has to meet these requirements.

- Service at Warner Pacific College is defined as work that is done to the benefit of those who live nearby and/or **experience poverty** in some way.
- The project must provide a direct service. Projects have to be hands on. For instance, attending a workshop or rally would not count towards the requirement, but helping plan these events would
- Projects must be done with an organization. Projects done informally for family or neighbors do not count towards the service requirement.
- Projects must fit in to one of the seven service categories
 - Economic Equity
 - Gender Equity
 - Racial/Ethnic Equity
 - Youth & Child Support
 - Support for the Elderly & Disabled
 - Interfaith Relationship
 - Ecological Justice
- Service projects must happen during the semester that they are recorded. Projects completed over the summer cannot count towards Fall semester.

Examples of this type of service are mentoring at risk youth, participating in school-sponsored service activities (Common Day of Service, Beach Clean Up day, MLK day of service), volunteering for a local non-profit (Habitat for Humanity, JOIN, or My Father's House to name a few good ones). Service at Warner Pacific College is not simply doing something for free. Some examples of activities that do not count toward the service requirement include helping with

Warner athletic, drama, or fundraising events, babysitting for family or walking a neighbor's dogs . While these are great activities, they do not meet the definition of service.

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 the Service Learning Coordinator.

Service forms **must be completed by Friday of the last week of classes by midnight.** An electronic service form can be found online at www.warnerpacific.edu/service-form. late submissions will be accepted for 4 weeks after the deadline. A late fee of \$50 will apply to any late service submissions.

CAMPUS SAFETY

Campus Safety 24 hour duty phone: 503.250.1730

The Office of Campus Safety is located in the facilities building directly behind A.F. Gray Hall. 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), Campus Safety should be the first agency notified. Campus Safety will notify Student Life 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 ON CAMPUS

- Open Curtains
- Close Windows and Doors
- Activate Fire Alarm System

- Leave Building by Nearest Door
- Summon Help – 911
- Notify Campus Safety Immediately
- Dial 9.503.250.1730 (from a campus phone)

PARKING AND VEHICLE REGISTRATION

Vehicles driven on campus must be registered with Campus Safety and display a current Warner Pacific College parking permit. New parking permits can be purchased in the Office of Student Life 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 68th 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. 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 Student Life. In addition to the Warner Pacific College Parking Permit, a sticker obtained from the Office of Student Life (no extra charge) must be displayed on the issued parking permit. These stickers identify resident vehicles and allow Campus Safety 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. Warner Pacific employees, students and their visitors are not permitted to park on the street in front of the neighboring properties at 2325, 2315 and 2245 SE 66th Avenue at any time. Campus Safety officers will place warning cards on the windshield of employee and student vehicles parked in front of these properties. A parking ticket will then be generated by Campus Safety and sent to the owner of the vehicle in campus mail. The fine will be placed on the employee or student account immediately.

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 be 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 66th and 68th 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 COUNSELING CENTER

A variety of services are available to the Warner Pacific Community at the Counseling Center. Located in the Caldwell House between the science building and the Tabor Terrace Apartments, the Center is dedicated to supporting students as they identify their interests, talents, and skills and as they explore potential career paths. The Counseling Center is also committed 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.

COUNSELING

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 in crisis situations. While attending to the need to protect confidentiality, counselors will actively work with an individual's support network and community resources in order to provide the care necessary to weather personal emergencies.

Confidentiality

The Counseling Center staff is firmly committed as well as legally and ethically obligated to maintain the confidentiality of those who seek 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. The Counseling Center director oversees all graduate work with student clients, and communication between the director and counselor takes place as necessary.

Other Services

- Referral services to Portland area mental health providers

- Crisis intervention, management, and follow-up services
- Drug and Alcohol Prevention program information
- Consultation: Concerns 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 inquiring about counseling services can email counseling@warnerpacific.edu to receive intake forms and schedule an appointment. Students are asked to complete the intake form prior to scheduling an appointment. The form is designed to match students with the appropriate counselor. Once an initial consultation has occurred, students will arrange future appointments with their Counselor.

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.*

DINING SERVICES

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 students. The Platinum Meal Plan is required for all residential living in Smith and Warman Halls. The Gold Meal Plan is required for all residential students living in the Tabor Terrace Apartments, Division Street Apartments, and Houses. The Silver Meal Plan is required for students living in the Saxon Apartments. The Bronze Meal Plan is required for most commuter students and married students. Any student required to purchase a meal plan may choose to upgrade to a higher meal plan. The specifics of each meal plan are outlined below.

