statement of mission

Northwest Missouri State University is a learning-centered community of scholars offering undergraduate and selected graduate programs. The University is committed to preparing broadly educated and engaged citizens for a world of constant change, applying information technology to improve learning processes, and promoting continuous improvement to enhance performance in all of its activities. Northwest seeks to expand access to learning and promote research designed to address the needs of our students and stakeholders.

statement of vision

Northwest Missouri State University will be an internationally recognized innovator in continuously improving higher education.
### FALL 2006
- **Aug. 23-24** Wed-Thur: Department Planning and Development
- **Aug. 25** Fri: University/College meetings
- **Aug. 26** Sat: General Registration
  - Preregistration Verification
- **Aug. 28** Mon: Classes begin
- **Sept. 4** Mon: Labor Day, no classes
- **Oct. 13** Fri: First Block ends
- **Oct. 16** Mon: Second Block begins
- **Oct. 20** Fri: Walkout Day, no classes
- **Nov. 21** Tue: Thanksgiving Vacation begins, 5 p.m.
- **Nov. 27** Mon: Classes Resume, 8 a.m.
- **Dec. 11-15** Mon-Fri: Final Exams
- **Dec. 15** Fri: Commencement
- **Dec. 18** Mon: Grades due at 10 a.m.

### SPRING 2007
- **January 3-4** Wed-Thur: Department Planning and Development
- **January 5** Fri: University/College meetings
- **January 5** Fri: General Registration
  - Preregistration Verification
- **January 8** Mon: Classes begin
- **January 15** Mon: Martin Luther King Holiday, no classes
- **Feb. 23** Fri: First Block ends
- **Feb. 26** Mon: Second Block begins
- **March 16-26** Mon-Fri: Spring Break
- **April 23-27** Mon-Fri: Final Exams
- **April 28** Sat: Commencement
- **April 30** Mon: Grades due at 10 a.m.

### SUMMER 2007
- **May 8** Tue: First Session begins and Registration
- **May 28** Mon: Memorial Day, no classes
- **June 5** Tue: First Session ends
- **June 6** Wed: Second Session begins and Registration
- **July 3** Tue: Second Session ends
- **July 4** Wed: Independence Day Holiday, no classes
- **July 9** Mon: Third Session begins and Registration
- **Aug. 2** Mon: Third Session ends
- **Aug. 2** Mon: Commencement
- **Aug. 6** Mon: Fourth Session begins and Registration
- **Aug. 16** Thu: Fourth Session ends
- **Aug. 17** Fri: Grades due at 12:00 noon
# Fall 2006 Calendar Dates

## Academic Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 15-28</td>
<td>Tue-Mon</td>
<td>On-line verification of preregistered students</td>
</tr>
<tr>
<td>Aug. 25-26</td>
<td>Fri-Sat</td>
<td>Textbook Pickup/Verification of preregistered students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Station – Friday, 8 a.m.-4:30 p.m.; Saturday, 8:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Sat</td>
<td>General Registration (8:30 a.m.-12:30 p.m.)</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Mon</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late verification (late fee assessed) The Station – 8 a.m.-Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late registration in Registrar’s Office (late fee assessed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Degree applications (December) to be filed with Registrar’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office or Graduate Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petitions to supersede due in Registrar’s Office or Graduate Office</td>
</tr>
<tr>
<td>Aug. 29</td>
<td>Tue</td>
<td>Last date to add or enroll in a first-block course</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Thu</td>
<td>Last date to establish credit by departmental test-out</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Sun</td>
<td>Late registration ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last date to add or enroll in a trimester course</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Mon</td>
<td>Labor Day - No Classes</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Thu</td>
<td>Last date to place a first-block course on pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last date to change a first-block course to audit</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Fri</td>
<td>Last date to change a trimester course to audit</td>
</tr>
<tr>
<td>Sept. 20</td>
<td>Wed</td>
<td>Last date to drop a first-block course</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>Mon</td>
<td>Last date to place a trimester course on pass/fail</td>
</tr>
<tr>
<td>Oct. 9-13</td>
<td>Mon-Fri</td>
<td>Mid-term examinations</td>
</tr>
<tr>
<td>Oct. 13</td>
<td>Fri</td>
<td>First block ends</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Mon</td>
<td>Mid-term deficiency grades due by 10 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second block begins</td>
</tr>
<tr>
<td>Oct. 17</td>
<td>Tue</td>
<td>Last date to add or enroll in a second-block course</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Fri</td>
<td>Walkout Day</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>Sat</td>
<td>Homecoming</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Fri</td>
<td>Last date to drop a trimester course</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Mon</td>
<td>Preregistration for Spring 2006 begins</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Wed</td>
<td>Last date to place a second-block course on pass/fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last date to change a second-block course to audit</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Wed</td>
<td>Last date to withdraw from the University</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>Wed</td>
<td>Last date to drop a second-block course</td>
</tr>
<tr>
<td>Nov. 21</td>
<td>Tue</td>
<td>Thanksgiving recess begins 5 p.m.</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Mon</td>
<td>Thanksgiving recess ends 8 a.m.</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Fri</td>
<td>Classwork ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second block ends</td>
</tr>
<tr>
<td>Dec. 11-15</td>
<td>Mon-Fri</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Fri</td>
<td>Trimester Ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate delayed grades from Spring 2006 and Summer 2006 due in Registrar’s Office</td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Mon</td>
<td>Final grades due by 10 a.m.</td>
</tr>
</tbody>
</table>
**Meal plans/Aladine installments**

**Fall trimester**

- **Aug. 24** Fall meal plans begin/
- **Sept. 22** 2nd scheduled Aladine installment
- **Oct. 20** 3rd scheduled Aladine installment
- **Nov. 17** 4th scheduled Aladine installment
- **Jan. 2** Fall meal plans end

**Spring trimester**

- **Jan. 5** Spring meal plans begin/
- **Feb. 2** 2nd scheduled Aladine installment
- **March 2** 3rd scheduled Aladine installment
- **March 30** 4th scheduled Aladine installment
- **April 27** Spring meal plans end

**Summer trimester**

- **April 30** Summer meal plans begin
- **Aug. 16** Summer meal plans end

**Food Court Buffets**

- **Sept. 14**
- **Oct. 5**
- **Oct. 26**
- **Nov. 16**
- **Dec. 7**
- **Jan. 25**
- **Feb. 15**
- **March 8**
- **March 29**
- **April 19**

**Fall 2006 Calendar Dates**

**Financial Dates**

**DROP** means to officially terminate your enrollment in a given class(es) but to remain enrolled in at least **one** class. **WITHDRAWAL** means to officially leave the University, terminating enrollment in all classes for the entire trimester.

- **Aug. 15** Tue First installment due
- **Aug. 30** Wed DROP AND WITHDRAWAL: Last date for 100% refund on first block courses
- **Sept. 1** Fri DROP AND WITHDRAWAL: Last date for 100% refund on trimester courses
- **Sept. 7** Thu DROP AND WITHDRAWAL: Last date for 75% refund on first block courses
- **Sept. 11** Mon DROP AND WITHDRAWAL: Last date for 75% refund on trimester courses
- **Sept. 15** Thu DROP AND WITHDRAWAL: Last date for 25% refund on first block courses
- **Sept. 18** Mon DROP AND WITHDRAWAL: Last date for 50% refund on trimester courses
- **Sept. 25** Mon DROP AND WITHDRAWAL: Last date for 25% refund on trimester courses
- **Oct. 15** Sun Third installment due
- **Oct. 18** Wed DROP AND WITHDRAWAL: Last date for 100% refund on second block courses
- **Oct. 20** Fri DROP AND WITHDRAWAL: Last date for 75% refund on second block courses
- **Oct. 25** Wed DROP AND WITHDRAWAL: Last date for 50% refund on second block courses
- **Oct. 27** Fri DROP AND WITHDRAWAL: Last date for 25% refund on second block courses
- **Nov. 15** Wed Final installment due

Any hours added through self-enrollment or at the Registrar’s Office require the student to report immediately to the Cashiering Office to take care of the increased fees.

SEE WEB PAGE FOR MORE INFORMATION, www.nwmissouri.edu/treasurer
spring 2007 calendar dates

**ACADEMIC DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
</table>
| Jan. 6-7   | Fri-Sat | Textbook Pickup, The Station  
(Friday: 8 a.m.-4:30 p.m.; other times to be announced) |
| Jan. 5     | Fri  | General Registration (2-4:00 p.m.)                                   |
| Jan. 8     | Mon  | Classes begin  
Degree applications (Spring) to be filed with Registrar’s Office or Graduate Office  
Petitions to supersede due in Registrar's Office or Graduate Office |
| Jan. 9     | Tue  | Last date to add or enroll in a first-block course                   |
| Jan. 12    | Fri  | Last date to establish credit by departmental test-out               |
| Jan. 14    | Sun  | Late registration ends  
Last date to add or enroll in a trimester course                      |
| Jan. 15    | Mon  | Martin Luther King Day, no classes/offices closed                    |
| Jan. 18    | Thu  | Last date to place a first-block course on pass/fail  
Last date to change a first-block course to audit                      |
| Jan. 26    | Fri  | Last date to change a trimester course to audit                     |
| Jan. 31    | Wed  | Last date to drop a first-block course                              |
| Feb. 19    | Mon  | Last date to place a trimester course on pass/fail                   |
| Feb. 19-23 | Mon-Fri | Mid-term examinations                                               |
| Feb. 23    | Fri  | First block ends                                                    |
| Feb. 26    | Mon  | Mid-term deficiency grades due to Registrar by 10 a.m.  
Second block begins                                                   |
| Feb. 27    | Tue  | Last date to add or enroll in a second-block course                  |
| March 2    | Fri  | Last date to drop a trimester course                                |
| March 7    | Wed  | Last date to place a second-block course on pass/fail  
Last date to change a second-block course to audit                     |
| March 12   | Mon  | Preregistration for summer and Fall 2007 begins                     |
| March 13   | Tue  | Last date to withdraw from the University                           |
| March 19-23| Mon-Fri | Spring Break, no classes                                           |
| March 27   | Tue  | Last date to drop a second-block course                             |
| April 20   | Fri  | Classwork ends  
Second block ends                                                          |
| April 23-27| Mon-Fri | Final Exams                                                          |
| April 27   | Fri  | Undergraduate incomplete grades from Fall 2006  
Due in Registrar’s Office  
Last date to return textbooks to Textbook Services                      |
| April 28   | Sat  | Trimester ends  
Commencement                                                              |
| April 30   | Mon  | Final grades due to Registrar’s Office by 10 a.m.                    |
Spring 2007 Calendar Dates

Financial Dates

**Drop** means to officially terminate your enrollment in a given class(ES) but to remain enrolled in at least one class. **Withdrawal** means to officially leave the University, terminating enrollment in all classes for the entire trimester.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 10</td>
<td>Last date for 100% refund for first block courses or withdrawal</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Full payment or first installment due</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>Last date for 50% refund for dropped trimester course or withdrawal</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Last date for 75% refund for dropped trimester course or withdrawal</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>Last date for 25% refund for dropped trimester course or withdrawal</td>
</tr>
<tr>
<td>Jan. 29</td>
<td>Last date for 25% refund for dropped trimester courses or withdrawal</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Last date for 25% refund for dropped trimester courses or withdrawal</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Second installment due</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Last date to get 100% refund for dropped second block courses</td>
</tr>
<tr>
<td>March 2</td>
<td>Last date to get 75% refund for dropped second block courses</td>
</tr>
<tr>
<td>March 7</td>
<td>Last date to get 50% refund for dropped second block courses</td>
</tr>
<tr>
<td>March 9</td>
<td>Last date to get 25% refund for dropped second block courses</td>
</tr>
<tr>
<td>March 15</td>
<td>Third installment due</td>
</tr>
<tr>
<td>April 15</td>
<td>Final installment due</td>
</tr>
</tbody>
</table>

Any hours added through self-enrollment or at the Registrar’s Office require the student to report immediately to the Cashiering Office to take care of the increased fees.

2006-2007 Fees

<table>
<thead>
<tr>
<th>Tuition**</th>
<th>Tuition/Incidental Fee</th>
<th>Tuition/Designated Fee* (DF)</th>
<th>Textbook Usage Fee</th>
<th>Technology Fee (TF)</th>
<th>Total (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missouri resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$141.50</td>
<td>$41.00</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$194.50</td>
</tr>
<tr>
<td>Non-resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$283.00</td>
<td>$41.00</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$336.00</td>
</tr>
<tr>
<td>Missouri resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$185.50</td>
<td>$51.75</td>
<td>0</td>
<td>$7.00</td>
<td>$244.25</td>
</tr>
<tr>
<td>Non-resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$371.50</td>
<td>$51.75</td>
<td>0</td>
<td>$7.00</td>
<td>$429.75</td>
</tr>
</tbody>
</table>

* Designated fee covers a portion of scholarships, bond payment, capital improvement and academic equipment expenses.

**A health fee of $70 and an activity fee of $35 will be charged each trimester to students enrolled in 6 or more credit hours coded on campus.
WEB COURSES

Undergraduate standard + TF + $32/credit hour
Graduate standard + TF + $32/credit hour

SPECIAL PROGRAMS (others as published by the program director)

Distance Learning Standard + DF + TF + $30/cr. hr.
(if not at site awarding credit)
Kirksville Standard + TF + $30
MU Doctoral MU’s rate + TF
MSEP 1 1/2 resident fee + DF + TF
Out of State Award 1 1/2 resident fee + DF + TF
Non-resident (paying Missouri income tax) Credit up to 1 1/2 difference between resident and non-resident + DF + TF
Aviation 1/2 standard + TF + fee paid to Rankin Airport
Scuba Diving Standard + DF + TF + fee paid to dive shop
AEA-Council Bluffs $78/cr. hr. + TF
Ed. Outreach/Negotiated/RPDC $68 /cr. hr. + TF
Missouri London, Washington D.C., Gulf Coast Research, Med. Tech. Fee paid to institution attended
International Exchange-Outgoing Standard + DF + TF + $125 admin. fee
Australearn, ISEP Direct Fee paid to institution attended + $125 admin. fee

*TF – Technology Fee
DF – Designated Tuition

WITHDRAWAL AND DROP REFUND SCHEDULE

DROP – change in course schedule
WITHDRAWAL – drop all courses

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Full Trimester</th>
<th>Block Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% reduction</td>
<td>5 days</td>
<td>3 days</td>
</tr>
<tr>
<td>75% reduction</td>
<td>5 days</td>
<td>2 days</td>
</tr>
<tr>
<td>50% reduction</td>
<td>5 days</td>
<td>3 days</td>
</tr>
<tr>
<td>25% reduction</td>
<td>5 days</td>
<td>2 days</td>
</tr>
</tbody>
</table>
## 2006-2007 fees

### ROOM AND BOARD

Single and Private rooms on a space available basis  
Room Only for medical or other valid reason, with approval  
*Inclining plan required for Apartments - Electricity/gas extra  
Other Halls - Millikan, Franken, Phillips, Dieterich, North Complex

<table>
<thead>
<tr>
<th>Fall/Spring 2006-07 (per trimester)</th>
<th>Suites</th>
<th>Modified Suites</th>
<th>All Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy/Super Ala-dine</td>
<td>3,381</td>
<td>3,254</td>
<td>3,097</td>
</tr>
<tr>
<td>Double Occupancy/Standard Ala-dine</td>
<td>3,211</td>
<td>3,084</td>
<td>2,927</td>
</tr>
<tr>
<td>Double Occupancy/Lite Ala-dine</td>
<td>3,041</td>
<td>2,914</td>
<td>2,757</td>
</tr>
<tr>
<td>Private Room/Super Ala-dine</td>
<td>4,031</td>
<td>3,904</td>
<td>3,747</td>
</tr>
<tr>
<td>Private Room/Standard Ala-dine</td>
<td>3,861</td>
<td>3,734</td>
<td>3,577</td>
</tr>
<tr>
<td>Private Room/Lite Ala-dine</td>
<td>3,691</td>
<td>3,564</td>
<td>3,407</td>
</tr>
<tr>
<td>Single Room/Super Ala-dine</td>
<td></td>
<td></td>
<td>3,254</td>
</tr>
<tr>
<td>Single Room/Standard Ala-dine</td>
<td></td>
<td></td>
<td>3,084</td>
</tr>
<tr>
<td>Single Room/Lite Ala-dine</td>
<td></td>
<td></td>
<td>2,914</td>
</tr>
<tr>
<td>Deluxe Single Room/Super Ala-dine</td>
<td></td>
<td></td>
<td>3,554</td>
</tr>
<tr>
<td>Deluxe Single Room/Standard Ala-dine</td>
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<td></td>
<td>3,384</td>
</tr>
<tr>
<td>Deluxe Single Room/Lite Ala-dine</td>
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<td></td>
<td>3,214</td>
</tr>
<tr>
<td>Loft Room/Super Ala-dine</td>
<td></td>
<td></td>
<td>3,354</td>
</tr>
<tr>
<td>Loft Room/Standard Ala-dine</td>
<td></td>
<td></td>
<td>3,184</td>
</tr>
<tr>
<td>Loft Room/Lite Ala-dine</td>
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<td></td>
<td>3,014</td>
</tr>
<tr>
<td>Private Loft Room/Super Ala-dine</td>
<td></td>
<td></td>
<td>4,004</td>
</tr>
<tr>
<td>Private Loft Room/Standard Ala-dine</td>
<td></td>
<td></td>
<td>3,834</td>
</tr>
<tr>
<td>Private Loft Room/Lite Ala-dine</td>
<td></td>
<td></td>
<td>3,664</td>
</tr>
</tbody>
</table>

### ROOM CONTRACT ONLY

| Room Only - Double Occupancy | 1,981 | 1,854 | 1,697 |
| Room Only - Private          | 2,631 | 2,504 | 2,347 |
| Room Only - Loft             | 1,954 |       |       |
| Room Only - Loft - Private   | 2,604 |       |       |
| Room Only - Single           | 1,854 |       |       |
| Room Only - Deluxe Single    | 2,154 |       |       |

### APARTMENTS

| Rental per month per bed* | 426 |

### MEAL CONTRACT ONLY

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala-dine Only - Super</td>
<td>1,400</td>
</tr>
<tr>
<td>Ala-dine Only - Standard</td>
<td>1,230</td>
</tr>
<tr>
<td>Ala-dine Only - Lite</td>
<td>1,060</td>
</tr>
<tr>
<td>Ala-dine Inclining</td>
<td>No Cap</td>
</tr>
<tr>
<td>Ala-dine - Basic Commuter</td>
<td>300</td>
</tr>
<tr>
<td>Ala-dine - Deluxe Commuter</td>
<td>600</td>
</tr>
</tbody>
</table>

$25.00 Multiples of AlaDine available (plus tax if not add-on to another meal plan).  
Cash meals are also available.

### Summer 2007

<table>
<thead>
<tr>
<th>Summer 2007</th>
<th>Suites</th>
<th>Modified Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy (one session)</td>
<td>424</td>
<td>424</td>
</tr>
<tr>
<td>Private Room (one session)</td>
<td>587</td>
<td>587</td>
</tr>
<tr>
<td>Deluxe Single Room (one session)</td>
<td>524</td>
<td></td>
</tr>
<tr>
<td>Double Occupancy (4th session)</td>
<td>254</td>
<td></td>
</tr>
<tr>
<td>Private Room (4th session)</td>
<td>352</td>
<td></td>
</tr>
<tr>
<td>Deluxe Single Room (4th session)</td>
<td>314</td>
<td></td>
</tr>
<tr>
<td>Ala-dine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$25.00 multiples (plus sales tax)
fee policies

ROOM AND BOARD

The same percentages will be reduced for room as tuition for withdrawals, plus $200 forfeited. Board will be reduced by the unused portion less a $100 administrative fee.

DETERMINATION OF RETURN OF TITLE IV FEDERAL AID

Policy and examples available by request at the Bursar's Office, 562-1106.

INSTALLMENT PAYMENT PLAN

Northwest’s Installment Payment Plan provides an alternative to a large lump sum payment each trimester. The optional installment payment plan enables families and students to make four regularly scheduled monthly installment payments each trimester at a 1% per month finance charge.

A student’s account (which includes tuition and required fees, room and board, telephone, parking permits, doctor’s fees and other miscellaneous charges) will be billed for the full amount each month, with a minimum payment allowed.

BILLING POLICY – E-MAIL

The first bill of each trimester will be mailed to the student’s permanent address for preregistered students. All subsequent bills will be e-mailed to the student’s University e-mail account. If the student is not responsible for payment, an additional e-mail can be sent. The student must complete the ‘EBL2’ e-mail address in their ‘CatPAWS account form the Personal Information Tab.

PAYMENT SCHEDULE

- FALL: August 15, September 15, October 15, November 15
- SPRING: January 15, February 15, March 15, April 15

FINANCE CHARGE

If a student chooses to pay the minimum payment amount, a 1% per month charge (12% Annual Percentage Rate) will be assessed on the remaining unpaid billed amount.

The finance charge is always charged on the total account balance which has been previously billed; therefore, it is to the advantage of the student to pay the account off as quickly as possible.

FINANCIAL ASSISTANCE

Available financial assistance (except Federal Work Study) is applied directly to student accounts. The entry will appear on the monthly billing statement and will reduce the current term balance. The minimum payment and finance charge calculations will be applied to the balance remaining after application of financial assistance.

FINANCIAL APPEALS

The appeal body for most financial matters is the Student Financial Appeals Committee. Petitions may be obtained at the Student Services Center, Cashiering Office, or the Office of Admissions. Appeals must be made by the student, except in special circumstances.

MISCELLANEOUS FEES

Check the web at www.nwmissouri.edu/bursar for a listing of miscellaneous fees that could be charged to your account.
academic facts

ACADEMIC LOAD
The normal load of an undergraduate student is 14-18 hours of academic work per trimester. To be considered full-time, you must be taking at least 12 academic hours in any trimester.

ATTENDANCE
You are expected to attend all of your class sessions, although specific attendance policies may vary from instructor to instructor. Each instructor will make the policy clear at the beginning of each trimester. If you are absent, be sure to explain the reasons to the instructor and if possible, notify them in advance.

BLOCK COURSES
These classes meet double time for half the trimester. First-block classes meet during the first half of the trimester, while second-block courses meet during the last half.

COURSE NUMBERING
Courses are numbered according to the following plan:
- 001-099 Non-College Parallel
- 100-299 Lower Division
- 300-499 Upper Division
- 500-599 Upper Division/Graduate
- 600-699 Graduate
- 700-799 Education Specialist
- 800-899 Doctoral Level

Freshmen are encouraged to take 100-299 level courses their first trimester at Northwest.

CREDIT SYSTEM
The “semester hour” is the unit of credit used at Northwest. Generally, a three-hour course meets three times a week for one hour each meeting, or two times a week for an hour and a half each meeting. Lab courses average two or more hours each week for each hour of credit given. Credit hours for a given course are listed in the Course Offerings booklet and in the Northwest 2006-2008 Undergraduate Academic Catalog and on “Class Schedule” under ‘CatPAWS on the Northwest homepage.

INCOMPLETE GRADE
In some circumstances, an incomplete grade ‘I’ can be assigned when a portion of a course has not been completed. An incomplete grade form is initiated with the course instructor. Undergraduates must complete the course requirements by the end of the following trimester enrolled (not including summer) or the ‘I’ becomes an ‘F’ on your permanent record. Graduate courses have one year for removal of an incomplete grade.

DEPARTMENT NUMBERS
Department numbers are first in a course listing, for example, 10-111. By this number, you’ll know 10 designates the Department of English and 111 represents the course number.

Department numbers are:
- 51 Accounting
- 03 Agriculture
- 13 Art
- 04 Biology
- 24 Chemistry
- 29 Communication
- 44 Computer Science/Information Systems
- 63 Early Childhood/Elementary Education
- 52 Economics
- 61 Education (General)
- 10 English
- 15 Family and Consumer Sciences
- 53 Finance
- 71-77 Freshman Seminar
- 32 Geography
- 27 Geology
- 22 Health, Physical Education, Recreation and Dance
- 33 History
- 26 Humanities
- 80 International Study
- 14 Languages
- 54 Management
- 55 Marketing
- 20 Mass Communication
- 17 Mathematics/Statistics
- 65 Middle School/Secondary Ed.
- 42 Military Science
- 81 Missouri Academy of Science, Mathematics and Computing (MASMC)
- 19 Music
- 39 Philosophy
- 40 Physical Science
- 25 Physics
- 34 Political Science
- 08 Psychology
- 66 Reading/Special Education
- 45 Recreation
- 68 School Counseling
- 28 Science Education
- 36 Social Science
- 35 Sociology
- 43 Theatre Arts
- 02 Vocational Education
GRADING SYSTEM

Your work will be evaluated with the following marks:

A    Superior
B    Above average
C    Average
D    Below average
F    Failure
W    Withdrawal from school
AT   Audit
P    Pass (on pass/fail system)
I    Incomplete

HONOR ROLL

The Academic Honor Roll is compiled at the close of each trimester and includes all full-time undergraduate students earning a GPA (grade point average) of 3.50 to 3.99 on the University's 4.00 scale. Students who earn a 4.00 GPA are named to the President's Honor Roll. Students who take an incomplete grade will not be considered for the honor roll that trimester.

PASS/FAIL

The pass/fail option is used to encourage students to attempt courses outside the major or minor which would not ordinarily be attempted because of lack of background. Pass/fail cannot be used by first-time freshmen, cannot be used in your major or minor areas and cannot be used to meet general education requirements. For more details, see the 2006-2008 Undergraduate Academic Catalog.

PLAGIARISM

You can avoid plagiarism by observing the following rules: 1) the use of another writer’s ideas or facts must be documented; and 2) the use of another writer’s phrasing must be indicated by documentation AND by quotation marks or indentation.

ACADEMIC PROBATION

Any freshman whose cumulative or Northwest GPA falls below 1.75 (on a 4.00 scale) shall automatically be placed on academic probation. Any sophomore, junior or senior whose cumulative or Northwest GPA falls below a 2.00 shall also be placed on probation. While on probation, a student needs a 2.00 GPA the next trimester to remain in school. If you are placed on academic probation, it is to your advantage to work closely with your academic advisor on strategies to increase your skills in time management, study habits and reading/writing skills. Use the Talent Development Center and other academic support services.

HOW TO CHANGE YOUR CLASS SCHEDULE

If you enrolled during the previous trimester, you may adjust your class schedule through your 'CatPAWS account on the University computer system. (Please refer to the Course Offerings booklet for the information on the use of your 'CatPAWS account.) If you were not at Northwest during the previous trimester or would like assistance, adjustments to your schedule can be made in the Registrar’s Office with the proper forms. If there are no seats available for a class and you receive approval to enter the class, you will need to bring a Schedule Change Form signed by the instructor of the course and the department chair to the Registrar’s Office to add that course to your schedule.

Courses may be added to your schedule during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first seven calendar days of any course longer than eight weeks of instruction. If you wish to add a course after this "add" period, you will need to bring a signed Schedule Change Form to the Registrar’s Office.

Courses may be dropped during the first half of any length course. If you do not properly drop a course from your schedule, you will receive a grade of ‘F’ on your permanent record. Be sure to check the Financial Dates on page 4 and 6 to determine when you can receive a refund for dropped courses.

Graduate students must see the Graduate Office before adding or dropping courses.
how to figure your grade point average

First, know these guidelines:

A. Each hour of a course represents a credit. A three-hour course equals three credits.

B. Northwest is on the 4.00 system, so:
   - A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

C. Points for a specific course are arrived at by multiplying the course grade point value times the number of hours attempted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE Activity</td>
<td>1</td>
<td>(F = 0)</td>
<td>0</td>
</tr>
<tr>
<td>English Comp</td>
<td>3</td>
<td>(B = 3)</td>
<td>9</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
<td>(A = 4)</td>
<td>12</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>1</td>
<td>(B = 3)</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>(C = 2)</td>
<td>6</td>
</tr>
<tr>
<td>Biology/Lab</td>
<td>4</td>
<td>(C = 2)</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Student A</th>
<th>Student B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Grade Points</td>
<td>38</td>
<td>45</td>
</tr>
</tbody>
</table>

Divide the total number of points by the total hours to find the grade point average. For Student A, 38 divided by 15 is a 2.53 GPA. For Student B, 45 divided by 15 is a 3.00 GPA. Remember, grades in college are a lot different than grades in high school. The difference between a 2.53 and a 3.00 can mean a scholarship, admission to an honor society or going active in a Greek organization. Really, the only difference between the two students is that student B did well in PE and went the extra mile in American History. Beware of ‘F’ grades, even in a one-hour class. As one freshman seminar instructor said, “An ‘F’ can really drag your GPA to the basement.”

HOW TO SAVE YOUR GPA

In some circumstances, you can supersede. That is, you can take the class again if you receive a ‘D’ or ‘F’ in a course. The grade you receive the second time will stand unless it is lower. All grades will be on your record, but only the highest will be factored into your GPA. You can raise the grade if in the meantime you have not completed a more advanced course which is a prerequisite for the one you want to repeat. For example, you cannot repeat 17-170 Calculus I after having taken 17-121 Calculus II with a ‘C’ or higher grade.
## how to read a schedule of courses

Knowing how to read a course schedule will be important to know when making a change or designing your schedule for the next trimester.

Below is an example of a trimester course schedule.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sec</th>
<th>CRN</th>
<th>Cr</th>
<th>Title</th>
<th>Time</th>
<th>Days</th>
<th>Ses</th>
<th>Inst</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>08103</td>
<td>03</td>
<td>11430</td>
<td>3</td>
<td>Gen Psychology</td>
<td>0100-0150 MWF</td>
<td>1</td>
<td></td>
<td>Hendrix, R</td>
<td></td>
</tr>
<tr>
<td>20120</td>
<td>01</td>
<td>10636</td>
<td>3</td>
<td>Intro Mass Media</td>
<td>0300-0350 MWF</td>
<td>1</td>
<td></td>
<td>Offutt, J</td>
<td></td>
</tr>
<tr>
<td>13102</td>
<td>03</td>
<td>11781</td>
<td>3</td>
<td>Art Appreciation</td>
<td>ARR ARR</td>
<td>1</td>
<td></td>
<td>Falcone, P WB</td>
<td></td>
</tr>
<tr>
<td>29102</td>
<td>06</td>
<td>10648</td>
<td>3</td>
<td>Fund Oral Comm</td>
<td>0900-0950 MWF</td>
<td>1</td>
<td></td>
<td>Durbin, L</td>
<td></td>
</tr>
<tr>
<td>10111</td>
<td>14</td>
<td>10526</td>
<td>3</td>
<td>Composition</td>
<td>0800-0915 TR</td>
<td>1</td>
<td></td>
<td>Ryan, B</td>
<td></td>
</tr>
<tr>
<td>71101</td>
<td>01</td>
<td>11831</td>
<td>1</td>
<td>Freshman Seminar</td>
<td>0100-0150 TR</td>
<td>1</td>
<td></td>
<td>Frucht, R</td>
<td></td>
</tr>
</tbody>
</table>

A  Course Number (5 digits = 2 digit Department Number, 3 digit Course Number)
B  Section Number (2 digits)
C  CRN (Course Reference Number = unique number for registration purposes only, changes from trimester to trimester)
D  Credit Hours (semester hours of credit)
E  Course Title
F  Time
G  Days (MWF-Monday, Wednesday, Friday; TR-Tuesday, Thursday)
H  Session (1-Full trimester, 1st-First block, 2nd-Second block)
I  Instructor
J  Code (Example: WB-Internet/Web Course; WO-Online Only course)
northwest traditions

BEARCATS
The name was bestowed upon Northwest in 1916 by the coach of the Drury College basketball team in Springfield, who had come to know the Maryville team as formidable opponents. In later years, students did a bit of research and discovered that a Bearcat is hard to capture and harder to hold. The Bearcat serves as the mascot for both the men’s and women’s athletic teams.

THE BELL OF 1948
The Bell of ’48 is rung to announce victories, in memory of any member of the University community and to announce other events deemed important by Student Senate and the administration.

TRADITION OF THE BRIDGE
There is a small bridge on the south side of Colden Hall – just a small, rustic wooden bridge. Traditionally, students have referred to it as “The Kissing Bridge” and suggested it is a place for student romance to blossom.

FAMILY DAY
A special time for the families of all Northwest students is Family Day. Faculty and administrators look forward to this opportunity to meet and visit with parents and students on an informal basis. Family Day 2006 is scheduled for Sept. 23. For information regarding Family Day contact the Director of Campus Activities, 562-1226.

HICKORY STICK
The tradition of the hickory stick dates back to 1930, when Northwest presented the hickory stick to Northeast Missouri State University (now Truman State) with the intent that it would be a traveling sports trophy. Since that time, the winning team has kept the stick until defeated.

HOMECOMING
Homecoming is a long-standing tradition at Northwest. This year, the Homecoming parade and football game are scheduled for Saturday, Oct. 21. Other events include variety show performances, alumni gatherings and meeting of college friends, which help provide a memorable weekend for students, parents and alumni alike.

MEMORIAL BELL TOWER
The Memorial Bell Tower is located in the center of the campus and was constructed using funds contributed by alumni.

SENIOR CLASS COLORS
A tradition established by the class of 1920 is that the Senior Class each year adopt the University colors, green and white, as its class colors.

THE STROLLER
The Stroller is one of the oldest traditions on campus, having made his/her first appearance in 1918 when the present Northwest Missourian newspaper was known as the Green and White Courier. To this day, preserved in anonymity, the Stroller continues to stroll and observe and comment upon campus life.

WALKOUT DAY
Historically, Walkout Day was a major event. On the Friday morning before Homecoming, students went to class to await the ceremonial ringing of the Bell of ’48, signifying the end of classes for the day. A school-wide picnic and other activities were planned, including a mass celebration in downtown Maryville. Today, Northwest continues to observe Walkout Day on the Friday prior to Homecoming; however, students no longer get up and go to classes. The University president and president of Student Senate still ring the ceremonial bell, but the crowds are significantly smaller these days.
STUDENT SENATE

Student Senate is the representative governing body of the student government association, which includes all students of Northwest. The Senate serves students in several capacities: proposing beneficial changes to University policy, providing student representation to Faculty Senate and various committees, overseeing campus-wide elections, and allocating requested funds to campus organizations.

Standing committees of Student Senate and some of their functions are:

**Events Planning** — coordinates Student Senate’s annual and periodic events including Homecoming, blood drives, highway cleanup and Northwest Week.

**Governmental Affairs** — makes recommendations to the SGA constitution and bylaws, maintains communication with local, state and federal agencies, maintains communication with other student governments and organizes the Legislative Reception and voter registration.

**Organizational Affairs** — recognizes new student organizations, allocates funds to student organizations and maintains a database of all active student organizations.

**Public Relations** — promotes Student Senate activities, provides information, monitors posting and coordinates elections.

**Student Affairs** — facilitates communication with the student body, Student Senate, faculty and administration, conducts the Who’s Who Among American University and College Students nominations, coordinates Tower Service/Commitment to Quality Award Banquet and assists in selecting the student member to the Board of Regents.

**Community Service** — organizes and participates in activities to benefit the campus and Mayville community in collaboration with the Office of Volunteer Services and coordinates the student portion of the United Way drive.

For further information, please contact the Student Senate Office, second floor Student Union, 562-1218 or visit www.nwmissouri.edu/~ssenate

2006-2007 Student Senate Officers

President: Sarah Chamberlain
Executive VP: Alex Drury
Secretary: Megan McMurphy
Treasurer: Adam Watson

RESIDENCE HALL ASSOCIATION (RHA)

RHA is the student government body for all residence halls and represents the interest of all students in the halls.

RHA primarily organizes programs and addresses policies that hall councils support or that need system-wide support. RHA does this through committees, which successfully implement many activities and programs and address issues of interest to all hall residents as well as to the University.

RHA programs have included Casino Night, Adopt-a-Highway, Food Factor, Love Week welcome kits, leadership workshops/conferences and many other events.

RHA belongs to a regional organization (MACURH), as well as a national organization (NACURH). Delegates from the University attend each organization’s annual conference.

A hall resident may participate in RHA in three ways: (1) be elected as an official RHA representative from your hall (there must be two per hall); (2) participate as a nonofficial representative (the only difference between being an official and nonofficial is voting privileges on official business); or (3) join one of the RHA committees.

RHA offers students residing on campus the opportunity to get more out of the residence hall experience. It takes as much time as one is willing to spend, and the results are always worth it. Additional information can be obtained from members of the Residential Life Staff or the RHA Office, located in The Station, 562-1432.

2006-2007 RHA Officers

President: Kara Montgomery
Vice-President: Katie Carter
Sec./Treas.: Tara Baker
Nat’l Com. Coord.: Wade McConnelee

INTERFRATERNITY AND PANHELLENIC COUNCILS

Interfraternity Council (IFC) and Panhellenic Council are the governmental organizations for Greek letter organizations on campus. Members from each of the following fraternities and sororities make up the councils: Alpha Gamma Rho, Alpha Kappa Lambda, Delta Chi, Delta Sigma Phi, Kappa Sigma, Phi Delta Theta, Phi Sigma Kappa, Sigma Phi Epsilon, Tau Kappa Epsilon, Alpha Sigma Alpha, Alpha Delta Pi, Delta Zeta, Phi Mu, Sigma Kappa and Sigma Sigma Sigma. Both IFC and Panhellenic
Council are nationally affiliated. Matters of mutual concern, such as Recruitment policies, scholarship issues and standards of conduct are determined by these governing bodies.

Another goal of IFC and Panhellenic Council is to promote camaraderie among fraternities, sororities and members of the student body. Spring Greek Week activities are the culmination of the year’s activities. For more information, contact Kristen Alley, 562-1226 or the Panhellenic or IFC office, 562-1496.

NATIONAL PANHELLENIC COUNCIL, INC.

Members of the National Panhellenic Council, Inc., on our campus include Alpha Phi Alpha, Inc., and Delta Sigma Theta. For more information, contact Kristen Alley, 562-1224.

STUDENT ORGANIZATIONS

Campus Activities maintains a current list of recognized organizations and student groups. Information about the formation of new student organizations may be obtained from the Student Senate Office or the Campus Activities Office. Assistance with programming and financial issues is also available by calling 562-1218 or 562-1226.

STUDENT ACTIVITIES COUNCIL (SAC)

SAC is the student governing board that brings you entertainment, comedians, lectures, multicultural events, late night events, special events, novelties and much more to campus. SAC is composed of student leaders interested in the overall decision making process that ultimately provides Northwest with an atmosphere unlike any other. Past events sponsored by SAC have included Margaret Cho, Wanda Sykes, Chris Cagle and Switchfoot. To find out what SAC is bringing to you call ext. 1500, *7656 on campus, 562-1500 off campus, or e-mail SAC@nwmissouri.edu.

ENCORE PERFORMANCES

Encore Performances provide the campus and Maryville community with a wider variety of cultural events. Events for the 2006-2007 season include “Wonderful Town,” Hungarian Folk Ensemble, “Cats” and Ballet Folklorico de Mexico. For more information, contact the Campus Activities Office at 562-1226 or for ticket information contact the Student Services Center on campus at 562-1212.

INTERCOLLEGIATE ATHLETICS

Northwest is affiliated with the National Collegiate Athletic Association (Division II) and the Mid-America Intercollegiate Athletics Association (MIAA). Varsity athletics include football, volleyball, men’s and women’s basketball, men’s and women’s track and cross country, men’s and women’s tennis, baseball, women’s soccer and softball. For information, call 562-1713.

INTRAMURALS AND CAMPUS RECREATION

The Campus Recreation program at Northwest provides an opportunity for participation in many different activities, both team and individual, for students desiring competition beyond the high school level. The different sports represented include basketball, table tennis, flag football, softball, volleyball and swimming, to name a few. The Student Rec Center is available for all students to utilize on a drop-in basis. Some activities are basketball, volleyball, walleyball, racquetball and walking/jogging on a suspended track at no charge. Call 562-1606 or go to www.northwestbearcats.com for more details.

FITNESS CENTER

Located on the first floor of Lamkin Activity Center, the Fitness Center is available to students, staff and faculty. An individual program can be arranged for each participant after assessing his or her physical condition and diet habits. Programs include weight training, cardiovascular endurance, and weight analysis. Call 562-1708 for current fees.
CAMPUS MINISTRIES
Northwest’s campus ministries welcome all students to the worshiping fellowships of the five student centers. Each one of these centers provides its own creative forms of ministry as well as resources and challenges for spiritual and personal growth. Students are invited to take part in sharing fresh experiences of their faith, of caring, serving and growing in understanding.

- Baptist Student Union
  582-3963
- Catholic Newman Center
  582-7373
- Wesley Student Center (Methodist)
  582-2211
- Christian Campus House
  582-7170
- Lutheran Campus Center
  582-2090

GREEK ORGANIZATIONS
Freshmen may choose to pledge a fraternity or sorority during their first trimester on campus, or they may wait until later in their college career to make this decision. Women must have a cumulative 2.5 GPA and men must have a cumulative 2.25 GPA. There will be opportunities during Recruitment to meet the members of these organizations. See the list of fraternities and sororities below. For information on joining a Greek organization, contact Campus Activities Office, 562-1226 or Panhellenic/IFC Office, 562-1496.

PEER EDUCATION
Northwest Peer Educators are students who have received certification through the national peer education network, Bacchus/Gamma. They educate other students through Freshman Seminar, classroom seminars, student organizations, special programs and awareness campaigns. Topics Peer Educators address include alcohol and drugs, wellness, relationships, sexual assault, body image, diversity, stress management and others. Presentations can be tailored to fit the audience’s needs. For more information about becoming a Peer Educator or to schedule a presentation, contact the Health Center at 562-1348.

SAFE RIDE HOME
The purpose of the Safe Ride Home program is to provide a safe form of transportation for Northwest students to a safe location within the city limits of Maryville. Trained drivers and co-drivers use University vans to pick up students on Friday and Saturday nights from 10 p.m.—4 a.m. Students must show an I.D. to use the free service. The number to call is 562-1245.

THURSDAY NIGHTS AT THE UNION
Every Thursday night, late night activities are planned at the J.W. Jones Student Union. As part of the Student Activities Council, the late Night Activities Committee selects a variety of activities for each Thursday of the academic year including comedians, movies, spa nights and casino nights, to name a few. Organizations are encouraged to co-sponsor events by offering help in the form of promotion, volunteering or financially. The events are FREE to students and may have food and beverages included as a bonus. The “Late Night” graduate assistant oversees the Late Night Activities Committee in the Student Activities Council. If you have suggestions for a program or even if you want to volunteer to help, contact the graduate assistant in the Campus Activities office at 562-1226 or contact the Student Activities Council at SAC@nwmissouri.edu and put "Late Night Activities" in the subject line.