- Platinum Meal Plan – Includes 14 meals/week and \$300 flex dollars per semester.
- The Gold Meal Plan - Includes 10 meals/week \$115 flex dollars per semester.
- The Silver Meal Plan- Includes 50 meals/semester and \$50 flex dollars per semester.
- Commuter Meal Plans: The Bronze Meal Plan includes 16 meals/semester and \$150 flex dollars per semester and is required for all freshman commuters. Sophomore and Junior commuters' plan includes \$170 flex. Senior commuters have the option of purchasing a \$55 flex plan.

Current meal plan pricing is available at <https://www.warnerpacific.edu/admissions/financialaid/tuition-fees-and-expenses/>

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 containers can be purchased during meal times. Flex dollars may be used to purchase a to-go container.

Commuters who are SNAP participants, older than 25, or serve as a primary caregiver for children under 18 who live in the same home have the option of petitioning to reduce the required plan. Other exemptions from the meal plan requirement are based on Sodexo’s ability to meet the dietary needs of each student. All efforts will be made to accommodate dietary restrictions and should be discussed with the General Manager so we can understand the nature of needs. Students wanting to petition the meal plan requirement must complete a meal plan accommodation form. These forms can be obtained from the Office of Student of Affairs. The accommodation request is reviewed by the Director of Student Rights and Responsibilities in coordination with the Sodexo General Manager. If a waiver of the meal plan requirement is granted, 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.

Flex dollars are available to all students. Flex dollars 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 flex dollars
- For \$50 dollars purchased, student shall receive \$60 in flex dollars
- For \$100 dollars purchased, student shall receive \$120 in flex dollars

Dining Hall Rules

1. All meals must be consumed in the dining room during posted meal periods, unless approved by the General Manager.
2. All cups, dishes, silverware and other utensils must remain in the dining hall. Fines apply for dining hall equipment found in living areas.
3. Shirts and shoes are required for service.
4. 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.
5. Unused meals and flex from the fall semester will transfer to the spring semester provided a meal plan is purchased in Spring.
6. Meal Plans are developed and offered for the exclusive use of an individual student, and as such, may not be shared with another student. Flex dollars may used to buy meals for guests or other students.

Choose to Reuse

Reducing trash on campus and in the landfill, you can purchase a reusable plastic container for meals to go. The cost is \$5.45. When you return your rinsed out container, you will receive a token. Turn that token in next time for a clean, reusable container. The purchase of a to-go container is required from the register in the Dining Hall.

DINING HALL HOURS

Monday- Friday

Breakfast	7:30 am to 9:00 am
Lunch	11:00am to 1:30 pm

Dinner	5:00 pm to 7:15 pm
--------	--------------------

NOTE: sauté closed Saturday and Sunday

Weekends and Holidays

Brunch	11:30 am to 1:00 pm
Dinner	5:00 pm to 6:00 pm

NOTE: Hours of Operation automatically switch to Weekend Service hours in the event of school closures, inclement weather

NOTE: hours are based on an average Meal Plan participation of 160 persons

TABOR GRIND HOURS

Monday - Thursday	8:00 am to 8:30 pm
Friday	8:00 am to 6:00 pm

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

BOOKSTORE

Warner Pacific has an online bookstore which will provide students on our Traditional campus with cost-effective options for course materials and a wide variety of WPC apparel and logo items.

The Virtual Bookstore gives students options to purchase lower-cost textbooks using financial aid/student accounts. Students are able to view their course materials on our Virtual Bookstore, with the option to purchase books at that site or at a vendor of their choice. The Virtual Bookstore also has options for rental, digital downloads, and a guaranteed buyback program.

A small selection of WPC logo wear and other items are available for purchase on campus, and a larger selection of customizable logo merchandise online.

For questions, please contact Mimi Fonseca at mfonseca@warnerpacific.edu.

INFORMATION TECHNOLOGY

WPC EMAIL

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 regularly to ensure receipt of all such communications. Students may receive their log in and password from Information Technology located in McKinnon House on SE 66th Ave.

COMPUTER LAB

Warner Pacific College currently has 9 computers and a printer in the basement of A.F. Gray. It also has a ceiling mounted projector and tables and chairs that may be used for group work and presentation preparation. 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.

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. 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.

NETWORK

Wireless Internet is available throughout the campus with 100 megabit bandwidth. If you would like access to the wireless network, please contact the IT Helpdesk or Student Life. Additionally, Internet plug ins are available in Smith Hall, Warman Hall, Saxon Apartments, Division Street Apartments, and Tabor Terrace Apartments.

LIBRARY SERVICES

The Library staff takes pride in providing academic service and support for the College community. With over 61,000 books, 24,000 full-text journal titles, 2,000 e-books, 600 music CDs, and 8,000 videos we strongly support the academic curriculum. In addition, the Library is also a member of the Orbis Cascade Alliance with borrowing privileges through the Summit Catalog at 37 academic libraries in Oregon, Washington, and Idaho. Summit self-initiated borrowing is available with over 28,000,000 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 warnerpacific.edu/library/.

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.

LOAN PERIODS

- **Books** - *Check out time:* 3 weeks; *Renewals:* 2 renewals of 3 weeks each
- **Videos and CDs** - *Check out time:* 1 week; *Renewals:* 1 renewal of 1 week
- **Periodicals** - *Check out time:* 1 week; *Renewals:* 2 renewals of 1 week each
- **Course Reserves** - *Check out time:* 2 hour, 24 hour, 2 day, and 5 day

- **Summit** - *Check out time:* 6 weeks (for books), 6 days (for media), no renewals
- **Interlibrary Loan (ILL)** - *Check out time:* 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 (warnerpacific.edu/library).

Fines

Overdue items are subject to the following fines:

- **Books** - First 14 days: \$0.25 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Videos and CDs** - First 14 days overdue: \$0.50 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Periodicals** - First 14 days overdue: \$0.50 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Course Reserves** - \$0.25 per hour; replacement charge: \$75.00
- **Summit** - First 10 days: \$0.50 per day; days 11-25: \$1.00 per day; replacement charge: \$90.00
- **Interlibrary Loan (ILL)** - First 10 days: \$0.50 per day; days 11-25: \$1.00 per day; replacement charge: variable

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.

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 warnerpacific.edu/library. The Library may make changes to Library policies at any time.

MAILROOM & COPY CENTER

Mailroom: 503.517.1210, copyctr@warnerpacific.edu

All traditional undergraduate students (commuters and residents) are required to have a campus mailbox. It is common for staff and faculty to correspond by campus mail so it is encouraged to check mailboxes frequently. Please make sure both name and box number is included on the address when mail/packages are being received. Other services include: printing, copying, fax, lamination, and binding. The mailroom/copy center is located at the east end of Egtvedt Hall.

STUDENT FINANCIAL SERVICES

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 3:30 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 October 1 as possible. For more specific information regarding Financial Aid, please refer to the Academic Catalog located in the Records office or on the WPC website, 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 are 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 for fall term and December 15 for spring term.
2. Financial arrangements may be made in the following ways:
 - **Payment in Full:** The student may use cash (US currency only), check, or debit/credit card, along with already confirmed financial aid to pay his/her balance due.
 - **WPC Payment Plan:** When a student has used all accepted 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 service charge. Multiple returned payments may result in retroactive monthly service charges and plan termination.

- **Work Study Payment Plan:** Student account payments can be made by monthly payroll deduction from work study wages for balances under \$1,000 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 automatic 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, on 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 service charge. Students will lose payment by check 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 12:00 p.m., 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, the recipient will need to show picture ID. Refund checks may 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.

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.

The Department of Residence Life maintains a 10-person professional and paraprofessional staff that provides 24-hour on call assistance, housing services, and various forms of programming for residential students. Resident Assistants, commonly referred to as RAs, are experienced Warner Pacific College students living in the residential facilities. RAs 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.

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, marijuana, 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 agreement 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. Location information can be found near most landline phones around campus.

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, typically 24-48 hours, 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 Res Life Staff

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 Life or to the on-duty RA. 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 firefighting/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 agreement, Residence Life and other campus policies, and state and federal laws. Residential students may host overnight guests provided the student receives permission from his or her Resident Assistant, the guest is of the same gender and the guest and student are not romantically involved.

No guest may stay overnight in a student's room or apartment for more than three consecutive nights or more than five nights a semester unless prior approval for an exception has been granted by roommates and the Residence Life Coordinator. This ensures that an environment conducive to study, privacy, and personal needs of all students is maintained.