VOLUNTEER SERVICES
The office of Volunteer Services is located in the Student Affairs Complex in the Student Union. Special service days such as BRUSH (Beautifying Residences Using Student Help), Martin Luther King Service Day and other major activities are coordinated by this office. Students wishing to find out more about volunteer activities for themselves or for their organization can stop by the office or call 562-1954.
student organizations

ACADEMIC/DEPARTMENTAL
Accounting Society
Aftermath
Ag Ambassadors
Ag Council
Agriculture Club
Agronomy Club
Alpha Psi Omega
Alpha Tau Alpha
American Association of Family and Consumer Sciences
American Association of Petroleum Geologists
American Marketing Association
Art Association
Art Education Club
Association for Computing Machinery
Criminal Justice Club
Delta Epsilon Chi
Dig Em
Financial Management Association
Gamma Sigma Epsilon
Geology/Geography Club
History Club
Horticulture Club
HPERD Club
National Council of Teachers of English (NCTE)
National Agri-Marketing Association
Northwest Student Dietetic Association
Organizational Communication Student Organization
Phi Mu Alpha Sinfonia
Philosophy Club
Pi Mu Epsilon
Political Science Club
Pre-Law Society
Pre-Med Club
Psi Chi
Psychology/Sociology Society
Scribblers
Sigma Tau Gamma
Student Affiliates of the American Chemical Society
Student Council for Exceptional Children
Student Missouri State Teachers Association
Students in Free Enterprise
Upsilon Pi Epsilon

HONORARIES/HONOR
Alpha Chi
Alpha Mu Gamma/Phi Sigma Iota
Beta Beta Beta, Biological Society
Blue Key National Honor Fraternity
Cardinal Key
Delta Mu Delta
Delta Tau Alpha
Gamma Theta Upsilon
Kappa Kappa Psi
Kappa Omicron Nu
Lambda Pi Eta
Mortar Board
National Society of Collegiate Scholars
Omicron Delta Kappa
Order of Omega
Phi Eta Sigma
Phi Sigma Tau
Pi Omega Pi
Pi Sigma Alpha
Sigma Alpha Iota
Sigma Epsilon Sigma
Sigma Gamma Epsilon
Sigma Pi Sigma
Sigma Tau Delta

GREEK
Alpha Delta Pi
Alpha Gamma Rho
Alpha Kappa Lambda
Alpha Phi Alpha
Alpha Sigma Alpha
Delta Chi
Delta Sigma Phi
Delta Sigma Pi
Delta Sigma Theta
Delta Zeta
GAMMA
Interfraternity Council
Kappa Sigma
Panhellenic Council
Phi Delta Theta
Phi Mu
Phi Sigma Kappa
Sigma Chi
Sigma Kappa
Sigma Phi Epsilon
Sigma Sigma Sigma
Tau Kappa Epsilon

MASS MEDIA
Heartland View magazine
Northwest Missourian newspaper
Public Relations Student Society of America
Radio-Television News Directors Association
Society of Professional Journalists
Tower yearbook

MULTICULTURAL
African Friends Association
Alliance of Black Collegians
Asian Students Association (ASA)
Cultural Exchange Club
Everything HALO
Folkloric of Latin America
Hispanic American Leadership Organization (HALO)
Indian Student Association
International Student Organization
Korean Student Association
Middle Eastern Student Association
Minority Men Organization
Rhythm of Diversity

PERFORMING
American Choral Directors Association
Bearcat Steppers
Northwest Dance Club
Tower Choir
University Chorale

RELIGIOUS
Alpha Omega Society
Baptist Student Union
Campus Crusade for Christ
Chi Alpha
Christian Campus House
Church of Christ Campus Center
Fellowship of Christian Athletes
Gamma Alpha Lambda
Hillel of Northwest Missouri State University
Latter-Day Saint Student Association
Liahona Organization of Christian Fellowship
Navigators
Newman Center
Northwest Chapter of Hillel
Wesley Student Center

RESIDENCE HALL
Dieterich Hall Council
Douglas Hall Council
Franken Hall Advisory Board
Millikan Hall Council
National Residence Hall Honorary
Phillips Hall Council
Residence Hall Association
South Hall Council

OTHER
102 River Wildlife Club
Advertising Club (Ad Ink)
Amnesty International
Association of Nontraditional Students
Bearcat Football Ambassadors
Campus Girl Scouts
Club Green
College Republicans
Collegiate Co-Eds for Change
Collegiate Farm Bureau
Common Ground
Fellowship of the Tower Gaming Society
Fencing Club
Kennel Club
Kind Individuals Dedicated to Students (K.I.D.S.)
Lions Club
M-Club
Medium Weight Forks
Mock Trial
Northwest American Sign Language Club
Northwest Business and Professional Women
Northwest Equestrian Team
Northwest Paintball
Northwest Peer Educators
Northwest NSTA Student Chapter
Northwest Soccer Club
Northwest Student Society for News Design
Northwest Women’s Golf
Northwest Wrestling Club
Sigma Society
Student Activities Council
Student Support Services/Student Advisory Council
Student Ambassadors
Student Government Association
Students for Political Awareness
United States Institute for Theatre Technology (USITT)
University Players
Young Democrats
Your Voice, Your Choice

See the organizational handbook Connections for descriptions of the organizations.
ASSIST AND STUDENT ATHLETE SUCCESS PROGRAMS (SASP)

The Assist Program and the Student Athlete Success Program can help qualified students develop the techniques to handle demanding academic tasks, keep a close eye on academic performance and adjust immediately to any academic problems, talk about the pressures of schedules, develop self-understanding; formulate good career search processes, and become self-directed and responsible members of the University community. Both programs are located in the Talent Development Center on the third floor west wing of the Administration Building. Call 562-1726 with questions.

BEARCAT BOOKSTORE

The Bearcat Bookstore is located on the second floor of the J.W. Jones Student Union. The Bookstore is your central headquarters for Bearcat apparel and school spirit related gift items. The Bookstore also carries greeting cards, health and drug items, instructional materials and supplies, hardback and paperback books and many other items. Graduate level texts and undergraduate workbooks and study guides may be purchased there. The Bookstore coordinates and orders graduation announcements; class ring information is also available.

FALL/SPRING TRIMESTER HOURS
8 a.m.-5 p.m. Monday-Thursday
8 a.m.-4:30 p.m. Friday
Closed Saturday and Sunday

BEARCAT CARD (STUDENT ID)

Every student enrolled at Northwest is required to have an identification card, known as the Bearcat Card, to carry at all times and to present when requested by University personnel. Students are to be in possession only of their own ID. Possessing someone else’s ID can result in disciplinary action. The Bearcat Card can be used for meals, copy machines, library, vending machines, laundry, sporting events and at the Bearcat Bookstore. Currently enrolled students can obtain a Bearcat Card at the ID Office on the second floor of the J.W. Jones Student Union.

The Bearcat Card can also be a student’s ATM and Debit Card to be used locally or across the country. For students to take advantage of this option they must sign up for a checking account with US Bank in Maryville. The ID card is valid as long as the student is enrolled at Northwest. Students should treat their Bearcat Card as they would cash or a credit card. If the card is lost or stolen, notify the ID Office immediately. There is a $15 plus tax replacement fee. If the lost card is found and returned to the ID Office, a $5 credit will be given. Broken cards will be replaced for free as long as the card is at least one year old. Report lost cards immediately to the ID Office on the second floor of the J.W. Jones Student Union or call 562-1430.

BURSAR’S AND CASHIERING OFFICE

Located on the first floor of the Administration Building, the Bursar’s Office includes the Cashiering Office, which receives and processes all payments to Northwest. Inquiries concerning student financial accounts, installments, refunds and automatic applications of financial assistance should be directed to 562-1578.

In cases of exceptional circumstances, the collections supervisor, in the same office complex, should be contacted for an extension of payment deadline. The number to call is 562-1583. NOTE: If a delay in financial assistance creates an inability to pay on time, the Office of Scholarships and Financial Assistance should be contacted at 562-1363.

CAMPUS DINING

Campus Dining caters to all University divisions and offers a wide variety of menu items to the University community. Dining areas are located in the J.W. Jones Student Union, The Station (Conference Center) and the Forest Village Community Center. All areas accept any Northwest meal plan or cash.

Bearcat Food Court. This facility offers a variety of cutting edge American entrees, ethnically-inspired foods, vegetarian selections and lots more. Quiznos Subs offers delicious toasted sandwiches, salads and soup. Tortilla Fresca specializes in burritos, fajitas and quesadillas made with fresh ingredients. Oriental favorites are prepared in a wok over an open flame at Mark Pi Chinese. Enjoy a fresh salad from the full salad bar at Salad Garden. Bene Pizzeria offers a variety of Italian favorites including pizza, calzones and a create your own pasta station. Grille Works features a full breakfast menu and fast food favorites. For home-cooked meals, stop by Cranberry Farms for chicken and turkey meals with heaping side dishes. In a hurry? Grab pre-made sandwiches and salads from the Express coolers or a tasty baked item made fresh daily in our own bakery.
JW’s Grille. Newly renovated for Fall 2006, JW’s offers a full restaurant menu served in a casual atmosphere. Enjoy a steak, pasta or rice bowl, half pound burger, entrée salad, and much more while watching your favorite television show or challenging your friends on the trivia network.

Java City. Northwest boasts two of these national coffee houses. Relax and recharge while enjoying cappuccinos, lattes and Italian sodas plus great baked goods and panini sandwiches.

Sweets ’N Treats. Satisfy your sweet tooth with a full line of candy, as well as frozen treats from Freshens, Smoothies and Pretzel Logic. A variety of gift items including balloons, frames, stuffed animals and decorated cakes are also available for purchase.

C² Convenience Stores. The ultimate in convenience! When you need to stock your fridge or grab a snack and beverage to keep you going, our on-campus markets provide everything you need, including health and beauty products. Designed to make life easy, you will find our locations where you need them most.

Pizza Delivery. Campus Dining is proud of its continuing partnership with Domino’s Pizza and Pizza Hut. Your meal plan dollars can be used to order food for delivery from these establishments.

SPECIAL SERVICES
In addition to daily food service, Campus Dining offers special services for students and parents. Finals week care packages, birthday cakes, graduation cakes, as well as all-occasion gift packages are available for order from Campus Dining. Students who become ill and are unable to leave their room may contact their Resident Assistant to have meals brought to them. Dietary information and counseling is also available through the Campus Dining office.

CAREER SERVICES
Many services and resources are available including such topics as career exploration, internships, interview preparation, job search strategy assistance and personalized appointments. Students can access the DISCOVER program, a career planning and exploration tool that allows students to investigate schools, financial aid, work-related abilities, occupational information and sample resumes. Upon completion of a personalized web-based inventory of interests, abilities and values, students can take a printed summary to Career Services for assistance.

The Career Services Office plans and hosts a variety of career related events throughout the year to further students’ career development and provide opportunities to connect with many employers. These events include Fall and Spring Career Day, Mock Interview Days and Teacher Placement Day.

Students will find resources on any career related subject in the Career Resources Library, which is available for browsing 8 a.m. to 5 p.m., Monday through Friday. Staff members provide a Resume and Cover Letter Critique service by appointment. Students and alumni can register with the office for full access to Career Connections. This on-line service lists jobs and internship opportunities, allows students to sign up for on-campus interviews, be included in Resume Referrals and much more.

For more information, visit us at 130 Administration Building or at www.nwmissouri.edu/careerserv or call 562-1250.

COUNSELING CENTER
Located in Wells Hall, the Counseling Center provides counseling services to students free of charge. The center is staffed with psychologists and counselors who assist individuals with educational, vocational and personal concerns, through individual and group therapy. Workshops, group programs, and consultations are offered to students and the University community to create and support a quality learning environment conducive to students’ educational, social and personal development. Individuals may be referred to other University or community resources and agencies when further assistance is needed.

HEALTH CENTER
The University Health Center, located west of Millikan Hall, is committed to the highest quality in health care. The philosophy and practice is based upon wellness as a prevention of disease and a way of life that encourages students to take an active role in the health care process. Outreach education is a major component of our work. The $70 Health Fee funds educational programming, patient screenings, and most clinical services.

The Health Center provides comprehensive services under the direction of Dr. Gerald Wilmes. Registered and Licensed Practical Nurses triage and evaluate the patients. Care for uncomplicated problems such as colds may be provided by the nurses based on established protocols and/or physician consultation. More complex problems are evaluated by the physician.
University policies include the following immunization requirements: ALL students born after 1956 must show proof of 2 MMR (Measles, Mumps Rubella) immunizations. All students who will reside on campus must fulfill the Meningitis requirement BEFORE moving in to campus housing. We strongly recommend the meningococcal vaccine, the Hepatitis B series, as well as a TB skin test for all students. All first-time students who are foreign born are required to have a TB test done in the United States within the preceding year and the results must be on file with the Health Center.

If you have any questions, please call the Health Center at 562-1348. Appointments are strongly encouraged. (Walk ins will be seen after scheduled patients, except in emergencies.)

HEALTH INSURANCE

Student health insurance is available, with the premium set by the insurance company. International students are required to carry approved health Insurance. Inquiries may be made at the Cashiering Office, 562-1578.

ID OFFICE

This office processes the Bearcat Card (student ID) and the Aladine meal plans. All students living on-campus are required to have a meal plan. Off-campus students are not required to have a meal plan, but may choose one from six different plans. For more information about meal plans or the Bearcat Card, (see Bearcat Card) contact Auxiliary Services 562-1430.

INTERCULTURAL INTERNATIONAL CENTER (IIC)

The IIC is located on the second floor of the J.W. Jones Union. The IIC is committed to providing educational programs and services designed to foster an atmosphere that promotes respect, not just awareness, of other ethnicities and cultures. Our target population is the entire student, faculty and staff population at Northwest and the Maryville community. In addition to providing support services for minority and international students, our charge is to diversify Northwest. Although the IIC serves minority and international student populations by providing support services, our charge is to diversify Northwest with the goal of providing experiences, both educational and social, that expose the entire Northwest family to cultural experiences and learning situations that will enlighten and expand their knowledge. Throughout the year, the IIC provides support for these cultural experiences. All multicultural student organizations are housed in the IIC. The IIC houses the International Student and Scholar Services, Minority Student and Scholar Services, Study Abroad and English as a Second Language administrative offices. To learn more about our student groups and programs, visit us at the IIC Office, located just behind the fireplace lounge in the Union and pick up a copy of the calendar events.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

The international affairs director and staff assist and advise international students and scholars with U.S. Immigration concerns, in understanding University policies and programs and in making the adjustment to higher education. International students are required to report to the International Affairs Director at the beginning of each term to verify enrollment and students must provide a current local address within 10 days of changing address. All address and status changes must be reported to the IIC for SEVIS data entry. Address updates can be made via e-mail to iic@nwmissouri.edu. Students and scholars can make appointments for other issues by stopping by the front desk, e-mail or by calling 562-1367.

MINORITY STUDENT AND SCHOLAR SERVICES

The office of Minority Affairs at Northwest is committed to the support, education, empowerment and development of minority students and scholars. The office provides free tutoring and academic referrals, diversity education and training and cultural programming. The office aids retention personal and leadership development through walk-in advising, the administration of the mentoring program M.O.R.E. (Minorities/Mentors Over Retention Education) and presentations on pertinent issues by students, faculty, staff and outside speakers. In conjunction with other IIC departments, the department also promotes multiculturalism by advising the Unity Project, a coalition of the multicultural organizations on campus.

J.W. JONES STUDENT UNION

The J.W. Jones Student Union serves as the center of co-curricular life on campus. The offices of Student Affairs, Residential Life, Volunteerism and Service Learning, Campus Activities, Greek Activities, Campus Dining, Bookstore, Student Leadership and IIC as well as meeting rooms are located here. To reserve a meeting room, call 562-1430.
MABEL COOK RECRUITMENT AND VISITORS CENTER

The staff at Mabel Cook Recruitment and Visitors Center welcomes prospective students and their families to the Northwest campus. Guests can arrange tours and collect complete information about the University, from admissions requirements to career choices, as well as information about financial assistance, scholarships and extracurricular activities. The center houses the Student Ambassadors who guide prospective students and families on campus tours. These tours are designed to familiarize students with academic buildings, dining areas, residential housing and athletic facilities. An Admissions representative is also available to answer questions and provide additional assistance.

ADMISSIONS OFFICE

The Admissions Office, located on the second floor of the Administration Building, processes all applications for undergraduate admissions. Staff members are knowledgeable concerning transfer credits, transcript evaluations, residency determination and admission procedures and standards. They will be very happy to assist you with your academic endeavors.

MAIL/COPY CENTER

The Mail/Copy Center located at 108 Thompson-Ringold is a contract station that offers most services that a full-service postal facility offers. Mail service has expanded to include Saturday delivery to residence halls. In addition to digital copying services, we offer a variety of paper colors, color copies, two types of binding, folding and lamination. In order to help the Mail/Copy Center expedite your mail in a timelier manner, please give your full address to all persons who will be corresponding with you throughout your University stay. In addition, the Mail/Copy Center only deals with the U.S. Postal Service; all other carriers are handled through the Materials Distribution Center. Hours are 8 a.m. to 5 p.m., Monday-Friday.

MATHEMATICS LABORATORY

The University Mathematics Laboratory provides limited tutorial help for most lower-level mathematics courses. Lab assistants are available several hours per week. This service is located in the Mathematics Department, Garrett-Strong 2930. For more information, call 562-1230.

MOTOR VEHICLE REGISTRATION

All vehicles must be registered with Campus Safety in order to use University parking facilities. Parking areas are designated for use by permit type, and copies of the traffic and parking regulations are provided upon registration of vehicles. Permits are distributed from the Student Services Center on the first floor of the Administration Building. Check the Student Services’ web site for the latest registration fees.

Temporary and visitor parking permits can be obtained from the Student Services Center from 8 a.m.-5 p.m., Monday-Friday and from Campus Safety, 24/7.

OWENS LIBRARY

In a comfortable environment complete with the latest tools of electronic information access, the B.D. Owens Library provides a variety of materials to support the academic curriculum, foster learning and encourage personal enrichment. Collections total more than 1 million items including books, journals, maps, newspapers, audiovisual materials and microfilms. Owens Library also has holdings in both United States and Missouri state documents and provides access to a large number of subscription databases.

Students, faculty and staff can access Owens Library at www.nwmissouri.edu/library/. The web site has links to the library catalog which gives both location and availability of library holdings. Checking out these items at the library services desk is fast and efficient. Electronic periodical databases are also linked from the library’s web site. With these databases, patrons can find article citations and summaries as well as locate full-text or full-image articles online from their residence hall rooms or offices or off-campus residences.

For books not held by Owens Library, there is a web-based system which allows members of the Northwest community to borrow from more than 50 academic libraries around the state who are members of the MOBIUS consortium. This borrowing can be done by the reader over the web. Borrowed items are delivered by courier and may be picked up at the library. Articles from journals not held by Owens Library and books from out-of-state libraries can be obtained by completing an interlibrary loan form that is available on the library web page. The Web page also contains a form for submitting e-mail reference questions and instructions for obtaining other library services.
**Special Services.** Through programs of classroom instruction, individual reference consultations, walk-in reference service and e-mail reference, Owens Library information professionals assist patrons with accessing such powerful web-based systems such as EBSCOhost (full-text) and InfoTrac (full-text, full-image), as well as the Owens Collections.

**Academic Computing** maintains a general purpose PC lab on the first floor with more than 50 PCs for student use as well as a smaller general purpose computer lab on the second floor of Owens. A variety of microcomputing stations are also available throughout the building. On the second floor, the Electronic Lecture and Distance Learning rooms offer computer, video projection and notebook connections.

**Special Collections and Archives.** The Special Collections area includes many rare volumes of Missouriana, posters, prints, autographs, holographic documents and an extensive Willa Cather collection. The University archives contain University records, presidential papers, memorabilia, photographs and other items pertaining to the history of Northwest. In addition, pertaining to Missouri as a whole and especially the northwestern part of the state, there are personal and professional papers, historical surveys, National Register applications and other records. This is a restricted area which can be used by making an appointment with the Archivist, Catherine Palmer at 562-1974.

**Teaching Resource Area.** The Teaching Resource Area has a variety of non-print learning materials and equipment for checkout, including video and digital cameras, 16mm films, slides, videos, cassettes and music CDs. Equipment carrels located on the second floor of the library ensure that all available materials can be used by the students. A special collection in this area, Missouri Assessment Program, includes elementary and secondary curriculum materials and textbooks that have been collected to support teacher training courses and area education.

**Departmental Library.** The Horace Mann Learning Center Media Library, as well as the Owens Collection, supports the Horace Mann School, Northwest’s lab school. A wide range of print, audiovisual equipment, an electronic encyclopedia and professional materials are provided. The collection includes a model elementary library collection as well as curriculum materials for grades kindergarten through six.

**REGISTRAR’S OFFICE**

The Office of the Registrar provides student services beginning with the student’s first registration for courses, continuing through graduation and beyond. Inquiries concerning registration, academic standards, loan deferments, good student certifications, grade records, adding and dropping classes, graduation requirements, degree audits and transcripts should be directed to this office, located on the second floor of the Administration Building.

**SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

Located on the second floor of the Administration Building, the Office of Scholarships and Financial Assistance is responsible for the administration of all federally-funded student financial assistance programs, including the Pell Grant, Perkins Loan Program, Work-Study, Supplemental Educational Opportunity Grant Program and the William D. Ford Loan Program. The office also provides services to students receiving vocational rehabilitation funds, veterans’ benefits, private and institutional scholarships, Missouri Department of Higher Education Assistance Programs and other types of financial assistance.

Students receiving vocational funding from the State Department of Rehabilitation or funding from the Veterans’ Administration should contact this office for certification and counseling assistance.

Students who need assistance in planning and budgeting their college expenses and resources are encouraged to contact this office for a copy of the student financial assistance brochure which describes the various types of assistance available as well as the procedures for applying.

Students are responsible for meeting the requirements for academic progress as stipulated in the Requirements for Academic Progress for Financial Assistance Recipients, which is given to each student who receives financial assistance through this office.

**THE STATION**

The Station serves as the front desk for the Tower Suites. Residents of the Suites will utilize The Station for mail services, lock-outs and other desk-related services. In addition, The Station serves the entire Northwest community and guests with the following services:

- Coffee shop
- Convenience store
• Meeting rooms
• Public meeting space
• Art display
• Residence Hall Association (RHA) office and meeting space
• Textbook Services
• ARAMARK catering

The goal of The Station is to provide outstanding customer service. Residents, faculty, staff and guests to Northwest will observe this service in every interaction with The Station staff. This includes quick stops for stamps at the front desk, making a meeting room reservation, or just stopping by for a coffee and muffin on the way to class.

The Station houses four meeting rooms available by reservation. One space is an enclosed room with a boardroom table and chairs. The other three areas can be reserved as one unit or as an individual unit. This is based on the needs of the guest and availability. To reserve a room, call 562-1442.

The Station can support all events with any configuration of tables, chairs, staging, audio and video equipment. Audio and video support personnel will be on hand for any scheduled event. For on-the-spot needs, The Station team will do everything possible to provide the services requested.

STUDENT AFFAIRS OFFICE
Housed in the Office of Student Affairs are the offices of the vice president for student affairs and associate vice president for student affairs. Inquiries about the following may be directed to this office: co-curricular organizations, student judicial matters, class absences and community service/volunteerism.

STUDENT EMPLOYMENT
Northwest has a variety of on-campus jobs. Interested students apply and search for job openings on the Student Employment Web site. Students with Federal Work-Study should follow the same procedure. Some students find jobs by networking with faculty and staff for whom they wish to work. Positions pay $5.15, $5.50, $6.00 or $6.50, based upon the job duties and skills required. The program coordinator’s office is located in the Human Resources Management Office, 125 Administration Building.

STUDENT SERVICES CENTER
Located on the first floor of the Administration Building, the Student Services Center provides visitor and student information, brochures, campus maps, newsletters, petition forms and other information concerning the University. Check cashing, distribution of refund and payroll checks, ticket sales, FAX service, parking permits, address changes and other services are available. Individuals seeking information about the University may call the Student Services Center at 562-1212.

This area also includes a computer linked to Northwest’s home page, a phone for local calls, and a display of University television channels.

STUDENT SUPPORT SERVICES
This federally funded program is dedicated to helping its student members learn how to use the variety of Northwest resources to successfully complete an undergraduate education. You may be eligible to participate in this program if neither of your parents graduated from college, you receive financial assistance or you have a disability.

TALENT DEVELOPMENT CENTER
The Talent Development Center (TDC) offers diversified academic support designed to maximize the academic strengths of the University learning community. Free individual tutoring by certified staff for many undergraduate courses and Supplemental Instruction (SI) for selected courses are in the TDC. In addition, study skills/time management consultation and tutoring/practice for the C-BASE and national standardized tests (i.e. GRE, GMAT) are available. The TDC is located on the third floor west wing of the Administration Building. Call 562-1726 for appointment.

UNIVERSITY ADVANCEMENT
The Office of University Advancement includes the areas of Alumni Relations, Development, Advancement Services and the Northwest Foundation, Inc. Each area encourages students, alumni and friends of the University to maintain a close relationship with Northwest through a variety of activities. Every year these constituents give back their time and talent as volunteers at many University functions. Annual contributions from alumni and friends also provide the resources to fund scholarships, student programs and University projects that impact the entire Northwest campus. The staff members of the Office of University Advancement work in the Alumni House and the Advancement Center – two houses on the south of campus located on College Avenue across the street from the Gaunt House (where President and Mrs. Hubbard reside).
VETERANS’ AFFAIRS OFFICE

The University maintains an Office of Veterans’ Affairs to assist veterans and eligible persons in all phases of certification and retention of benefits. The Veterans’ Office, which is located in the Office of Scholarships and Financial Assistance, is prepared to assist veterans and eligible persons in receiving benefits for educational benefits, tutorial assistance, veterans’ work-study and giving advice and counsel.

WRITING CENTER

Located in Colden Hall 1810, the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student may visit the center or call 562-1480 to reserve time to receive individual help. For group projects, all participants must attend every tutoring session. Graduate Assistants and peer tutors will help with any kind of writing task – essays, reports, research papers, letters, and other assignments – but they do not merely proofread papers. Tutors can guide writers through prewriting, revising and editing. The Writing Center also provides small group tutoring for students in Introduction to College Writing classes, English classes and standing appointments for the English as a Second Language Program (ESL) students or students with special needs.
facility hours

AQUATIC CENTER POOL  562-1357
Open hours posted on front door. Hours and availability may change. Call for updated times.

B.D. OWENS LIBRARY  562-1192
Monday-Thursday  7:30 a.m.-midnight
Friday  7:30 a.m.-5 p.m.
Saturday  11 a.m.-5 p.m.
Sunday  1 p.m.-midnight

CAMPUS SAFETY  562-1254
Open 24 hours a day, 7 days a week

CASHIERING, AD. BLDG.  562-1578
Monday-Friday  8 a.m.-5 p.m.

FINE ARTS BUILDING  562-1315
Monday-Thursday  7 a.m.-midnight
Friday  7 a.m.-10 p.m.
Saturday  9 a.m.-5 p.m.
Sunday  1:30 p.m.-midnight

FITNESS CENTER  562-1708
Monday-Thursday  6 a.m.-9 p.m.
Friday  6 a.m.-7 p.m.
Saturday  11 a.m.-2 p.m.
Sunday  4 p.m.-7 p.m.

GARRETT-STRONG BLDG.  562-1388
Monday-Thursday  7 a.m.-9:30 p.m.
Friday  7 a.m.-5 p.m.
Saturday  9 a.m.-4 p.m.

HEALTH CENTER  562-1348
Monday-Friday  8 a.m.-5 p.m.

J.W. JONES STUDENT UNION  562-1242
562-1615 after 5 p.m. and weekends
Daily  7 a.m.-11 p.m.

REGISTRAR’S OFFICE  562-1151
Monday-Friday  8 a.m.-5 p.m.

STUDENT REC CENTER  562-1606
Monday-Thursday  7:45 a.m.-9:45 p.m
Friday  7:45 a.m.-7:45 p.m.
Sunday  2-5 p.m.
Closed Saturday and home MIAA doubleheader basketball games. Call 562-1606 during breaks and intersession for updated hours.

TALENT DEVELOPMENT CENTER  562-1726
Monday-Friday  8 a.m.-5 p.m.

TEXTBOOK SERVICES  562-1150
Monday-Friday  8 a.m.-5 p.m.

DINING AREAS

BEARCAT FOOD COURT, UNION, 1st Floor
Monday-Thursday  7 a.m.-9 p.m.
Friday  7 a.m.-8 p.m.
Saturday  11 a.m.-7 p.m.
Sunday  11 a.m.-8 p.m.

JW’S GRILLE, UNION, 1st Floor
Monday-Thursday  11:30 a.m.-7:30 p.m.
Seating only  9-11 a.m.
Friday  11 a.m.-1:30 p.m.
Saturday-Sunday  Closed

SWEETS ‘N TREATS, UNION, 2nd Floor
Monday-Thursday  10 a.m.-8:00 p.m.
Friday  10 a.m.-4:30 p.m.
Saturday-Sunday  Closed

JAVA CITY, UNION, 2nd Floor
Monday-Friday  7:30 a.m.-3 p.m.
Saturday-Sunday  Closed

C³, THE STATION, Upper Level
Open 24 hours a day, 7 days a week

JAVA CITY, THE STATION, Upper Level
Monday-Thursday  7:30 a.m.-10 p.m.
Friday  7:30 a.m.-1 p.m.
Saturday  Closed
Sunday  5-10 p.m.

C³, FOREST VILLAGE COMMUNITY CENTER
Monday-Sunday  11 a.m.-11 p.m.

PIZZA DELIVERY
Call for service times.
Domino’s Pizza  562-2800
Pizza Hut  562-2468

Hours subject to change.
student bill of rights

PREAMBLE
At an institution of higher learning, the pursuit of knowledge and attainment of mature attitudes can be greatly facilitated by freedom of expression and participation in decision-making. Students need to be informed of their positive rights under the law as well as their obligations. Therefore, in order to promote education, encourage responsibility and guarantee the rights of the students, we establish the following Bill of Rights. It is expected that students shall exercise these rights with maturity and responsibility and that they shall not be used as an excuse to infringe on the rights of others. No right enumerated in this bill shall be construed to be in conflict with the goals of the University or local, state or national laws.

ACADEMIC REQUIREMENTS
The student has the right to accurate and plainly stated information which enables him/her to clearly understand:
1. The general qualifications for establishing and maintaining an acceptable academic standing.
2. The graduation requirements for his/her particular curriculum and major.
3. The procedural course requirements set by the individual instructors for their courses.

DISCLOSURE OF INFORMATION
The student has the right to protection against disclosure of information which is not a matter of public record. Such information, including personal values, beliefs, memberships or political associations shall be considered privileged and confidential. Information concerning the student contained in medical and counseling records shall not be disseminated without a student’s expressed consent. Academic and disciplinary records may be shared with parents or guardians under certain circumstances.

DISCRIMINATION
Students shall not be discriminated against in any activity or organization recognized by the University because of race, color, creed, national origin, sex, age, handicap or physical impairment. All members of the University community should endeavor to insure against discrimination through word and action.

SEARCH AND SEIZURE
No student residence shall be entered by anyone other than, or accompanied by, a member of the staff or administration, and only then after first obtaining consent of the student or approval of the hall director/coordinator of the Student Affairs staff. This privilege is subject, however, to entry gained by virtue of other legal authority.

DISCIPLINARY ACTIONS
Any student accused of an offense against University rules shall have the right to a speedy hearing by an impartial disciplinary committee, with students composing at least half the membership. The student shall be informed of the offense, shall be allowed a reasonable time to prepare an answer to the charges and at a formal disciplinary hearing be afforded the opportunity to present witnesses and question witnesses against him/her. The student shall further be allowed to be supported by any member of the academic community and shall have the right to appeal the decision.

STUDENT-TEACHER RELATIONS
Students have the freedom to take reasoned exception to any data or any viewpoint expressed by an instructor. However, in exercising this freedom, students should not interfere with the academic process of the class. Students have the right to be evaluated correctly and fairly in their academic performance, and not on their opinion, personal, controversial or otherwise, that may be expressed in or outside of class.

Students have the right to discuss their academic performance with their instructors. Students who feel they have been evaluated unfairly by the instructor have the right to an appeals procedure which shall be made known to them by the department chairperson.

CAMPUS ORGANIZATIONS
Any group of students may become a recognized campus organization with faculty sponsorship and approval by Student Senate. Recognition shall be denied only if the group’s goals and purposes are inconsistent with civil law, University policy and/or the Northwest Bill of Rights.
FREEDOM OF EXPRESSION

Students have the right to both establish and issue student-directed publications by registering with Student Senate. Senate will determine whether registration will be granted or if it will be withdrawn. The registration will consist of:

1. Submission of a written and signed statement of the objectives and standards of the publishers and the faculty sponsor, to be approved by the Senate; and

2. The signing of the statement that the editors and staff will not violate any civil law, and that material to be published must be approved by the publication’s faculty sponsor.

The faculty sponsor will be responsible for the publication’s conformity to civil law and to the stated objectives and standards of the publication. The faculty sponsor will also be responsible for exercising his/her judgment to maintain reasonable standards of good taste.

Students have the right to express their opinions publicly on any subject. Students may invite individuals who are members of the academic community to speak on campus, provided they are sponsored by a recognized campus organization and approved by Student Senate. In exercising freedom of speech on the Northwest campus, strict adherence must be given to the regulations of civil law.

Dress and grooming modes of personal expression and taste shall be left up to the individual student except for reasonable requirements related to health and safety.

Freedom of assembly shall be guaranteed to all unless it involves behavior which causes damage to private or University property, physical injury or disrupts classes, organized meetings or official University functions. Arrangements for these assemblies should be made through the Office of Student Affairs.

Students have the right to petition for a redress of grievances.

STUDENTS AS PRIVATE CITIZENS

It is the right of every student as a responsible adult to freely exercise his/her full rights as a citizen. He/she may participate in off-campus activities singly or with any group, for any legal purpose, provided he/she does not officially represent the University.

GOVERNANCE

It is the right of students to have meaningful representation through their student government on University committees which relate to students. Moreover, they have the right to know the reasons if such representation be denied. A written statement of the limits of such representation shall be furnished to all who are involved.

CURRICULUM

Students have the right to present proposals for curricular revision and the formation of changes in curriculum beginning at the departmental level.

UNENUMERATED RIGHTS

The enumeration in this bill of certain rights shall not be construed to deny or disparage others retained by the student. Students have the right to an appeals procedure originating with Student Senate concerning any infringement of points enumerated in this Bill of Rights.

AMENDMENT

Procedure for amending this Student Bill of Rights shall be joint action by the Student Senate, Faculty Senate and the Administration, as approved by the Board of Regents.
Governing Entities

1. Bulletin boards on the Northwest campus are governed by several entities. Each bulletin board is labeled by the office or organization that maintains it.

2. Boards labeled "University Posting" are governed by the Student Affairs Office.

3. The Residential Life Office has jurisdiction over the posting in residence halls.

4. Department and organization boards are under the jurisdiction of the department or organization that owns them.

5. The personal notice board is monitored by the Student Affairs Office to assure that only personal notices and advertisements are posted there. However, approval is not needed to post on the personal notice boards.

6. Posters shall not be permitted to be hung on walls or doors.

7. Flyers and/or posters are not to be placed on vehicle windshields on campus.

Approval

1. All posters to be hung on University bulletin boards must first be approved (signed, stamped and dated) in the Student Affairs Office.

2. All posters to be hung in the residence halls must carry the printed approval of the Residential Life Office and adhere to the Residential Life Posting Policy.

3. All posters to be hung on department or organizational bulletin boards must be approved by the entity that maintains them.

Regulations

1. No posting on doors, walls or windows.

2. Posters must specify the recognized student organization or Northwest office sponsoring the event.

3. Nonprofit organizations, off-campus organizations, local businesses, and Northwest committees may be allowed to hang posters with the prior approval from the Student Affairs Office. These posters may be hung only on the designated boards.

4. Posters must be removed within two days after the advertised event occurs.

5. Posters may be no larger than is 14 1/2 by 22 1/2 inches.

6. No inappropriate content including, but not limited to, pornography, obscenities, pictures of alcoholic containers or labels and association to the dispensing of alcohol and/or illegal substances shall be referred to on the poster. No libelous or defamatory references shall be made in the posting. Mention of the venue is permitted as long as the primary focus of the event is not the consumption of alcohol.

7. Posters not in English should include English translation. Exceptions may be made for phrases that are common knowledge.

8. There may be only one poster hanging on each University posting bulletin board for each event being advertised.

9. All copies of a poster must have the Student Affairs Office stamp on them. Special arrangements for professionally made posters must be made in advance with the Assistant Vice President for Student Affairs.

10. Approved posters may not be removed or covered by other organizations’ posters.

11. Posters may be up no longer than four weeks total.

Violations

1. Reports of violations may be submitted to the Dean of Students.

2. For minor violations such as failure to remove expired poster, covering or removing another poster, or hanging more than one poster per bulletin board, the following sanctions will be imposed:

   A. The first offense each academic year shall result in a written warning to the president of the organization or the department head.

   B. Each subsequent offense shall result in the loss of posting privileges for fifteen (15) weeks, excluding Northwest holidays, beginning on the date the violation was submitted.

3. For major violations such as forgery of approval or posting an unapproved poster, the following sanctions may be imposed:

   A. Revocation of posting privileges for up to one academic year from date of the decision.

   B. A monetary fine of up to $25.

Photo and Videotape Policy

Northwest takes photographs and videotapes of students throughout the year. These images often include students in classrooms, labs, residence halls, athletic events and other University activities. Northwest reserves the right to use these photographs and videotapes in the promotion of the University. Students who enroll at Northwest do so with the understanding that photographs may be taken which would include them and these photos may be used in University publications, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

Posting and Chalking Policy

Northwest takes photographs and videotapes of students throughout the year. These images often include students in classrooms, labs, residence halls, athletic events and other University activities. Northwest reserves the right to use these photographs and videotapes in the promotion of the University. Students who enroll at Northwest do so with the understanding that photographs may be taken which would include them and these photos may be used in University publications, newspapers and other media for promotional purposes only. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.
C. In extraordinary cases, the charges and evidence may be turned over to local or state authorities.

SIDEWALK CHALKING APPLICATION PROCEDURE

1. A recognized organization that wishes to perform sidewalk chalking must submit a Student Affairs Sidewalk Chalking Application, available in the Student Affairs Office.
2. Applications must be received by the Student Affairs Office at least one week in advance of the planned chalking.

REGULATIONS

1. The location of the chalking must be stated on the application.
2. Organizations must sign their organization’s name beside the chalking.
3. Chalking may only be done on sidewalks and with non-permanent chalk.
4. No inappropriate content (including, but not limited to pornography, obscenities, association to the dispensing of alcohol, and/or illegal substances) shall be made in the chalking.
5. No libelous or discriminatory references shall be made in the chalking.
6. The sidewalk must be cleared of chalk by the organization after four days of the chalking or when the chalking becomes disfigured, whichever comes first.

VIOLATIONS

1. Violations may be submitted to the Associate Vice President for Student Affairs by any member of the association or the Environmental Services Office.
2. Violations will result in the organization losing all chalking AND posting privileges for one trimester.

Quality multicultural experiences are essential for functioning effectively in a global society. At Northwest, multiculturalism includes everyone. We consider mutual respect, openness, a desire to learn, understanding and appreciating differences as important multicultural values.

We believe communication is critical to the process of cultivating awareness, understanding and acceptance of cultural diversity in the human growth experience.

By sharing and learning together at Northwest, we continue to build upon our current opportunities both on campus and in the region, which include:

• lectures, performances and exhibits
• educational and social programming

Applicants for admission and employment, students and employees of Northwest are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, creed, sex, age or disability in admissions or access to, or treatment or employment in, its programs and activities.

Accordingly, this University WILL NOT TOLERATE discrimination, including, but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications. Discrimination of any kind is contrary to the most important values of our society. Furthermore, discrimination is contrary to the principles upon which this University was founded and which continue to guide us in our continuing search for truth and freedom.

Any person having inquiries concerning Northwest’s compliance with the regulations implementing Equal Employment Opportunity Commission (EEOC) should contact Mary Throener, Director of Human Resources at 562-1127. Inquiries regarding Americans with Disabilities Act (ADA) guidelines should be directed to Leslie Galbreath at 562-1726. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution’s compliance with the regulations implementing EEOC and ADA guidelines.
AMERICANS WITH DISABILITIES ACT (ADA)

The federal Americans with Disabilities Act provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The law addresses employment, public service transportation, public accommodations and telecommunications. The individuals covered include persons who have a physical or mental condition substantially impairing "major life activities." Persons with a history of an impairment as well as those regarded by others as having an impairment are covered by this law. For more information contact Leslie Galbreath, 562-1726.

CONSENSUAL AMOROUS RELATIONSHIPS

The mission of the University is promoted by professionalism fostered by an atmosphere of mutual trust and respect. Faculty and/or supervisors should be aware that consensual (i.e., both parties have consented) romantic and/or sexual amorous relationships with students and/or subordinate employees have the potential for adverse consequences. Given the asymmetric nature of the relationship where one party has the power to give grades, recommendations, thesis advice, promotions, salary increases and performance evaluations, the consensual nature of the relationship is suspect. Even when both parties have consented to the relationship, there may be serious concerns about conflicts of interest and unfair treatment of others. This policy does not apply to married couples. (The policy on nepotism offers clarification on this point.)

Northwest maintains that it is unethical for faculty members and supervisors to engage in consensual amorous relationships with students or employees where evaluations will be influenced. Such relationships create a real or perceived conflict of interest. The behavior is unethical even when consensual, because the voluntary nature is in doubt, given the power imbalance in the student-faculty or supervisor-employee relationship.

Whether the complaint about the consensual amorous relationship would be on unethical or sexual harassment grounds, faculty and employees are subject to the appropriate procedures outlined in the Faculty Handbook and the Equal Employment Opportunities Guidelines. The Equal Employment Opportunity Officer will be empowered to determine which procedure will be followed.

alcohol and drug policy

Northwest is an alcohol free campus. No alcohol is permitted on campus.

Northwest has established its policy on alcohol and drug use in accordance with the Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse and the American Council on Education. The Standards were developed by the presidents and other officials of 23 institutions of higher education in 1988 and have been subscribed to by 1,300 post-secondary institutions. The Standards include sections on policy, education, enforcement and assessment.

There are four pieces of legislation which require positive, continuing actions and programs for the purpose of preventing use of illegal drugs and alcohol abuse. These laws are:

1. Pell Grant and Guaranteed Student Loans, effective July 1987
2. The Drug Free Workplace Act, effective March 1989
3. The Drug Free Schools and Community Act Amendments, effective October 1990

The Drug Free Workplace Act of 1988, the Student Financial Aid Legislation of 1987 and the amendments to the Drug Free Schools and Community and the Higher Education Acts, 1989 and 1998, require the University to provide and maintain a drug-free workplace for those working under federal grants, a pledge of nonuse of illegal drugs by students receiving financial assistance, and a drug education and referral program accessible to all members of the college community. The amendments of 1989 require the annual distribution of the following information to all students (regardless of the length of their program) and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the Northwest campus or at any institutional activity.
2. A summary of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of alcohol or controlled substances.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. Referral and treatment information.
5. A clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the policy.

This law further requires the institution to conduct a biennial review of its program to (a) determine its effectiveness and implement changes if needed and (b) ensure that the sanctions developed are consistently enforced.

In order to avoid discrimination and complications in enforcement, the same policy was adopted for the entire University, with procedures and enforcement developed by each unit appropriate to unit-specific functions and stated in respective handbooks (e.g., faculty, support staff, administration, student).

POLICY

Section 1. Northwest, an alcohol and drug free campus, abides by all applicable federal, state and local laws relative to the use of alcohol and controlled substances. A summary of the laws is included in a subsequent section. Complete copies of the statutes are available in the Human Resources Office and Owens Library.

Section 2. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance is prohibited on this campus.

PARENTAL NOTIFICATION POLICY

Section 1. It is not the intent of Northwest to institute a policy of parental notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol or drug abuse has led to situations which threaten the health or safety of individual students, has contributed to a significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parental notification.

The notification of parents will be the responsibility of the Dean of Students who will consult with appropriate University personnel prior to notification. Follow-up discussions with parents should be directed to the Dean of Students in order to ensure that the communication is based on the facts surrounding the incident(s).

Questions about this policy may be directed to Jackie Elliott, Dean of Students, 562-1219.

ENFORCEMENT

Section 1. Based on our commitment to improve the quality of campus life through the Culture of Quality program, all individuals associated with Northwest have a personal responsibility to encourage compliance with this policy.

Section 2. Any employee — faculty member, student, staff member, or administrator — who does not abide by this statement is subject to:

A. Personnel action up to and including termination or expulsion, or
B. Satisfactory participation in an educational, assistance or rehabilitation program related to alcohol and drug abuse that is approved by a federal, state, local health, law enforcement or other appropriate agency. The cost of the program will be paid by the individual if not covered by insurance.
C. The decision on the severity of action taken will depend, in part, upon the nature of the offense, the sensitivity of the position held and the outcome of participation in the program described above.
D. Employees or students who are not terminated or expelled may also be referred to appropriate self-help groups.

Section 3. Sanctions at Northwest Missouri State University

A. Students in violation of the laws regulating alcohol and controlled substances or University policies concerning alcohol and drugs may receive, in addition to criminal sanctions, University sanctions including, but not limited to, the following: fines, education programming, probation, or dismissal. Students in violation will be subject to judicial system policies and procedures as outlined in this handbook.
B. Employees of Northwest found in violation of laws regulating alcohol or controlled substances or University policies concerning these substances, may receive, in addition to criminal sanctions, University sanctions including: official reprimand, suspension or termination. Employees in violation will be subject to disciplinary action as outlined in their respective employee handbooks (e.g., support staff, faculty).
EDUCATION

Section 1. All employees now covered by this policy will be required to participate in a drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:

A. The content of this policy.
B. The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
C. Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e., focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction and health risks).
D. Referral information on available counseling, rehabilitation and self-help groups.
E. Penalties to be imposed for violation of this policy.

ASSESSMENT

Section 1. Assessment activities to guide program development will be conducted by the Student Affairs staff, and results will be used to evaluate and guide program development. Assessment, at a minimum, will include the following information:

A. An appraisal of the environment for subtle causes of alcohol and drug abuse;
B. Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
C. The collection and use of alcohol and other drug-related information from police and security reports;
D. The collection and use of summary health and counseling client information;
E. The collection and use of summary data from drug-related disciplinary actions.
F. For the past five years, Northwest has used the CORE survey to monitor alcohol and drug use and attitudes. A substance abuse task force (SATF) with representation from all facets of the University reviews the CORE data annually and ensures that the three components: Education, Harm Reduction and Enforcement are coordinated in order to address alcohol and drug issues effectively.
G. A yearly summary of Northwest’s alcohol and drug related efforts is available in the Student Affairs Office.

SUMMARY OF LAWS IN THE STATE OF MISSOURI CONCERNING ALCOHOL AND DRUGS

Alcohol Offenses
1. Persons under 21 years of age are prohibited from purchasing, attempting to purchase or possessing intoxicating liquor.
2. It is a crime for those licensed to sell alcoholic beverages to sell or otherwise supply intoxicating liquor to persons under 21 years of age.
3. Missouri prohibits selling or supplying intoxicating liquor to persons who appear to be intoxicated.
4. A person commits the crime of driving while intoxicated (DWI) if that person operates a motor vehicle while in an intoxicated or drugged condition. In Missouri, a driver with eight-hundredths of one percent (.08 percent) of alcohol by weight in his or her blood is guilty of DWI and is presumed to be intoxicated without further evidence as to how the driver’s motor skills or operation of the automobile have been affected.
5. A person under 21 years of age may be charged with zero tolerance if he/she has any discernable amount of alcohol in his/her system when operating a motor vehicle.
6. Penalties for violation of Missouri’s alcohol laws or alcohol-related traffic laws can include: fines, SATOP (state alcohol education classes), probation, jail terms and loss of driving privileges.

Drug Offenses
All manufacture, sale, use or possession of controlled or imitation of controlled substances violations are felonies with these exceptions:
1. First offense of possession of 35 grams or less of marijuana, or 5 grams or less of hashish, is a misdemeanor.
2. First offense of delivery of less than 35 grams of marijuana, or less than 5 grams of hashish, for no remuneration is a misdemeanor.
Penalties include fines, probation and jail terms.

LOCAL AND ON-CAMPUS REFERRAL INFORMATION

OFF CAMPUS
Contact the Counseling Center at 562-1220 for off-campus referrals.
ON CAMPUS
Information and assistance is available through the Counseling Center, Health Center, Campus Safety and Peer Education.

The Counseling Center (562-1220) provides initial assessment and follow-up counseling to treatment, interventions and counseling groups for students. Crisis intervention is available to employees.

Health Center (562-1348) is prepared to provide initial counseling and emergency medical support.

Campus Safety (562-1254) will provide emergency assistance and maintains a 24-hour phone line.

Peer Education offers alcohol and drug abuse prevention programs through the Peer Education Group. For more information, contact the Health Center at 562-1348.

Peer Education is staffed by student advocates who are knowledgeable about these problems. The resource collection includes videos, books and articles on drug and alcohol problems including acquaintance rape.

SELF HELP GROUPS
The following is a list of self help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

AA Meetings
The closed meetings are for anyone with a desire to quit drinking; the open meetings are for anyone who wants to learn more about alcoholism.

Mondays – Noon, Wesley Center, Northwest campus
Wednesdays – 6 p.m., Davison Square, Maryville
Thursdays – Noon and 8 p.m., Wesley Center, Northwest campus
Sundays – 8 p.m., Clyde Apple House, Clyde, Mo.

Narcotics Anonymous (NA) Meetings
Sat – Noon, Wesley Center, Northwest campus

Al Anon Meetings
Open to anyone who has been affected by the drinking of a relative or friend
Wednesdays – 6 p.m., Davison Square, Maryville

Overeaters Anonymous (OA) Meetings
Mondays – 6 p.m., St. Francis Hospital and Health Services’ Hospitality Room
Sat – 9 a.m., St. Francis Hospital and Health Services’ Hospitality Room

Adult Aftercare Meetings
Tuesdays – 6 p.m., St. Francis Hospital and Health Services, Room 225

PHYSICAL CONSEQUENCES OF DRUG AND ALCOHOL ABUSE

THE LIVER
Alcohol – Severe swelling, cirrhosis and hepatitis.
Cocaine – Hepatitis from injecting with non-sterile needles.

THE MUSCLES AND BONES
Alcohol – Weakness and loss of muscle tissue, decreased bone strength, nutritional deficiency.

THE NOSE
Cocaine – Ulcers in the mucous membrane.
Tobacco – Deadens the sense of taste.

THE LUNGS
Alcohol – Greater chance of infections.
Marijuana – More susceptible to colds, pneumonia and flu. May lead to chronic bronchitis, emphysema and lung cancer.
Cocaine – Breathing failure.
Tobacco – Leads to incurable cancer; also bronchitis and emphysema.

THE STOMACH
Alcohol – Inflammation, ulcers.

THE BRAIN
All – Permanent brain cell damage.
Alcohol – Brain atrophy, deficits in problem solving, abstract thinking and difficult memory tasks. Links to violence and aggression, accidental deaths and injury. Dementia, blackouts, seizures deficits in general intelligence and verbal learning. Memory loss, confusion, hallucinations.
Marijuana – Acute fears and anxiety.
Cocaine – Paranoia, aggressiveness hallucinations, convulsions.
Amphetamines – Speech and thought disturbance.
Tobacco – Neurotransmitters disrupted.

THE HEART
Alcohol – High blood pressure, enlarged heart, heart failure.
Marijuana – Increases heart rate by 50%, lowers oxygen supply to heart muscle.
Cocaine – Heartbeat irregularity, heart attack.
Tobacco – Heart disease, heart attack.
Amphetamines – Rapid or irregular heartbeat, heart disease or attack from injecting high doses.
THE PANCREAS AND INTESTINES
Alcohol — Inflammation, diarrhea, chronic and acute pancreatitis.

THE SEX ORGANS
Alcohol — Impotence. Hormonal changes lead to organ damage.
Marijuana — Temporary loss of fertility. Impairs normal sexual development. Especially harmful during adolescence or pregnancy.

THE IMMUNE SYSTEM
Alcohol — Increased susceptibility to infection, pneumonia, peritonitis.
Drugs Injected — AIDS

THE BLOOD VESSELS
Amphetamines — Serious and life-threatening infections including AIDS from injecting amphetamines with non-sterile equipment or contaminated solutions.
Alcohol — High blood pressure.
Tobacco — Constricts blood vessels. Circulatory problems, increased cholesterol deposits.

SIGNS AND SYMPTOMS OF SUBSTANCE ABUSE
Presentation may vary depending on the substance. The following are general signs and symptoms that may indicate substance abuse.
• odor of alcohol on the breath
• unexplained changes in personal or professional relationships
• deteriorating work performance
• mood swings with increased anxiety or depression
• facial telangiectasias (spiders)
• unusual scarring or bruising
• deterioration in appearance
• social isolation
• unusual hoarseness
• increased irritability
• speech, coordination, memory problems
• hyperactivity and/or psychomotor retardation
• eye redness, irritation

policies and procedures
Students voluntarily become members of the institution and, in doing so, assume obligations of behavior reasonably agreed upon by that community for the purpose of furthering its mission, objectives and day-to-day functions. On-going efforts are made to ensure an environment in which the dignity and worth of all members of the University community are recognized and respected.

ACADEMIC HONESTY
Academic honesty is essential to the integrity of the mission and success of the University and is expected of all students. It is the responsibility of every student to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a student by an instructor, a staff member or another student in consultation with an instructor. The instructor or staff member, after having consulted the chairperson, will notify the student in writing of the formal charge. If the instructor involved is a chairperson, the instructor will consult with the dean of the appropriate college before moving forward with the process. While in standard cases the instructor will give the student an automatic ‘F’ in the course, the instructor, in consultation with the chair or dean, has the discretion to alter sanctions as appropriate. If the student chooses to appeal the charge of the instructor, the student may stay in the class until the appeal process is completed. All cases of academic dishonesty will be reported by the chairperson to the dean and to the provost.

Once the charge is made, the student has the right to appeal. The student must make the appeal in writing to the department chairperson within 10 academic days of receiving the charge. The chairperson (or dean if the case involves a chairperson) will then appoint a committee of at least three faculty or staff members from the department who are not directly involved in the case to consider the appeal. If the appeal fails, the student may then petition the Academic Appeals Committee. A charge that is successfully appealed will be reported by the appropriate committee to the chairperson of the appropriate department, to
the dean and to the provost so that the charge
that has already been reported will be expunged
from the record.

During the appeals process the departmental
committee or the Academic Appeals Committee
may alter the sanctions. In standard cases, the
instructor’s sanction will stand and the student
will be prohibited from further attending the
course. The second instance of academic
dishonesty will result in immediate dismissal
from the University.

APPEALS PROCESS FOR ACADEMIC
POLICIES

The process of appealing decisions
beyond the action of either the Committee
on Admissions and Advanced Standing or
the Curriculum and Degree Requirements
Committee rests with the faculty Academic
Appeals Committee. The student must initiate
the appeals process by preparing a petition,
obtained from the Registrar. The student must
submit the petition to the Registrar, who will
then direct the petition to the chair of the
Academic Appeals Committee. The student
will have the opportunity to plead the case in
person. Petitioners are expected to submit new
information not available to the committee of
origin at the time of the original hearing or show
demonstrated error or prejudice on the part of
the original committee.

ACCOMMODATIONS FOR STUDENTS WITH
DISABILITIES

Students with disabilities who desire
accommodations should request services
through the Learning Assistance Providers/
Services (LAP/S) Committee. Provide the
committee with: (1) a written request, which
lists academic accommodations desired; and
(2) appropriate documentation of the disability.
Once accommodations are determined by
LAP/S, Northwest providers will work closely
with the student and Northwest faculty/staff
to deliver accommodations. Additional
information, including contact information for
LAP/S Committee members, can be found in the
“Services for Students with Disabilities”
brochure available at the Student Services
Center in the Administration Building or online
at http://www.nwmissouri.edu/swd/index.htm

NORTHWEST DISABILITY
ACCOMMODATIONS SYLLABUS
STATEMENT

Students in this course who need disability
accommodations/modifications should present a
copy of their official Northwest accommodation
letter from the LAP/S Committee to the
instructor during private office hours as early
in the term as possible. Additional information
can be found in the “Services for Students with
Disabilities” brochure available at the Student
Services Center in the Administration Building
or online at www.nwmissouri.edu/swd/index.htm

CLASS ABSENCES

Students are responsible for contacting their
instructors about class absences. If a student
will miss due to illness or other extenuating
circumstances, he/she should contact the
Student Affairs Office (562-1242). Verification
of the absence will be required. Although each
of the student’s instructors will be notified of
the absence, it is still the responsibility of
the student to contact his/her faculty about
the absence and to make arrangements for
missed coursework. Please note that each
faculty member sets his/her own attendance
policy. These notices are not excuse letters but
rather documented information for the instructor.
Students are required to supply documentation
to the Student Affairs Office.

Faculty may use the Early Alert System
to notify Advisement, 562-1695, if they are
concerned about student absences.

COMPUTING SYSTEMS

It is the policy of Northwest to maintain
access for its community to local, national and
international sources of information and to
provide an atmosphere that encourages the free
exchange of ideas and sharing of information.
Access to this environment and the University’s
information technology resources should be
considered a privilege and must conform to
all laws, with Northwest policy and with any
policies specific to a resource.

Failure to comply with the appropriate use of
these resources jeopardizes the atmosphere of
information sharing, the free exchange of ideas
and the secure environment of creating and
maintaining information property. Any member
of our community found using information
resources for unethical and unacceptable
practices will have violated this policy and is
subject to disciplinary proceedings including
monetary fines, suspension or loss of system
privileges, expulsion from the University,
termination of employment and/or legal action
as may be deemed appropriate.

Northwest reserves the right to limit or restrict
the use of its information/technology resources
based on institutional priorities and financial
considerations, as well as when it is presented
with evidence of an abuse of University policies,
contractual agreements, or local, state and
federal laws.
Members of the community have an expectation of privacy, if a user is suspected of abusing this policy, his/her right to privacy may be suspended by the University’s requirement to protect the integrity of its information/technology resources. The University, thus, reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the University community.

The University reserves the right to monitor accounts, usage and information stored on or transmitted over its facilities/equipment if there is evidence of a policy violation, illegal or unethical use or viral activity. (See Northwest’s Electronic Campus User’s Guide for additional information.)

MASS E-MAIL

When information needs to reach a large number of people, consider using a mailing list, web page, Notices of the Day, or an announcement in the Northwest Missourian or Northwest This Week. To request a mailing list see www.nwmissouri.edu/compserv/mailinglists.htm.

Anyone sending the same message to more than 100 people must obtain prior approval from the appropriate University office. Failure to submit messages for approval may result in disciplinary action. Exceptions to this rule include faculty sending messages to students enrolled in their class, supervisors sending messages to their department or an organization sending messages to its membership. Everyone else should submit message requests (a copy of the intended message must also be presented at the time of the request) through the appropriate University office:

Mass mailing to faculty and staff – Human Resources.

Mass mailing to students – Student Affairs.

A list of those who have been approved along with a copy of the message will be kept on file.

It should be noted that mass e-mail will only be approved by Human Resources or Student Affairs if the mass e-mail request originates from a department, division, school administration or organizational sponsor. Mass e-mail requests from lower level units will be denied.

Content of Mass Mail Messages

Use of mass e-mail is severely restricted to e-mail from the University that is relevant to official University business, the University’s mission and a significant segment of the campus community. Moreover, any form of solicitation is strictly prohibited. In short, mass e-mail publicizing events such as bake sales, dances and dinners where commercial activities may occur or tickets must be purchased are not appropriate content for a mass e-mail and should rather be submitted to the Northwest Missourian, Northwest This Week or such similar publication method.

Mass e-mail is considered an appropriate form for communication of an informational item under the following circumstances.

1. Emergency or crisis situation (affecting or having the potential of affecting the entire campus community) such as:
   • closing and delays due to hazardous weather conditions or power outages
   • the need to provide special assistance to students, faculty or staff
   • occurrence of crimes that threaten public safety
   • possibility or potential possibility of terrorist activity
   • sudden changes in traffic, campus vehicular access and parking
   • planned or sudden disruption of significant computer network features
   • planned or sudden disruption of electricity or water services
   • planned or sudden disruption of telephone services
   • emergency and time-sensitive situations such as the outbreak of an illness
   • the death of a Northwest family member such as a faculty or staff member whose absence affects a significant portion of the campus community
   • special services or events in connection with the death of a Northwest family member that are not fundraisers.

2. Any message generated from the Office of University Relations.

NOTE: This policy does not pertain to Internet mailing list membership.

University-sponsored organizations, academic and administrative departments, faculty and staff CAN have an Internet mailing list (listserv) created for their usage. Once “listserv” has been created, the owner of the account may grant membership to desired users by having them subscribe to their list. To request a “listserv” see www.nwmissouri.edu/compserv/mailinglists.htm

NOTE: Violations of the mass e-mail policy will be handled in accordance to already existing University procedure for students, faculty and staff. For disciplinary actions for violations of
Disciplinary Action

1. Incident reports of computing policies infractions will be generated in Information Systems. All such incident reports will be automatically referred to the Vice President for Information Services (VPIS) or his/her delegate.

2. Upon receipt of an incident report, the VPIS or delegate will make a determination as to the infraction type. Infractions involving acts perpetrated against another person(s) or infractions that are thought to be criminal in nature (i.e., child pornography, knowingly launching computer viruses, hacking, etc.) will be referred to the Dean of Students (student judicial officer) for adjudication through the Student Faculty Discipline Committee. Student judicial code sanctions and appeals procedures will apply.

3. The VPIS or delegate will adjudicate all other infractions of computing policies, including, but not limited to network stability assurance. Sanctions for infractions of this type will be automatically applied.

4. First offense sanctions are conduct warning and removal of any illicit equipment and/or programs. First offenders must attend a computer policies/ethics workshop.

5. Second offense sanctions are a $75 fine, required attendance at a computer policies/ethics workshop (if for some reason the student did not attend following his/her first offense), and removal of any illicit equipment and/or programs.

6. Students will be afforded the opportunity to appeal their case to the Student Faculty Discipline Committee. At least one member of the educational faculty technology committee will serve as a voting member of the Student Faculty Discipline Committee when an appeal is scheduled.

7. Copies of charges, adjudication and sanctions will be forwarded (hard copy or electronically) to the Dean of Students who will review the process and ensure that the information is placed in the student's discipline file and is recorded in the student discipline database.

8. A third offense (or beyond) of computing policies will result in an automatic referral to the Dean of Students (student judicial officer) for adjudication through the Student Faculty Discipline Committee. Student judicial code sanctions and appeals procedures will apply.

9. Lastly, it is recognized that when an infraction occurs, it may be necessary to temporarily deactivate the student's access to his/her computer and/or the network in order to protect the network. However, it is recommended that the student's access be restored within 24 hours if at all possible to minimize impact on his/her academic work. If there is a situation that requires more than 24-hour deactivation, the Associate Vice President for Student Affairs will be consulted.

COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, library and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a photocopying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Individuals using the campus public photocopiers are also liable for any infringement of copyright laws.