Students should inform their Resident Assistant of their plans to have overnight guests 24 hours in advance. On-campus students who fail to give advance notification to their RA 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 Student Life staff. 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 are two lounges in Smith Hall and one in Warman Hall. They are open 24 hours a day. Lounge space is primarily reserved for studying but may be reserved for social events with the Residence Life 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 very important so students are required to limit noise that can be heard outside their room. All residential areas have quiet hours from 10 p.m. to 8 a.m. Students bothered by excessive noise are encouraged to approach the individual or group responsible before involving Residence Life personnel. After an initial effort to resolve the situation, the student may contact Residence Life through the Resident Assistant on duty at (503)-729-4150

Students are free to have audio equipment 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 may be 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 p.m. - 10 p.m.**
- **Friday – Saturday: 1 p.m. - 12 a.m.**

Students hosting guests of the opposite gender or dating partners in their room during visiting hours are expected to keep the door open. 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 contact the Director of Residence Life before making any moves. Students who change rooms without approval from the Office of Residence Life or without 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.

HOUSING POLICIES

Housing services are administered out of the Office of Residence Life. The Residence Life staff, including RAs, is 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 by September 1, have established residency within a commutable distance for 12 months or longer, or are married.

Students who live on campus are required to live in the residence halls unless they are over 20 years old, Juniors, Seniors, or 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 lottery is complete. In order to secure the space, a housing contract must be completed on time. If a contract is not completed by the deadline, 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. Contact ebarnhart@warnerpacific.edu for more details about registering for housing.

New Students: New students are placed throughout the summer preceding the academic year. Most 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 Student 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 Student 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. When you receive 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 24 hours of moving in. Students will be charged at 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-out forms will be available outside the office of student life and emailed to all students before their check-out deadline. Check-Out includes four steps.

- 1. Removing all items and cleaning the unit**
- 2. Reporting any damage or maintenance concerns**
- 3. Confirming damage and other issues with remaining roommates**
- 4. Turning in keys and Check-Out form.**

Students are not considered checked out of housing until the Res Life office has received their keys and check out form. Late fees apply if a resident does not complete all steps by the deadline.

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. Students with fines exceeding \$50 will receive an email from Residence Life including the specifics of the charges.

Abandoned Items

All students are responsible for removing everything from their unit when they check out. Any personal property, including but not limited to, goods, bicycles, or motor vehicles, left after termination of the occupancy for any reason, will be considered abandoned and students waive any right to any recovery from the College, either of the abandoned property or compensation for such abandoned property. Residence Life will remove any items left over and charge a dumping fee when a student moves out.

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. During your 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 inspected by a Residence Life staff member and damages and fines have been assessed.

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 Student Life and returned at check out. If a key is lost or stolen please report it immediately to the Office of Student Life and receive a new key. 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 checkout will be charged for the replacement of both the lock and the key.

ID CARDS

Every Warner Pacific College student is issued a Student ID Card, which serves as an identification card, a meal card, library card, and admission to campus events. It is also your key to gain access to certain buildings on campus.

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

- Do not bend or punch holes in Student ID Card.
- Keep Student ID Card away from cell phones.
- Do not loan your card to anyone – student or otherwise. If found doing so, you may face the loss of certain areas' access privileges.
- If your card is lost or stolen, contact the Office of Student Life, 503.517.1007.
- **Replacement Cards:** If a replacement card is needed *for any reason* (lost, stolen, damaged, name change, etc.), the cost to replace is \$15.

DISABILITY ACCOMMODATIONS

Students wanting reasonable accommodations due to a disability must submit a request with acceptable documentation to the Office of Student Life prior to requesting housing. Students are asked to include any supporting documentation regarding their need for accommodations. The Office of Student 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.

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

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 Student Life. Students may request the use of other appliances through the Office of Student 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 to find fire hazards, maintenance issues, and other facility related problems. College personnel are not looking for infractions of the community agreement 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, open candles, and incense. *Open flame or combustibles, including but not limited to open 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 in 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 most 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. At 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 washers and dryers installed in the laundry rooms. Inoperable machines should be reported to the Office of Student Life (ext. 1088) immediately. The College is not responsible for lost or stolen items in the laundry rooms. To view machine availability, please visit www.laundryview.com/lvs.php?s=611 and click on the laundry room you wish to view. Students may also request text message notification for when his/her laundry cycle is complete.

MAINTENANCE

Malfunctions/Tampering/Alterations: Students must report all equipment malfunctions, failure of essential services, or repair needs to the Housing 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/doorknobs, 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 Student 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 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 Life to receive their sticker during Welcome Week 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 Student 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 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. Residents who require an animal to treat a disability should consult with the Disabilities Resource Center.