DEMONSTRATIONS AND PICKETING

With prior approval from the Vice President for Student Affairs or that person’s designee, students, faculty and staff may be permitted to conduct demonstrations, to picket on campus or to conduct counter-demonstrations and picketing, provided such actions are so conducted that the demonstrators or picketers do not intentionally:

• Disrupt, obstruct or interfere with the instructional programs, administrative functions, the privacy of residence halls, the normal functions of University personnel, the physical plant or other University services or programs.

• Interfere with the flow of traffic on streets, highways, sidewalks or hallways or through entrances and exits.

• Molest, abuse or interfere with the lawful rights and safety of students, staff or visitors to the campus, including others who may be engaged in demonstrations.

• Use obscene or libelous statements, either orally or in writing; inflict injury; violate civil or
criminal law or which may incite violence or lawless action by the demonstrators or others.

- Engage in action that damages or clearly threatens to damage the property of the University or of individuals in the University community.

DISRUPTIVE BEHAVIOR

In those situations where disruptive behavior (i.e., severe emotional problems; threats to the safety and health of an individual, group or students or the entire academic community) is exhibited by an individual student or group of students, the Dean of Students will take immediate action to determine if the student or students should be terminated as a student at this University. All incidents should be reported to Jackie Elliot, 562-1219.

If the disruption is a result of an unresolved mental health issue, a small committee of professionals will be constituted to decide a course of action. More information about the mental health procedure is available by contacting the Dean of Students, 562-1219.

DISTRIBUTION OF MATERIALS

Distribution of non-University publications will be unrestricted on the Northwest campus if:

- The publication is intended primarily for dissemination of news, opinion and information, and not for promoting sale of goods, products or services.
- The Vice President for Student Affairs or that person’s designee is notified prior to the distribution of the materials.
- Distribution is limited to areas deemed appropriate by the Vice President for Student Affairs or that person’s designee.
- Non-University publications are to be distributed in person.
- Publications being distributed carry the name and address of the publisher and the names of the editors and officers of the publication.
- The publication does not in any manner state or imply that it is connected with or under the auspices of the University.
- The publication may not contain anything that is defamatory, obscene, likely to inflict injury or tend to incite immediate violence (fighting words) or directed to inciting or producing imminent lawless action.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Basically, the law says that no one outside the institution shall have access to your education records nor will the institution disclose any information from those records without your written consent. There are exceptions, of course, so certain personnel within the institution may see your records, including persons in an emergency in order to protect the health or safety of students or other persons.

Northwest complies with FERPA, which gives you certain rights with respect to your education records.

1. The right to inspect and review your educational records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, the Vice President for Student Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student when and where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is to school officials
with legitimate educational interests. A school official is a person employed by the University in an administrative, professional, supervisory, academic or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest to comply with the requirements of FERPA.

Contact:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC  20202-4605

You may request information concerning your educational records from:

Academic Records: Office of the Registrar, Administration Building

Advisement Records: Academic Departments and/or Office of the Registrar

Alumni Records: Office of Development and Alumni Relations, Alumni House

Disciplinary Records: Office of the Vice President for Student Affairs, J. W. Jones Student Union

Financial Records: Office of the Bursar, Administration Building


Housing Records: Residential Life Office, J. W. Jones Student Union

Library Records: B. D. Owens Library

Medical Records: University Health Center

Placement Records: Office of Career Services, Administration Building

Security Records: Campus Safety Office, Support Services Building

Student Teaching Records: Educational Field Experiences Office, Brown Education Hall

Teacher Education Records: Teacher Education Student Services Office, Brown Education Hall

Certain information about the currently enrolled student—name, age, address, telephone, e-mail address, place and date of birth, major, participation in activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, the most recent educational institution attended—are considered public information. If you do not want this information released, you should file a request with the office of the Registrar within 10 days of the beginning of the term. The on-line student directory information is considered a unit; thus, non-release of that information would eliminate you from the directory.

At the postsecondary level, parents have no inherent rights to inspect a student’s education records. The right to inspect is limited solely to the student. Records can be released to parents only under the following circumstances:
1) through a written consent of the student,
2) in compliance with a valid subpoena, or
3) by producing a copy of the most recent Federal income tax form showing the student was claimed as a dependent. The one exception that the 1998 Reauthorization of Higher Education Act provides is for institutions to notify parents in the event of student disciplinary actions as a result of drug and alcohol infractions. Northwest may inform parents or flagrant and/or repeated violations.

If you are a student employee of the University, you may have access to confidential records. Their confidentiality, use, and release are governed by FERPA. In general, all student information must be treated as confidential. Any questions about information release should be referred to your supervisor.

HAZING

Hazing is defined as any method or physical requirement or request enacted upon any individual (e.g., pledge, associate member, member, guest) which could cause discomfort, pain, injury, fright and/or disgrace or which violates federal, state, or local statutes or University policy.

Questions and clarification about hazing activities should be directed to the Director of Campus Activities, 562-1226.

PARKING

Parking on campus requires purchase of a permit. Student parking permits are $90 for the 2006-2007 academic year. Permits may be purchased at the Student Support Services desk in the Administration Building. Rules and regulations governing parking on campus are contained in the booklet, “Parking & Traffic Policies” available at the Student Support Services Desk or from Campus Safety.

Excessive traffic tickets may result in loss of parking privileges. Vehicles may be towed
with the accumulation of 8 or more violations by an unregistered vehicle; 12 or more violations by a campus registered vehicle within the permit year.

SEXUAL HARASSMENT

Any unwelcome attention of a sexual nature may be sexual harassment if it creates an intimidating, hostile, or offensive environment or if it interferes with educational or work performance. Sexual harassment can be verbal, nonverbal, physical or written (including e-mail). Sexual harassment is a violation of state and federal law as well as Northwest policy.

Statement of Policy

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Students are protected under Title IX, 1972 Education Amendment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when (1) submission is made either explicitly or implicitly a term or condition of an individual’s employment or student’s academic standing, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any occurrence of sexual harassment within the jurisdiction of the University that is reported will be handled using the resources listed below. Northwest will take all steps necessary to prevent sexual harassment from occurring.

If You Are Harassed

1. Try to stop the behavior by telling the offender clearly and directly that it is unwelcome and offensive to you and that you want it to stop at once.

2. Get help from others if you find it difficult to confront the offender directly. Staff members in the Counseling Center, the Human Resources Office, the Student Affairs Office or the Equal Employment Opportunity Officer can help you analyze the situation and determine the best way to handle the harassment.

3. If the behavior does not stop, write down what happened, including time and place, and the names of possible witnesses. Talk with others who may have been treated in a similar way. Find out if they would be willing to support you in any action you might take to get the behavior stopped.

4. Report the problem to someone who can do something about it! There are several sources to be utilized when reporting such as:
   • your resident assistant or hall director
   • your instructor or supervisor
   • the offender’s supervisor, department chairperson or dean
   • the Counseling Center Director: Dr. Liz Woods, 120 Wells Hall, 562-1220
   • the Interim Vice President for Student Affairs: Dr. Gerald Wilmes, Student Affairs Office, J.W. Jones Student Union, 562-1154
   • the Dean of Students: Jackie Elliot, Student Affairs Office, J.W. Jones Student Union, 562-1219
   • the Director of Human Resources: Mary Throener, 107 Administration Building, 562-1128

Feel free to bring a friend with you. No one will force you to take any action you do not want to take and you will be protected against retaliation for reporting. Additional questions concerning the Sexual Harassment policy should be addressed to those listed above.

SKATEBOARDS, ROLLERBLADES, BICYCLES, ETC.

Skateboard, rollerblade and bicycle activity should be conducted with courtesy toward all students using the sidewalks. Such activity should be conducted away from University buildings and high traffic areas.

1. All University sidewalks and walkways are to be considered high-traffic areas.

2. All pedestrians have the right of way over the above mentioned modes of transportation using the sidewalks.

3. Cycling, skateboarding, and rollerblading in buildings and off stairways, picnic tables, benches and retaining walls is prohibited.

4. Any student who violates the above policy may face disciplinary action by the University.

5. Bicycles should be chained only to bicycle racks — not to sign posts, railings or trees.

Campus Safety may remove illegally parked bicycles.

SMOKING

All facilities at Northwest have been designated as “No Smoking” environments.
SOLICITATION

It is the policy of Northwest to permit solicitation in University buildings and on University property only by recognized student organizations and University offices. Additionally, the Athletic Department may authorize selected solicitation activities in the “Bearcat Zone” in accordance with the provisions set forth in the “Bearcat Zone" policy. The “Bearcat Zone” is an area located in College Park and its adjoining parking lots that is designated for tailgating activities at home football games. Solicitation shall be defined as any commercial, profit-making or fund-raising activity. Solicitation shall be permitted when consistent with the guidelines outlined in this section.

Any fund-raising efforts performed on campus must be planned, sponsored and coordinated by a recognized student organization or University office, not be sponsored by an individual or by a for-profit company outside of the University. The organization sponsoring the fund-raising must obtain the product to be sold, advertise, deliver the product and handle any complaints.

Monetary transactions may be conducted through the organization’s University account (sales tax collection/payment issues). Contact the Office of the Vice President for Financial Affairs for details.

SUICIDE RISK ASSESSMENT

Northwest expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the arena of self-harm. In the event that the University is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, that student may be required to attend a four session mandatory psychological assessment.

The primary rationale for mandating a mental health assessment is to assess the safety of the student. An additional purpose is to assess the student’s willingness and ability to maintain healthy behavior and develop alternative coping mechanisms/problem solving behaviors. The mandate also connects the student with resources that may lead to the student seeking therapy to help resolve the issues leading to the threats or attempts.

Reports that are submitted regarding students who exhibit suicidal tendencies will be reviewed by a panel of qualified professionals. The panel will determine if a non-voluntary assessment is appropriate or if there are other alternatives that may better fit the situation, such as encouraging therapy or a medical withdrawal.

In the panel’s decision-making-process, the key distinction for mandating an assessment as opposed to some other course of action will be the level of suicidal ideation or actions taken toward suicide, including disruption of the living/learning environment.

WEAPONS

Weapons: e.g., guns, switchblades or other knives (deemed to be dangerous or illegal) hunting bows, or explosives or other items which can be construed as weapons, such as paintball guns, are not permitted on the Northwest campus. Carrying of a concealed weapon is prohibited on the Northwest campus. A violation of this policy will be considered a serious offense and will be referred to the Student-Faculty Discipline Committee for adjudication.
**sexual offenses on campus**

When a convicted sex offender enrolls or begins employment at Northwest, members of the campus community can access the information they need to protect themselves. The Department of Campus Safety will provide sex offender information pertaining to enrolled students and/or employees of Northwest via the Northwest web site. Information on sex offenders that live within Nodaway County and have registered can be obtained at the Nodaway County Sheriff’s Department located at 402 North Vine, Maryville, MO 64468, 582-7445.

Sexual assault issues have become prominent throughout the United States. Such incidents create much pain for those directly involved and disturb the peace of the community in which the action occurred. While incidents of sexual assault/acquaintance rape/dating violence are not limited to the college/university environment, such activity has become a major concern on campuses throughout the country. We at Northwest have taken a proactive stance in educating our students about these issues and have developed an action plan for cases that are reported. It should be noted that sexual assault, sexual abuse and rape will not be tolerated at the University, and violators will be adjudicated. The following information is in compliance with the Higher Education Amendments (HEA) of 1998.

**NORTHWEST’S RESPONSE**

Northwest’s sexual assault policy is designed to specifically address “the public well being” of Northwest’s students, faculty and staff. To meet this we must strive to create a campus community which is intolerant of sexual harassment and all forms of abuse, including sexual assault. In sexual assault instances, the University is committed to the following threefold process: 1) to provide crisis intervention measures and a campus judicial response for the accuser and the accused; 2) to refer students to criminal authorities; and 3) to educate and promote discussion on interpersonal abuse and violence issues.

**ASSISTANCE IS AVAILABLE**

*If you have been sexually assaulted/raped, you have options and choices, consider the following:*

1. It is important to get help. Contact a friend or someone you can trust for emotional support. Depending on the situation, get to a safe place (e.g., RA’s room, Campus Safety, a friend’s apartment). On weekends, SAFE RIDE HOME is an option: 562-1245.

2. Support systems during weekdays (8 a.m.-5 p.m.)
   - Counseling Center, Wells Hall, 562-1220
   - Health Center, 562-1348
   - Vice President for Student Affairs, 562-1154
   - Dean of Students, 562-1219

*After hours and weekends, you can contact the Sexual Assault hotline at 562-1972.

Campus Safety can be reached 24 hours a day (562-1254 or 911 from on campus). Assistance is also available from Maryville Public Safety (562-3209 or 911 from off-campus). Incidents occurring off campus, in Maryville should be reported there. In addition, help is available from Residential Life staff during evening and weekend hours and from the Dean of Students 562-1219. Reporting the incident to authorities does NOT mean that you must proceed with prosecution. That issue can be determined at a later time. The more assault cases that are reported, however, the easier they may be to prevent.

3. Seek medical assistance at once. St. Francis Hospital’s Emergency Department’s phone is 562-2600. Do NOT change clothes, shower, douche or otherwise clean up because:
   - A doctor will provide you with information and make recommendations about testing and care. S/he will also address your personal health concerns and check for physical problems, sexually transmitted diseases and other evidence.
   - If you wish to file a formal report, the medical exam and your clothing will be used as evidence. (It is suggested that you take a change of clothes with you.)

4. Seek counseling. Even if you do not report the offense and press charges, you should see a counselor to help you deal with the issues surrounding an assault.

5. Consider pressing charges.

6. Filing an Anonymous Sexual Assault Form is also an option, The Health Center, Counseling Center or Vice President for Student Affairs can assist you in filing this form.

**DISCIPLINE PROCEDURES**

A victim of sexual assault/rape has the right to seek redress, and the following options are available:
1. The incident can be reported to a law enforcement agency, charges can be filed with the prosecuting attorney, and the case can be handled through the criminal court system. (University officials will assist the victim in this process upon request.)

2. Incidents occurring on campus can be processed through the University discipline system.

3. The incident can be handled through the civil court system.

4. An anonymous report can also be filed.

5. It does not have to be an “either/or” option; all the above can occur.

Sexual assault/rape cases processed through the University discipline system will follow the procedures outlined in the Judicial Code of this book (See information on the Student-Faculty Discipline Committee and the section on “Sanctions.”) It is important to note that for these type of cases, both the complainant and the accused shall be allowed to remain in the room during the complete hearing (or until the committee goes into closed session). In addition, both the complainant and the accused shall be entitled to representation or other assistance in the presentation of his/her case. (NOTE: The representative will be allowed to provide advice to the individual only and will not be allowed to take an active role in the hearing itself.) Moreover, the complainant will be informed of the outcome of the hearing.

MORE ASSISTANCE AVAILABLE

Every effort will be made to work with the victim of a sexual offense in relocating to another place of residence if necessary and to make adjustments to the academic schedule when such options are reasonably available. The Vice President for Student Affairs or Dean of Students should be contacted for assistance with these matters.

judicial code

The judicial code at Northwest has been approved by the Board of Regents and functions on the premise that every student should adhere to various rules and regulations of the University and should receive a fair and impartial, closed hearing before a Discipline Committee that includes students when charged with a violation of these rules and regulations. The judicial code is coordinated by the Dean of Students; any questions concerning the policies and procedures outlined below should be directed to Jackie Elliot, Dean of Students, 562-1219.

DOUBLE JEOPARDY

Students charged under the University’s Code of Conduct may also be held responsible for violating existing local, state and federal law. Because the purposes and consequences of the two processes are so different, such concurrent reviews are mutually exclusive and do not create double jeopardy for charged students.

Disciplinary action at the University will in most cases proceed without regard to the status of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. However, the University reserves the right to postpone campus disciplinary proceedings when the University determines that such campus proceedings would interfere with the concurrent civil or criminal process.

The decision whether or not to postpone on the grounds of interference will be made by the Dean of Students upon the request of the accused student or the prosecutor or complainant.

A. VIOLATIONS

The following types of behavior have been identified as inappropriate, and a violation may be referred to one of the Discipline Committees described in Paragraph D. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or to members of its faculty, staff, or student body, may be referred to a Discipline Committee by the Dean of Students or by the designated Residential Life Professional.

NOTE: Traffic violations are handled through Campus Safety. Excessive tickets may result in loss of parking privileges.

CLASS “A” VIOLATIONS

1. Entering the room or any living area of a member of the opposite sex who resides in University housing at a time other than approved open visitation hours

2. Excessive noise, including violation of quiet hours
3. Littering
4. Habitual misconduct (repeat offenders)
5. Individual hall regulations.

**CLASS “B” VIOLATIONS**

1. First offense of consumption or possession of alcoholic beverages on the University campus. NOTE: Possession could mean knowingly in the presence of alcohol.
2. Removing the battery from or disabling a residence hall smoke detector
3. Gambling
4. Destroying, defacing or tampering with public property within the residence halls
5. Use of University property or services without express authorization
6. Failure to identify self, falsely identifying self and/or failure to comply to the directions of a residence hall staff member acting in the performance of his/her duties
7. Violation of Hall Probationary status
8. Violation of the Escort Policy which is contained in the Residence Hall Handbook and posted on each hall floor
9. Cohabitation (first offense)

**CLASS “C” VIOLATIONS**

1. Sexual contact or sexual touching of another person without consent
2. Use, possession or distribution of any controlled substance, including but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. NOTE: Possession could mean knowingly in the presence of a controlled substance.
3. Possession or knowingly in the presence of drug paraphernalia
4. Any form of theft or stealing
5. Possession or exhibition of a weapon (e.g., guns, switchblades or knives deemed to be dangerous or illegal, hunting bows, explosives or other items with a blade exceeding four inches) NOTE: An item may be deemed a “weapon” if used in a threatening or harmful manner, i.e., laser pointer, box cutter
6. Possession or use of fireworks (including smoke bombs)
7. Destroying, damaging, defacing, endangering or vandalizing private, public, or University property
8. Endangering the health or safety of self, another person or University faculty/staff or threats of endangerment
9. Any inappropriate and/or abusive behavior which disrupts a class, an official University function or the living/learning environment of the institution (NOTE: Alcohol impairment may be deemed inappropriate behavior.)
10. Striking another person without consent
11. Lying to University officials, to a Hearing Committee or to an Appeals Board
12. Harassing witnesses or committee members who have testified or will testify at any disciplinary hearing or at a proceeding that doesn’t rise to hearing level
13. Violation of University policies, city ordinances or state and federal laws other than those listed in this handbook
14. Violation of Campus Conduct or Strict Campus Conduct Probationary status
15. Destroying, tampering with or altering fire alarms or other safety equipment
16. Discrimination, including, but not limited to, verbal abuse, racial slurs, sexual innuendos, or the threat of physical abuse, expressed verbally or in written or electronic communications
17. Consumption/possession of alcohol (second offense and beyond.) NOTE: Possession could mean knowingly in the presence of alcohol
18. Failure to comply with the directions of a University official or failure to identify self to, falsely identifying self to, providing false information to a University official
19. Intentional misuse/abuse of the University computer system, or repeated unintentional misuse/abuse (See page 39 for Computer Disciplinary Action.)
20. Hazing
21. Theft of telephone or communications services
22. Cohabitation (second offense)
23. Viewing pornography in a public access area or computer lab as per Missouri statutes.

**B. FILING OF COMPLAINT OR RECEIPT OF REPORT**

Any student, faculty member, University personnel, or other person may either file a written complaint with the Dean of Students or designated Residential Life Professional charging any student of committing or allegedly committing a violation or may make an incident report with Campus Safety.
C. NOTIFICATION OF COMPLAINT AND OPTION TO WAIVE HEARING

Upon receipt of a complaint or incident report, the Dean of Students or designated Residential Life Professional, as applicable, will refer the complaint or report to the appropriate discipline committee. After a preliminary investigation and in the event the committee advisor determines that there exists reason to believe that a violation occurred, the committee advisor shall discuss the report with the student involved, and the student may be given an opportunity to waive a formal hearing by signing a waiver form provided by the committee advisor. If the student waives a formal hearing, the committee advisor will fully inform the student of the charges and all evidence, whether such charges and evidence will appear in his/her permanent University records, and the disciplinary sanctions that will be imposed. A signed waiver form will contain a statement of the charges, acknowledgment of guilt and the disciplinary sanctions. If the student does not accept the disciplinary action, he/she may appeal the decision outlined in Section H.

D. HEARING COMMITTEES

The following Hearing Committees have been formed to hear cases based upon where the violation took place, the severity of the violation, and which committee, in the opinion of the Dean of Students or designated Residential Life Professional, is best equipped to handle the hearing of a particular violation.

1. RESIDENCE HALL DISCIPLINE COMMITTEE. Each residence hall director will facilitate the selection of a Discipline Committee to hear those cases referred to them by the Dean of Students or designated Residential Life Professional (Class A or Class B violations) as well as rules specific to each given residence hall. All such rules and regulations shall be in writing and shall be distributed to all residence halls and continuously posted in a prominent location. Each Hall Director serves as an advisor to the Residence Hall Discipline Committee, which consists of a representative from the various living areas, excluding Resident Assistants. The chairperson will be appointed by the Residence Hall Discipline Committee members and will not have a vote. There must be a quorum of two-thirds present to take any action by a Hall Discipline Committee. The disciplinary action taken by the Committee must be approved by a majority vote and cannot be more severe than as specified in Section G for Class A and B violations. The Hall Director may, at his/her discretion, give the respondent an opportunity to have the case heard administratively in lieu of being heard by the full committee. If this option is presented, the decision to accept or reject belongs to the student.

Additionally, in cases of Class A violations, the Hall Director may issue a warning via a letter. This warning will serve as an official judicial sanction and may be considered in subsequent sanctions. The student has the right to meet with the Hall Director to have a hearing.

2. STUDENT DISCIPLINE COMMITTEE

The designated Residential Life Professional facilitates the selection of seven student members who represent the diversity of the campus population. The Student Discipline Committee will hear those cases involving Class B violations, those violations deemed by the Student Discipline Committee to be serious in nature and appeals of Residence Hall Discipline Committee cases. The designated Residential Life Professional shall serve as committee advisor to the Student Discipline Committee. Any action by the Committee, including election of a chairperson, shall be taken by a majority of those in favor of such action at a meeting at which at least five student committee members are present. The chairperson of the committee will not have a vote. Disciplinary action taken by the Student Discipline Committee cannot be more severe than is outlined in Section G.

3. STUDENT-FACULTY DISCIPLINE COMMITTEE. This committee is composed of four faculty members and four students with a non-voting faculty chairperson appointed as outlined in the By-Laws of the Constitution of the Student Government Association. The Committee hears Class “C” violations and those cases in which dismissal from the University could be the sanction recommended. It also may serve as an Appeal Committee for Student Discipline Committee. The Committee may impose all disciplinary actions outlined in Paragraph G below. The Dean of Students serves as the committee advisor to the Student-Faculty Discipline Committee. All action of the Committee shall be taken by a majority of the members in favor of such action at a meeting at which at least six members are present. In the event where dismissal from the institution is being considered, a two-thirds vote will be required.

E. PRE-HEARING PROCEDURES AND INVESTIGATION

Prior to a hearing by any of the Committees, the following procedures will be followed:

1. Upon receipt by the Dean of Students and/or the designated Residential Life Professional that a case has been referred for adjudication, he/she will appoint a liaison to review the charges.
2. The liaison will gather relevant evidence, review all reports, interview pertinent witnesses and report his/her findings to the advisor of the committee assigned to hear the complaint.

3. The committee advisor shall inform the accused in writing of the time and date of the hearing, the charges against him/her, the evidence on which the charges are based, and the sanctions which may be applied. The accused will be allowed sufficient time to prepare his/her defense, including, but not limited to, interviewing witnesses and reviewing all evidence available to the investigator or liaison. Sufficient time shall generally be three to five days for Residence Hall Discipline Committee hearings, five to seven days for Student Discipline Committee hearings, and seven to ten days for Student-Faculty Discipline Committee hearings. For good cause shown, additional time may be allowed by the Dean of Students.

At the conclusion of the trimester, the Hall Director may handle cases administratively and notify students of the outcome. Upon receipt of notification, students have the right to request a full hearing, either administratively or by the appropriate committee.

F. COMMITTEE HEARING PROCEDURES

1. All proceedings will be taped.

2. The case will be heard if the student fails to appear for the hearing. A “not in violation” plea will be entered on the student’s behalf.

3. The Committee chairperson will introduce those present (i.e., committee members, advisor, liaison, accused, and complainant).

4. The complainant, if any, and the accused shall be entitled to representation or other assistance in the presentation of his/her case. In as much as the discipline hearing is not a Court of Law, any such representative will not be allowed to cross-examine witnesses, introduce evidence, or make opening or closing statements.

5. The chairperson of the committee will request the liaison to read the charges.

6. The chairperson will ask the accused how he/she pleads (i.e., “in violation,” “not in violation”) to the charges as read. If the accused pleads “in violation,” the Committee may call for evidence or may consider the sanctions to be imposed. If the accused pleads “not in violation,” the chairperson will call for the evidence to be presented to the Committee. Witnesses other than the accused and the complainant will be excluded from the hearing except while testifying.

7. The liaison will present the evidence to the Committee, including presentation of the witnesses and the complainant’s statement. The accused or the complainant will be entitled to ask witnesses questions that are relevant and material to the proceedings. Members of the Committee shall also be allowed to question the witnesses.

8. Upon completion of the presentation of evidence by the liaison, the chairperson shall then ask the accused to present any evidence he/she has, including, but not limited to, calling witnesses. Members of the Committee, including the liaison, will be entitled to ask questions of the witnesses presented by the accused that are relevant and material to the proceedings.

9. The liaison will then have the opportunity to present rebuttal witnesses and evidence. The witnesses may be asked questions relevant or material to the proceedings by the accused or members of the Committee.

10. The chairperson will invite closing comments from the accused (and the complainant when appropriate).

11. Upon completion of the closing statements, the hearing will be closed and the Committee will retire to discuss the case and make a determination on whether or not the accused has committed the violation(s) as charged. If the Committee determines that the accused has committed a violation, the Committee shall decide upon appropriate sanctions.

12. The accused will be recalled, and the chairperson shall disclose the decision of the Committee.

13. If the student is found to have committed the violation, the chairperson will explain the appeal procedure to him/her.

G. SANCTIONS

The listed disciplinary actions are courses of action which may be taken when a student is found to have committed a violation as defined in Section A. The sanction(s) taken depend(s) upon the severity of the violation, previous offenses, degree of involvement, and the individual circumstances as determined and is at the sole discretion of the Committee. These sanctions and their descriptions shall serve as guidelines for the University Judicial Code and may be modified and used in any combination to meet the needs of the University and the individual student involved.
1. ACQUITTAL
   Student is found not to have committed the charge against him/her and the matter is dismissed.

2. CONDUCT WARNING
   a. The action is a written warning concerning conduct which has been judged to be a violation.
   b. A thorough explanation of the policy is given.

3. RESTITUTION (See 5.d. below.)

4. ASSIGNED SERVICE
   Assigned service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when the Committee feels that a student will learn the consequences of his or her actions as a result of the service. It is also appropriate when the action which brought the student to the Discipline Committee involved a lack of concern for the community.

5. FINES
   Fines may be levied as a sanction according to the following guidelines:
   a. Class A Violations. A creative sanction set by the Committee depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. The student will, in most cases, be asked to satisfy assigned service hours. The work, not less than one hour and not more than five hours per violation, will be assigned and supervised through the Residence Hall Director. At the end of the trimester, the Residence Hall Director has the right to assess a fine not to exceed $50 per violation in place of the service hours. The work hours must be completed within the time frame outlined by the Hall Director. The fine will be billed to the student’s University account. If the conditions of the sanction are not met, the case will be referred to a higher discipline committee for further consideration.
   b. Class B Violations. The fine set by this Committee depends upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. This fine cannot exceed $100 per violation. The fine will be billed to the student’s University account.
   c. Class C Violations and Other Cases Heard by the Discipline Committee. The fine set by the Committee depends upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. This fine cannot exceed $200 per violation. The fine will be billed to the student’s University account.
   d. The student can be ordered to make restitution to the University for vandalism or to another injured party, in addition to the fine assigned by the Committee.

6. ALCOHOLEDU PROGRAM
   a. This is an alcohol education program for first-time violations.
   b. The Committee will identify a deadline for completion of the program.

7. DRUG RESPONSE PROGRAM
   a. This is a counseling/discussion program for first-time violations
   b. The committee will identify a deadline for completion of the program

8. ANGER MANAGEMENT SESSION
   a. This is an assigned program facilitated by the Counseling Center.
   b. The Dean of Students or designee will schedule the session.

9. COMPUTER USAGE RESTRICTIONS
   a. A student found in violation of computer usage policies can be restricted from certain privileges for a time to be set by the Committee.

10. HALL PROBATION
    a. This is a formal probationary status for a period of time, not to exceed one trimester, as specified by the appropriate committee.
    b. Restrictions, provisions and/or assigned duties are individualized to allow for the particular needs of the student and the situation.
    c. Violation of hall probation may subject a student to further disciplinary action.

11. DISMISSAL FROM THE FLOOR
    a. The student is required to move from the residence hall floor he/she previously occupied. In some cases, he/she may be asked to move to another hall.
    b. The Committee shall state the terms of this removal as well as the length of time this change shall remain in effect.
    c. In most cases, the student will also be restricted from that area for the term of removal.

12. CAMPUS CONDUCT PROBATION
    a. This is a formal probationary status for a period of time as specified by the Committee.
    b. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation.
    c. The student will be prohibited from holding office in extracurricular clubs, governing groups and activities.
    d. Any further violation of residence hall standards or University regulations while on
probationary status means that the student is subject to further disciplinary action.

13. STRICT CAMPUS CONDUCT PROBATION

a. This action is a formal probationary status during which the student is removed from good standing at the University.

b. This term describes a set of conditions making it possible for a student to remain a student in the residence halls and/or the University in spite of a serious violation.

c. The status is very near dismissal from the residence halls and/or from the University, and indicates the extreme seriousness of the probation.

d. The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the University.

1. Student will be ineligible to graduate from this University until returned to good standing;
2. Student will be restricted from operating or parking a vehicle on University property;
3. Student will be restricted from representing the University in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization;
4. Student will be ineligible to receive scholarships and/or grants from the University with the exception of need-based aid.

e. Any further violation of University or residence hall standards while on probationary status means that a student is subject to suspension from the residence halls and/or the University.

14. DISMISSAL FROM RESIDENCE HALLS

a. The student is required to move out of the residence halls.

b. The Committee shall state the terms of the dismissal as well as the length of time this dismissal will remain in effect.

c. In most cases, the student will also be restricted from the halls for the time of the dismissal.

15. DISMISSAL FROM THE UNIVERSITY

It may be recommended that the student be dismissed immediately from the University for a period of time to be designated by the Student-Faculty Discipline Committee. A two-thirds vote is required.

The various Discipline Committees in the University judicial system have the right and sole exercise of their discretion to assign disciplinary action which they consider appropriate for the student and the situation. A record of this action is to go to the student. A copy of this action shall also be placed in the student’s discipline file in the Student Affairs Office.

H. APPEAL PROCEDURES

Any student found to have committed a violation by any of the discipline committees has the right to appeal his/her case.

In cases involving a Residence Hall Discipline Committee appeals will be considered by the Student Discipline Committee. In cases involving the Student Discipline Committee, appeals will be considered by the Student-Faculty Discipline Committee. In cases involving the Student-Faculty Discipline Committee, appeals will be considered by an Appeals Board appointed by the Vice President for Student Affairs.

1. Notice

a. If a student wishes to appeal a decision of a disciplinary committee, he/she should verbally indicate to the advisor of the respective committee within 24 hours after he/she has been informed verbally of the decision by the Committee. In any event, to be considered for this action, a written appeal must also be presented to the advisor within three days (72 hours) after the student has been presented the Committee’s decision.

b. In cases involving the Residence Hall Discipline Committee, the written appeal should be given to the designated Residential Life Coordinator.

2. Appeal Board

a. The right of the appeal does not entitle a student to a full rehearing of his/her entire case. Rather, the Appeal Board shall limit its review of the Discipline Committee’s action to the following issues:

1. Did the Discipline Committee fail to afford the accused a reasonable opportunity to prepare and present his/her defense?
2. Did the Discipline Committee incorrectly interpret a rule, regulation and/or policy or make an erroneous finding contrary to the strength of the evidence presented?
3. Has new evidence surfaced that could have a direct bearing on the case?
4. Was the sanction imposed appropriate when considering the gravity of the violation?
5. Was the decision consistent with the weight of the evidence?

b. The matter may not even come to the Appeal Board unless the student presents the board with a written appeal stating a clear basis
severe weather/tornado information

WHERE TO TUNE IN LOCAL WEATHER INFORMATION

During severe weather, it is important for you to be aware of changing weather conditions so you will know when they may affect you. One of the easiest and most effective ways to keep informed is to monitor local radio or television stations which give periodic weather bulletin during severe weather. These stations give local severe weather information:

<table>
<thead>
<tr>
<th>Radio Stations Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNIM-AM  1580</td>
</tr>
<tr>
<td>KNIM-FM  97.1</td>
</tr>
<tr>
<td>KXCV Radio  90.5</td>
</tr>
<tr>
<td>KXCV-FM  106.7</td>
</tr>
<tr>
<td>Television Channel</td>
</tr>
<tr>
<td>KNWT Channel 8</td>
</tr>
</tbody>
</table>

NOTIFICATION OF TORNADO WARNINGS

In the event of severe weather conditions, the Campus Safety Department will notify hall directors of the approaching storm. In the event of a tornado warning (actual sighting of a tornado in the area), Campus Safety will sound the Simplex Audible Alarm along with Maryville Public Safety Department which will sound the outdoor civil defense siren.

WHAT TO DO

Upon hearing the civil defense sirens, do these things to protect yourself:

IF YOU ARE INDOORS

Move immediately from your classroom, work area, office or residence hall room to an interior place of greater safety. Close and secure doors as you leave.

In multi-story buildings or residence halls, move to the basement or interior hallways on lower floors. Upper stories of buildings should always be considered unsafe. Close draperies and move away from areas with exterior windows or glass.

In classrooms, offices or work areas, move to the basement, interior hallways, stairwells or other areas which are free from exterior windows and glass.

Avoid the following:
- top floors of buildings
- elevators (power may fail)
- food service areas
- auditoriums, gymnasiums or other structures with wide, free-span roofs

Stay close to the floor and cover your upper body and head with jackets, blankets, pillows, etc., and/or shield yourself from falling and flying debris by staying under heavy furniture.

If time permits, take a flashlight and battery-powered transistor radio when you move to a place of shelter for first-hand weather information and a source of light, should electrical power fail.

IF YOU ARE OUTDOORS

- Seek indoor shelter if possible.
- Parked motor vehicles are unsafe – seek indoor shelter.
  - If indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
  - If you are on a flat ground and are caught in the path of a tornado, always move at right angles to its path.
- Remain in a place of shelter until you receive the all clear signal or until you are sure the tornado has passed.

In case a tornado does hit the University, use a telephone only for emergency purposes. During disaster situations telephone overloads make coordination difficult for emergency operation forces.
security on campus

The overall safety of the institution requires the active cooperation, assistance and support of the entire campus community. Safety and the avoidance of crime are community issues and/or not limited to the Department of Campus Safety. The department serves to maintain a safe campus environment and assumes responsibility for matters involving major incidents and/or injuries. The general prevention, detection and enforcement of procedures to identify hazards, assess degrees of vulnerability, mitigate risks and define emergency responses are the responsibilities of the Department of Campus Safety. It is the function of Campus Safety to minimize opportunities and conditions which nurture or result in crime or safety hazards by the development and implementation of proactive prevention and inspection programs and intercepting foot and motorized patrol. The function of the campus community is to consider their behaviors and discourage inappropriate activity.

CAMPUS SAFETY

Located in the Support Services Building on the east side of campus, the Campus Safety Department is staffed with state certified and trained commissioned University police officers with the same authority to maintain order, preserve peace, investigate crimes and make arrests as held by other state certified peace officers. The department enforces federal, state and local laws as well as University regulations and operates 24 hours a day with officers who work one of three shifts.

The Campus Safety Department works closely with the Maryville Public Safety Department, Nodaway County Sheriffs Department, the Missouri Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics.

Campus Safety operates under the principle that every person has the right to access the system and to seek redress of personal wrongs. There shall be public disclosure of policy and an openness on matters of public interest. The contributions the Campus Safety personnel make to this process is best served by an ongoing dialogue, mutual respect, fairness, and courteous treatment of persons in the campus community. Staff members are accountable to the community and are expected to conform to community standards and expectations. Review systems are in place to ensure that personnel are flexible, independent thinkers and are tolerant of various public attitudes and different types of behaviors. Every reasonable effort will be made to resolve conflicting interpersonal situations by discussion and reason.

REPORTING OF CRIME AND SAFETY VIOLATIONS

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety Department in a timely manner. To report a crime or an emergency at Northwest, call (660) 562-1254 or 911. All non-emergency incidents shall be reported by calling (660) 562-1254. Campus Safety is located in the Support Services Building. Dispatchers and police officers are available at Campus Safety 24 hours a day to answer your call.

The Office of Student Affairs will assist students who are victims of a crime with changes in academic and living arrangements if desired and possible.

CRIME STATISTICS

The campus community shall be made aware of criminal incidents so that each member may take those precautions as appropriate for his/her function in the community to avoid becoming a victim. The Counseling Center, Health Center and Office of Student Affairs along with the Department of Campus Safety accepts voluntary, anonymous, confidential sexual assault/rape reports. The reports will only be used as statistical data that will support the University's annual "Crime on Campus" report. Through the analysis of statistical information, other departments, agencies and groups within the campus community may develop programs to enhance the safety of the community and its members. Information about Campus Safety activities is provided through the student newspaper, the *Northwest Missourian*. The Director of Campus Safety works as a liaison and meets with the newspaper staff regularly to provide police report information, special briefings or press releases. In the event that it is necessary to alert students, faculty and staff to an emergency situation on campus, the message will be conveyed from the Offices of the Vice President for Student Affairs and University Relations to the University community. The University will provide as immediate and specific information as possible and will attempt to answer all questions raised by students. If the need warrants, parents will also be notified.

These alerts will be issued to the campus community via mass e-mailing, computer
log-on message board, and posting signage on campus bulletin boards. Timely warning reports shall be issued within 24 hours of an occurrence in which it is conceived to represent a threat to others.

CRIMINAL ARRESTS AND DIVERSION
The decision to file criminal charges is based upon the interest of justice, the availability and desires of the victim and whether or not the community and/or offender would benefit from such action. The University community is uniquely equipped to divert appropriate offenders from the criminal justice process. The diversion of offenders may be considered when the institution is the victim, when the victim of the offense so desires or declines to testify in public proceedings or when such actions would be in the best interest of the community.

RESIDENTIAL LIFE STAFF
The Residential Life staff provides a continuous multilevel presence in the residence halls. The staff consists of a director, seven hall directors and 55 resident assistants (RAs) and three area coordinators. They are charged with creating an educational living learning community in a clean and safe environment.

ACCESS AND SECURITY OF FACILITIES
During business hours, Northwest (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invites. During non business hours access to all Northwest facilities is by an issued key or fob, or by admittance via the Campus Safety Department or Residential Life staff. In the case of periods of extended campus closing, Northwest will admit only those with prior written approval to all facilities. Residence halls are secured by an electronic key/fob and are located from 10 p.m.–9 a.m. daily. Over extended breaks, all halls are secured 24 hours a day.

All keys to Northwest facilities have a Medico key locking system in place or a fob lock. All keys and fobs are coded with numbers rather than room numbers or building names, so lost or stolen keys cannot be matched with a particular room or building.

Each evening residential assistants are on duty in each residence hall and make periodic rounds of the facility. Campus Safety officers are also on patrol each evening. In addition, a residence hall security patrol works part-time during the late evening hours as a group of trained observers. The patrol supplements Campus Safety coverage by observing, reporting and when appropriate dealing with potential security problems. In instances where a person, through his/her prior action, has demonstrated an inability or unwillingness to conduct him/herself in accordance with University policy or applicable law, that person can be denied access to all University facilities.

SECURITY PROGRAMMING IN THE HALLS
Hall Programs. All residential hall staff members are required to plan educational programs for their living units. Many of these focus on personal safety issues (e.g., date rape, self-defense, sexual harassment, alcohol misuse/DWI).

Residence Hall Association (RHA). This group is comprised of students from each of the residence halls and is the governing body for those individuals residing on campus. RHA has taken measures to implement policies to promote safety, awareness and information regarding related issues.

SEAC (Safety and Environmental Awareness Committee). This committee is a part of the Residence Hall Association. Members strive to promote awareness and action regarding safety and environmental issues. SEAC has created signs and posters, planned educational programs and investigated lighting issues.

CRIME PREVENTION
The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including Campus Safety, Residential Life, the Counseling Center and student organizations) work together to help students, faculty and staff take responsibility for their own safety.

Both the Residential Life Office and the Campus Safety Department provide educational materials and programs to the University community throughout the year. Students are encouraged to participate in Operation ID and other similar programs. Specific policy issues and problems are routinely addressed at residence hall floor, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care not only for themselves, but for each other.

As part of their patrol responsibilities, Campus Safety officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted.
periodically by a campus lighting committee comprised of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the buildings’ staff members, the custodial or maintenance crew. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and Campus Safety officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. Through these programs and handouts it is emphasized that the room key is the basic means of security. Students are also encouraged to report problems to Campus Safety and to help improve security on campus.

CRIME PREVENTION TOOLS OFFERED BY CAMPUS SAFETY

Emergency Telephones. They are placed in the entryways of buildings and Emergency Blue Phones are located strategically across campus.

Campus Escort Service. The Campus Safety Department provides a campus escort service to visitors and campus community members. Escorts are provided across campus during evening/night hours. If an escort is desired, please call 562-1254.

Operation ID. This program provides a means for students to protect their personal property against theft and fire. Campus Safety will register your property in a local database by its own identification numbers.

Security Survey. This program allows campus community members to request that a Campus Safety officer conduct a check of their room and provide them an oral or written report.

Timely Warning Notification. In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University e-mail system to students, faculty and staff through the University Notices of the Day bulletin board.

Anyone with information warranting a timely warning should report the circumstance to the Campus Safety Department (660) 562-1254 or in person at the Support Services Building.