- If an animal is discovered in unit, even temporarily, the student receives a \$50 fine and must remove the animal.
- If the animal is an emotional support or service animal they have two weeks to bring documentation to the Res Life office or remove the animal until they can get documentation. Please see the disability services section for information about emotional support or service animals.
- If they have not removed the animal or brought sufficient documentation in two weeks, the fine is increased to \$300. No refunds or deductions will be given.
- An additional \$50/month fine is charged until documentation is received or the animal is removed. The monthly fine is calculated from the day the animal was discovered.

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 on campus, as "outrageous in the extreme" is defined by ORS 90.396(f), then on behalf of the College the Director of Student Rights and Responsibilities has the right, in his/her discretion, to immediately terminate the offending resident's housing contract with 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.
- The housing office will frequently consolidate room assignments at semester. If a room or apartment is occupied at 50 percent or less, the student may be asked to move into a new assignment at semester.

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.

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 Life 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.

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

IF YOU HAVE QUESTIONS CONCERNING...

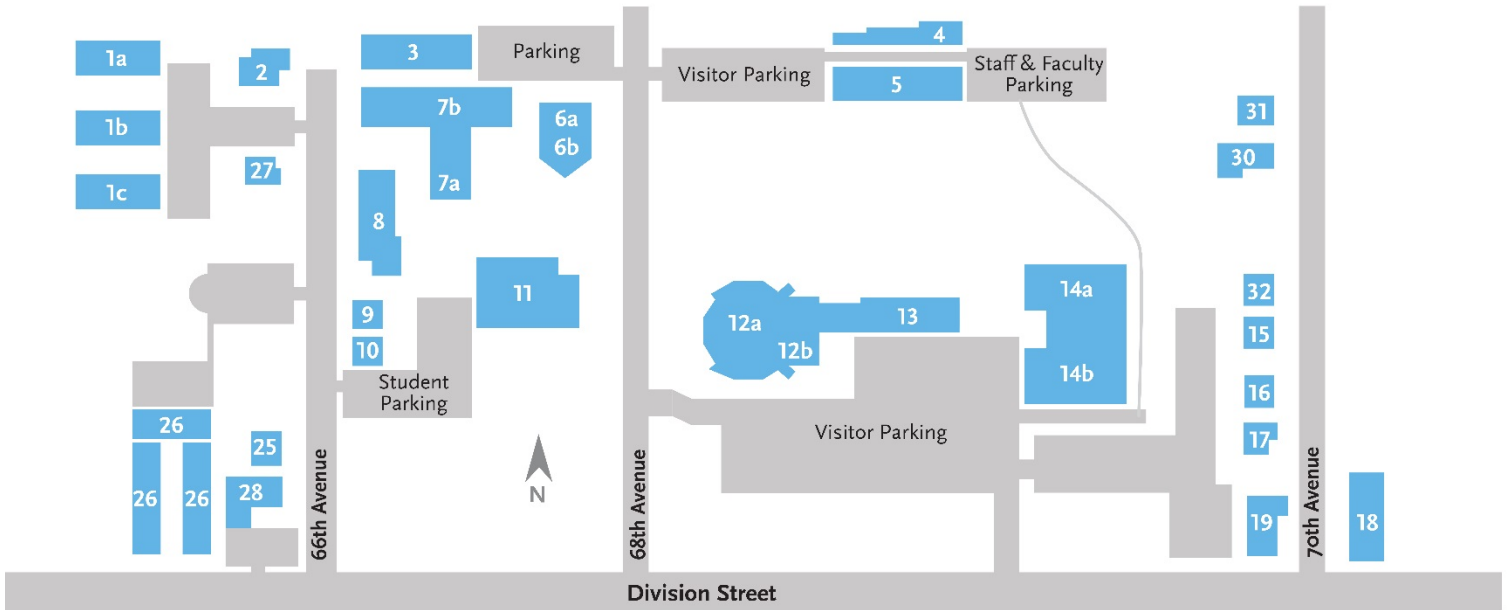
You may dial the extension number if you are calling from a campus phone. If you are calling from a regular phone you may dial **503.517** and the four-digit extension number. This system is connected to voicemail. If there is no answer, please leave a brief message so they are able to return your call. Many of these offices are pre-loaded for easy dialing via the WP mobile app available for Android and iPhone.