Information may be temporarily withheld if there is clear and convincing evidence that release of information will jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Confidential Reporting Procedures. If you are the victim of a crime and do not want to pursue action with the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Office of Student Affairs, Residential Life Office and Staff, Health Center, Counseling Center and Campus Safety can file a report on the details of the incident without your identity being disclosed. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Northwest can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential dancer. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Criminal Activity Off Campus. The Office of Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs advisor. Campus Safety does not provide law enforcement service to off-campus residents of recognized fraternity and sorority organizations nor are activities off-campus recognized by the University authority. Criminal activity at recognized fraternity and sorority residences are monitored and recorded by the Maryville Public Safety. The offices of Student Affairs and Campus Safety enjoy a close working relationship with the Maryville Public Safety Department. This cooperative team approach addresses situations as they arise as well as future concerns.

EDUCATIONAL CRIME PREVENTION TOOLS OFFERED BY CAMPUS SAFETY.

Student Programs. All new students attend summer orientation, which includes a seminar by Campus Safety Officers on campus crime, policies, and crime prevention. Freshman/transfer student seminars are visited by Campus Safety officers who speak on sexual assault, alcohol and crime prevention.

Employee Programs. Like new students, new faculty and staff that attend an orientation session will receive information on crime on campus, policies and crime prevention by Campus Safety Officers. These officers also speak with faculty and staff groups and office areas annually on safety, security and crisis planning.
Rape Aggression Defense (RAD). This one-hour course is offered to women on rape, sexual assault and prevention techniques.

Each year Peer Education and Campus Safety sponsors Week Without Violence and Alcohol Awareness Week, which feature self defense instruction, workshops and a mock crash. Brochures and other materials relating to crime prevention and crime awareness are distributed at these presentations and at information centers throughout campus.

COUNSELING CENTER

Counseling Center staff work with students impacted by crime. Counselors provide emergency services as well as ongoing therapy. In addition, the Center provides preventive programming on topics such as acquaintance rape and abusive relationships.

HEALTH CENTER

Quality care of illnesses and emergencies are teamed with an aggressive health education and wellness programs at the Health Center. Services include medical care, wellness services, a women’s clinic, peer education and counseling.

PHYSICAL PLANT/ SECURITY FEATURES

Residence Hall Doors
All student room doors are secured with institutional grade hardware. Each student living in a residence hall is assigned an individual exterior electronic key fob. These keys should not be shared with others; duplication is not permitted.

All residence hall exterior doors are locked at 10 p.m. Residents are expected to abide by this policy by not blocking or propping doors.

Lighting
The quantity and effectiveness of campus lighting is surveyed periodically. Malfunctioning lights should be reported immediately to Environmental Services (562-1181 during normal working hours; 562-1186 or 562-1254 after hours) for repair.

Grounds
University facilities and landscaping are maintained by Environmental Services so as to minimize hazardous conditions.

Telephones
Telephones have been strategically located outside the residence halls or within residence hall entryways to allow others to contact residents when the buildings are locked. These phones can also be used for emergency situations.

SAFETY TIPS

Protecting Yourself from Assault

There are no guarantees against becoming a victim. Assaultors select their victims based upon the assailant’s desires — they seek an opportunity.

The following are suggestions that will help to reduce the opportunity and make you less vulnerable.

1. Know the environment:
   • Emergency phones.
   • Campus Safety emergency – 911
   • Stay in well lit areas.
   • Know where you can go for help.

2. Reduce the time you spend alone:
   • Walk with a friend.
   • Lock the doors to your room or apartment.
   • When out at night, use the escort service.

3. Plan what you will do if confronted by a potential assailant:
   • Will you scream, run, fight, or try to gain the assailant’s confidence?
   • Only you can make the decision should you find yourself in a situation.
   • Attend seminars, which will better inform you of your options. Ask questions.

College and university campuses, like any busy neighborhood, are not exempt from crime. BUT, students, faculty and staff can make this special community a safe place to live, learn and work by taking common-sense precautions, being alert, and looking out for others.

HOME AND RESIDENCE HALL

• Lock doors and windows, even if you are just going down the hall for a few minutes.
• In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
• Take care of your keys; do not give anyone the opportunity to duplicate them.

TELEPHONE TIPS

• List only first initials and last name in directories.
• Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
• Hang up immediately on obscene phone callers.
• Never reveal that you are home alone.
SAFETY WHILE DRIVING
• Lock your doors and windows when leaving your car, whether it is for a few minutes or several hours.
• Park in well-lit areas and try not to walk alone in parking areas at night.
• Store valuables out of sight and lock them in the trunk when the car is parked.
• If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened.
• Never pick up hitchhikers.

IF SOMEONE TRIES TO ASSAULT YOU
• Stay as calm as possible. Think rationally and evaluate your options.
• Try to get an accurate description of an assailant’s appearance, what was said or anything else which would assist authorities.
• If you are robbed, threatened or raped, call Campus Safety immediately. You may save someone else from becoming a victim.
• Help is available through victim assistance to help you deal with the trauma that any assault can cause.

SEX OFFENDER REGISTRY
To obtain a list of currently registered sex offenders who work or attend school at Northwest please contact the Nodaway County Sheriff’s Department located at 404 North Vine, Maryville, Mo. There is a fee for issuance of the list.

To make inquiries about individuals residing outside of Nodaway County, contact the sheriff’s department with the jurisdiction in the area in which that person resides or go to www.mshp.dps.missouri.gov/MSHPWeb/root/Index.html.

OFF-CAMPUS LIVING
Apartment complexes, townhouse/condominium communities and other multifamily dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:

• Always lock your vehicle.
• Always remove your key from the vehicle, and never hide a key. The thief knows all the places to look.
• Consider an alarm for luxury or expensive vehicles.
• Additional information on off-campus living may be found at www.nwmissouri.edu/studentaffairs/pdf/NWMSU_OCHG.pdf.

GOOD SECURITY HABITS
• Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
• Deadbolt locks should be on all exterior doors.
• Install locks or protective devices on windows.
• Make sure shrubbery is trimmed away from entryways and windows.
• Light all entryways, ALL NIGHT LONG!
• Use Operation ID to protect your property. Take these extra safety steps when away or on vacation:
  • Leave a key with a neighbor when away for an extended period.
  • Have mail and newspapers stopped or picked up each day.
  • Have someone leave a car in your assigned parking space or driveway.

IF A CRIME DOES OCCUR OFF CAMPUS
• Call Maryville Public Safety immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
• It pays to prosecute.
• Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.
• In areas adjacent to the University, the Maryville Public Safety Department provides law enforcement and crime prevention services.

DEFINITIONS USED IN COMPILING CRIME STATISTICS
Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated
assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Murder: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.

A. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

CRIME STATISTICS

The University operates under the belief that an informed public is a safety conscious public. The following statistics, have been collected pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” previously known as the Federal Student Right to Know and Campus Security Act of 1990.
## Crimes Reported to the Department of Campus Safety


<table>
<thead>
<tr>
<th>Offense</th>
<th>ON CAMPUS</th>
<th><strong>Residential Facilities</strong></th>
<th>NonCampus</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<td>0</td>
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<td>1</td>
<td>2</td>
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<tr>
<td>Sex Offense, Non-Forcible</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>Anonymous Sex Offenses</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>Aggravated Assault</td>
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<td>5</td>
<td>5</td>
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<tr>
<td>Burglary</td>
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<td>8</td>
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<td>24</td>
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<td>Motor Vehicle Theft</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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<td>3</td>
<td>4</td>
<td>0</td>
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<tr>
<td>Liquor Law Arrests</td>
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<td>3</td>
<td>20</td>
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<td>Liquor Law Violations Referred for Disciplinary Action</td>
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<td>66</td>
<td>58</td>
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<td>Drug Law Arrests</td>
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<td>Illegal Weapons Possession Arrests</td>
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<td>3</td>
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</tbody>
</table>

**Crimes reported in the residential facilities column are included in the on-campus category.**
The city of Maryville has ended its recycling requirement, but the University still maintains a strong recycling program. All University housing, offices and public areas are expected to participate.

On-campus residents will receive additional information from residence hall leaders.

We recycle:
1) aluminum
2) paper
3) plastics

WHAT TO RECYCLE AND HOW TO DO IT

ALUMINUM: All aluminum and soft drink cans

Empty the cans and place them in the recycling bins marked for aluminum. Don’t throw half-full cans of soda into the bins. DO NOT recycle beverage containers with only aluminum tops and bottoms.

PAPER: Recycle newspapers, cardboard, office paper, telephone books, magazines, catalogs, cereal boxes, computer paper, all clean paper, pizza boxes. DO NOT recycle laminated paper, cellophane.

Keep the paper clean and dry. Remove metal spirals from notebooks. Break cardboard boxes down flat. Tie in a bundle or put in a paper sack. Place in the recycling bins outside each building.

PLASTIC: Recycle any food or household chemical container with a narrow neck purchased at a grocery store that has the number 1 or 2 on it. Recycle plastic containers for pop/soda, water, syrup, cooking oils, liquid detergent, fabric softener, cleaning fluids, lotions, milk, juice, ketchup, bleach, shampoo, liquid soap and pill bottles. DO NOT recycle bubble pack, blue plastic water bottles, motor oil containers, styrofoam containers, plastic bags, plastic utensils or cups and microwave food containers.

Remove and throw away caps and pumps. Leave label on plastic container and rinse. Crush plastic bottles by carefully stepping on them so they take up less space.

OTHER: Recycle used and empty printer cartridges by sending to Central Stores through campus mail. “Dead” rechargeable batteries must be recycled by sending to Health/Safety Manager, in the Support Staff Building through campus mail. Fluorescent bulbs may be turned in to the Health/Safety Manager.

WASTE: Anything that doesn’t fit into the other five categories. Everything else goes in the garbage can.

AT THE END OF FALL AND SPRING TRIMESTERS: Residence Halls offer students an opportunity to recycle clothing, household goods, unopened foods and lofts. Information about this program will be posted in the halls.
Maryville is the county seat of Nodaway County, which was organized on Feb. 14, 1845. Folklore has it that “Nodaway” is an Indian word meaning “placid.” It was to this placid county that Kentuckians Amos and Mary Graham came to set up a homestead. They joined Thomas Adams, the first settler in Polk Township, who came in 1840. Also nearby was Isaac Hogan, the first white man to live in northwest Missouri when he settled in 1839.

Amos became a popular county official, holding several offices. To honor his service and his wife’s frontier courage, the officials decided to name the new county seat after his wife. Maryville was dedicated in June 1845 and was incorporated in 1856.

By 1869, Maryville was the terminus for the Kansas City, St. Joseph and (later) Council Bluffs Railroads, opening up the St. Joseph and Kansas City markets for Nodaway County meat and grain. The county population exploded; in 1870, the Nodaway County Democrat reported 25 new county schoolhouses were built. Around the turn of the century, Maryville got paved streets and sidewalks.

Maryville has come a long way since the days of the “iron horse.” Mary Graham would have been proud to know that Maryville sent two men to the governor’s house. Albert P. Morehouse served in 1887-1889 and Forrest C. Connell served in 1941-1945.

Maryville is the birthplace of artists as well as statesmen. Dale Carnegie was born in Maryville around 1888, and went on to write How to Win Friends and Influence People. And his friend and fellow writer Homer Croy was also born in Maryville, around 1883. Maryville is also the birthplace of conductor Sarah Caldwell. The mural in Maryville’s downtown depicts several of these historical characters.

**MARYVILLE SERVICE DIRECTORY**

**LODGING**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Inn &amp; Suites</td>
<td>562-3111</td>
</tr>
<tr>
<td>1700 E. First</td>
<td>(888) 664-5634</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>562-2002</td>
</tr>
<tr>
<td>Highway 71 South</td>
<td>(800) 228-5150</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>562-9949</td>
</tr>
<tr>
<td>Highway 71 South</td>
<td>(800) 465-4329</td>
</tr>
<tr>
<td>Super 8 Motel</td>
<td>582-8088</td>
</tr>
<tr>
<td>Highway 71 South</td>
<td>(800) 800-8000</td>
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**RESTAURANTS**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>A&amp;G Restaurant</td>
<td></td>
</tr>
<tr>
<td>Applebee’s</td>
<td></td>
</tr>
<tr>
<td>Burger King</td>
<td></td>
</tr>
<tr>
<td>Bubba’s BBQ</td>
<td></td>
</tr>
<tr>
<td>Dairy Queen</td>
<td></td>
</tr>
<tr>
<td>Domino’s Pizza (Carry-out/Delivery)</td>
<td></td>
</tr>
<tr>
<td>Gray’s Restaurant</td>
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</tr>
<tr>
<td>Hangar Observation Deck</td>
<td></td>
</tr>
<tr>
<td>Happy Garden Chinese</td>
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<td>Hardee’s</td>
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<tr>
<td>Hy-Vee Deli</td>
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<tr>
<td>Kentucky Fried Chicken</td>
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<tr>
<td>LaBonita</td>
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<tr>
<td>Main Street Cafe</td>
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<tr>
<td>The Mandarin</td>
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</tr>
<tr>
<td>McDonald’s</td>
<td></td>
</tr>
<tr>
<td>Mr. Goodcents</td>
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</tr>
<tr>
<td>Murphy’s BBQ</td>
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<tr>
<td>Pagliai’s Pizza</td>
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<tr>
<td>Pizza Hut</td>
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<tr>
<td>Simmons Village Restaurant</td>
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<td>Sonic Drive-In</td>
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<td>Subway</td>
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<td>Taco John’s</td>
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**BANKS**

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<th>Name</th>
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<tr>
<td>Bank Midwest</td>
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<tr>
<td>402 N. Main</td>
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<tr>
<td>Citizens Bank and Trust</td>
<td>582-7454</td>
</tr>
<tr>
<td>First and Main</td>
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<tr>
<td>Nodaway Valley Bank</td>
<td>562-3232</td>
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<tr>
<td>304 N. Main</td>
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<tr>
<td>Northwest Regional Credit Union</td>
<td>582-5747</td>
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<tr>
<td>26155 Stolls Country Lane (physical location)</td>
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<td>Use campus mail system for mailing</td>
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<tr>
<td>US Bank</td>
<td>562-2000</td>
</tr>
<tr>
<td>1621 S. Main</td>
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</table>
ST. FRANCIS HOSPITAL AND HEALTH SERVICES
Alejandro Amante, M.D. 562-4305
Psychiatry 114 E. South Hills Drive

Sally Bomar, M.D. 562-2525
Family Practice 2016 S. Main

Sudarsan Chavala, M.D. 562-2566
Ophthalmology 2024 S. Main

Byron Charles, M.D. 562-2525
General Surgery 2016 S. Main

Jane Dawson, M.D. 562-2525
OB/GYN 2016 S. Main

Patrick Dawson, M.D. 562-2525
Family Practice 2016 S. Main

Lisa DiStefano, M.D. 562-2525
Internal Medicine 2016 S. Main

Thomas DiStefano, M.D. 562-2525
Orthopedics 2016 S. Main

J. Michael Feuerbacher, M.D. 562-2525
Family Medicine 2016 S. Main

Kenton Freeman, M.D. (816) 671-1331
Physiology 2024 S. Main

Brian Golightly, M.D. 562-2525
Family Practice 2016 S. Main

Gary Gronstedt, D.O. 562-4305
Psychiatry 114 E. South Hills Drive

Patrick Harr, M.D. 562-2525
Family Practice 2016 S. Main

Shirley Harris, M.D. 562-2800
Anesthesiology 2016 S. Main

Kanti Havaldar, M.D. 562-2156
Internal Medicine 2016 S. Main

Robert Hix, M.D. 562-7922
Psychiatry 2016 S. Main

Scott Holman, D.O. 562-2525
OB/GYN 2016 S. Main

Melvin Lopez, M.D. 562-7923
Anesthesia 2016 S. Main

José M. Mendoza, M.D. 562-7923
Anesthesia 2016 S. Main

Damian Mizera, M.D. 562-2525
Orthopedics 2016 S. Main

Robert Rau, M.D. 562-2525
Family Practice 2016 S. Main

Manuel W. Runez, M.D. 562-2922
General Surgery 2016 S. Main

Amrit Singh, M.D. 582-8055
Internal Medicine 1316 S. Main, Ste. A

Margaret Singleton, M.D. 562-4305
Psychiatry 114 E. South Hills Drive

Lori Snook, D.O. 562-2525
Family Practice 2016 S. Main

Susan Watson, M.D. 562-2353
Pediatrician 2416 S. Main

Gerald Wilmes, M.D. 562-1348
University Physician Health Center

Michael Wurm, M.D. 562-2525
Family Practice 2016 S. Main

PHARMACIES
Carter’s Pharmacy 562-2763
1528 S. Main
Hours: M-F 9-5:30, Sat. 9-4

Hy-Vee 582-2199
1217 S. Main
Hours: M-F 8-7, Sat. 8-6, Sun. 9-1

Wal-Mart 562-3593
1605 S. Main
Hours: Mon-Sat. 9-6

CHURCHES
Baptist Student Union 582-3963
401 W. Fourth

Christian Campus House 582-7170
904 College Ave.

Church of Christ 582-8089
217 E. Sixth

Church of Jesus Christ of Latter Day Saints 582-8536
1721 S. Munn

Church of the Nazarene 582-2420
1139 S. Munn

Community of Faith Church 582-2623
921 E. Third

Countryside Christian Church 582-8872
W. 16th & Country Club Road

First Assembly of God Church 582-2623
921 E. Third
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<tr>
<th><strong>First Baptist Church</strong></th>
<th>562-2616</th>
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<tr>
<th><strong>Reorganized Church of Jesus Christ of Latter Day Saints</strong></th>
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<th><strong>St. Paul’s Episcopal Church</strong></th>
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<th><strong>AUTO REPAIR</strong></th>
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<table>
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<tr>
<th><strong>EXERCISE FACILITIES</strong></th>
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<tr>
<td>Curves for Women</td>
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<td>1210B S. Main</td>
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<thead>
<tr>
<th><strong>Duvall’s Academy and Fitness Center</strong></th>
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<table>
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<tr>
<th><strong>Looks Fitness Center</strong></th>
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<tbody>
<tr>
<td>316 N. Main</td>
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</table>
Maryville Community Center 562-2923
1407 N. Country Club Road, Suite 200

**FLORISTS**
Bittersweet Floral & Gifts 582-5700
101 E. 4th St.

Hy-Vee Florist 582-2199
1217 S. Main

Maryville Florist & Greenhouse 562-3066
214 N. Main

**HAIR CARE**
Classic Cuts 582-5311
805 S. Main

Cline’s Hair Studio 562-3003
938 S. Main

Downing Barber Shop 582-2846
410 N. Market

Fantastic Sams 562-0010
111 S. Main

Fashion Flair Beauty Shop 582-8614
104 W. Third

Gary’s Barber Shop 582-2432
216 W. Fourth

Hair Clinique 582-7300
608 N. Main

Hair It Is 582-8081
1306 S. Main

Jass Salon 562-2069
108 E. Torrance

Looks Salon 562-7525
316 N. Main

O’Hair Salon 582-5515
1528 S. Main

Plain & Fancy 582-3726
Hwy. 71

R Salon 562-3775
127 S. Buchanan

Rita’s Styling Salon 582-2562
921 S. Main

Salon 1 562-3200
105 S. Buchanan

Smartstyle 562-2149
Inside Wal-Mart, 1605 S. Main

**REGIONAL RECREATION**

In addition to the Northwest lineup of athletics, films, theatre and concerts, Maryville offers sports, recreation, shopping, dining and a five-screen movie theater. The Maryville Aquatic Center (MAC) at Beal Park features zero-depth entry and two water slides.

Maryville is also proud of Lake Mozingo and the 18-hole championship golf course. The area includes the lake, golf course, beach, marina, camp sites and picnic shelters. Jet ski and boat rentals are also available. The remaining 1,900 acres in the area will become a wildlife reserve.

Near Mound City is Big Lake State Park, a 625-acre recreational lake area and Squaw Creek National Wildlife Refuge, which hosts more than 250,000 migrating geese each year. Hunting is allowed outside the refuge.
voter registration: northwest students vote!

REGISTERING IN MARYVILLE

The Higher Education Act Reauthorization of 1998 requires that all colleges and universities supply each student with a Voter Registration Application Form. The form is found at the end of this book. We at Northwest realize that many of you are already registered and may prefer to vote by absentee ballot in your parents’ home district. However, if you wish to vote in Nodaway County (Maryville), you are eligible to do so. A voter registration form is included as page 72 of this handbook. If you are already registered, you must check the address change box in Section 1 and complete the form to change your registration to allow you to vote in Maryville. If you have never registered and wish to vote here, check the new registration box and fill out the form. Tear out, affix a first class stamp and mail to

Beth Hann, Nodaway County Clerk
P.O. Box 218
Nodaway County Courthouse
Maryville, MO  64468

In Missouri, voter registration forms must be received by the County Clerk by Oct. 11, 2006, in order to vote in the November General Election.

REGISTERING IN YOUR HOME STATE.

If you wish to register to vote in your parents’ home district and you need the address, please stop by the Student Affairs Office, second floor, J.W. Jones Union or call ext. 1242 to obtain the correct mailing address. For assistance in registering to vote in another state, check [www.lwv.org/voter/register/cfm](http://www.lwv.org/voter/register/cfm)

We urge you to take a few minutes to register. Your educational experience should certainly include participation in your government. Please use the Voter Registration Card included in this handbook or contact the Student Senate Office on the second floor of the J.W. Jones Student Union for additional assistance.
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