Academic Counseling	1036 Dean of Faculty
Academic Probation	1036 Dean of Faculty
Academic Problems Assistance	1010 Academic Success Center
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	1088 Student Life
Bookstore	1100 Bookstore
Campus Safety (503.250.1730)	1219 Campus Safety
Career	1119 Academic Success Center
Class Schedule	1013 Records Office
Diplomas	1013 Records Office
Disabilities Resources	1577 Disabilities Resources Center
Early Learning Center	1081 Director
	1082 Master Teacher
Early Learning Education	1080 Teacher Education

Faith & Service Commitments	1271 Service Learning
	1007 Student Life
Fees & Financial Arrangements	1207 Student Financial Services
Grading System Information	1013 Records Office
Graduation Information	1013 Records Office
Accident/Health Insurance	1207 Student Financial Services
Incompletes	1013 Records Office
International Students	
Admissions	1020 Office of Enrollment
Immigration Questions	1020 Office of Enrollment
Intramurals	1088 Leadership Development
Library	1102 Library
Mailroom	1210 Mailroom/Copy Center
Maintenance Requests	1007 Office of Student Life
Maintenance for Housing	1007 Office of Student Life
Ministerial Field Service	1045 Chair, Religion Dept.
Off-Campus Jobs	1010 Academic Success Center
Welcome Week	1002 Leadership Development
Perkins Loan	1207 Student Financial Services
Personal Counseling	1119 Director of Career and Life Counseling
	1121 Counseling Interns
	1007 <i>Schedule Appointments</i>
Registration	1012 Registrar
Residence Life	1008 Student Life Director of Student Rights and Responsibilities
	1098 Student Life and Residence Life Coordinator
	1007 Coordinator of Residence Life and Housing
Selective Service Registration	1017 Student Financial Services
Compliance	1008 Director of Student Rights and Responsibilities

Solicitation/Surveys on campus	1008 Director of Student Rights and Responsibilities
Student Activities	1239 CAB Office
Student Life	1098 Student Life and Residence Life Coordinator
Student Conduct Policies	1008 Director of Student Rights and Responsibilities
Student Government Office	1193 Student Government
Student Employment	1018 Student Financial Services
Student Handbook (The Squire)	1008 Director of Student Rights and Responsibilities
Study Skills Assistance	1010 Academic Success Center
Teacher Education	1080 Teacher Education
Transcripts	1013 Records
Transcript Evaluation	
Freshman Student	1013 Records
Returning/transfer Student	1013 Records
Tutoring	1010 Academic Success Center
Veterans Affairs	1012 Registrar
Work Study	1091 Work Study Office

WARNER PACIFIC COLLEGE CAMPUS MAP



- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------|--------------------------|-------------------------|--|-----------------------------|--------------------|----------------|--------------------------------|----------------|------------------|--------------------|--------------------------|-------------------------|----------------------------|------------------|---------------------------|--------------------|-----------------|---------------------|----------------------|-----------------------|---------------------------|--------------------------------------|-----------------------------|-----------------|----------------------|------------|---------------------|----------------------|
| 1. Tabor Terrace Apartments
a. Pearl Lewis
b. Mary Husted
c. Warner Monroe | 2. Caldwell House | 3. Gotham Hall (Science) | 4. Maintenance Building | 5. A.F. Gray (Administrative Building) | 6a. Schlatter Prayer Chapel | 6b. Kardatzke Hall | 7a. Smith Hall | 7b. Offices of Student Affairs | 8. Warman Hall | 9. Rainier House | 10. McKinnon House | 11. Otto F. Linn Library | 12a. McGuire Auditorium | 12b. Theatre (lower level) | 13. Egtvedt Hall | 14a. C.C. Perry Gymnasium | 14b. Student Union | 15. Adams House | 16. Clackamas House | 17. Willamette House | 18. 5-Plex Apartments | 19. Early Learning Center | 25. Center for Teaching and Learning | 26. Division St. Apartments | 27. Tabor House | 28. Saxon Apartments | 30. Duplex | 31. Jefferson House | 32. Deschutes Duplex |
|---|-------------------|--------------------------|-------------------------|--|-----------------------------|--------------------|----------------|--------------------------------|----------------|------------------|--------------------|--------------------------|-------------------------|----------------------------|------------------|---------------------------|--------------------|-----------------|---------------------|----------------------|-----------------------|---------------------------|--------------------------------------|-----------------------------|-----------------|----------------------|------------|---------------------|----------------------|

