



**NORTHWEST**

MISSOURI STATE UNIVERSITY

**2009-2010**

***STUDENT  
HANDBOOK***



## **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.

## academic calendar

### Fall Trimester 2009

Aug. 26-27	Wed-Thu	Department Planning and Development
Aug. 28	Fri	University/College meetings
Aug. 29	Sat	General Registration
Aug. 31	Mon	Classes begin
Sept. 7	Mon	Labor Day, no classes
Oct. 16	Fri	First Block ends
Oct. 19	Mon	Second Block begins
Oct. 23	Fri	Walkout Day, no classes
Oct. 24	Sat	Homecoming
Nov. 24	Tue	Thanksgiving Vacation begins, 5 p.m.
Nov. 30	Mon	Classes Resume, 8 a.m.
Dec. 14-18	Mon-Fri	Final Exams
Dec. 18	Fri	Commencement
Dec. 21	Mon	Grades due at 10 a.m.

### Spring Trimester 2010

Jan. 6-7	Wed-Thu	Department Planning and Development
Jan. 8	Fri	University/College meetings
Jan. 8	Fri	General Registration
Jan. 11	Mon	Classes begin
Jan. 18	Mon	Martin Luther King Holiday, no classes
Feb. 26	Fri	First Block ends
March 1	Mon	Second Block begins
March 22-26	Mon-Fri	Spring Break
March 29	Mon	Classes Resume
April 26-30	Mon-Fri	Final Exams
May 1	Sat	Commencement
May 3	Mon	Grades due at 10 a.m.

### Summer Trimester 2010

May 10	Mon	First Session begins and Registration
May 31	Mon	Memorial Day, no classes
June 4	Fri	First Session ends
June 7	Mon	Second Session begins and Registration
July 2	Fri	Second Session ends
July 5	Mon	Independence Day Holiday, no classes
July 6	Tue	Third Session begins and Registration
July 29	Thu	Commencement
July 30	Fri	Third Session ends
Aug. 2	Mon	Fourth Session begins and Registration
Aug. 16	Mon	Fourth Session ends
Aug. 17	Tuesday	Grades due at 10 a.m.

## fall 2009 academic calendar dates

Aug. 24-31		Online verification
Aug. 28	Fri	Textbook Pickup–The Station, 8 a.m.–4:30 p.m.
Aug. 29	Sat	General Registration–Administration Building, 9 a.m.-Noon
Aug. 30	Sun	Textbook Pickup.–The Station, 1-5 p.m.
Aug. 31	Mon	Classes begin Textbook Pickup The Station, 8 a.m.–4:30 p.m. Degree applications (December) to be filed with Registrar's Office or Graduate Office Petitions to supersede due in Registrar's Office or Graduate Office
Sept. 1	Tue	Last date to add or enroll in a first-block course
Sept. 4	Fri	Last date to establish credit by departmental test-out
Sept. 6	Sun	Late registration ends Last date to add or enroll in a trimester course
Sept. 7	Mon	Labor Day – no classes
Sept. 10	Thu	Last date to place a first-block course on pass/fail Last date to change a first-block course to audit
Sept. 18	Fri	Last date to change a trimester course to audit
Sept. 23	Wed	Last date to drop a first-block course
Oct. 12	Mon	Last date to place a trimester course on pass/fail
Oct. 12-16	Mon-Fri	Mid-term examinations
Oct. 16	Fri	First block ends
Oct. 19	Mon	Mid-term deficiency grades due by 10 a.m. Second block begins
Oct. 20	Tue	Last date to add or enroll in a second-block course
Oct. 23	Fri	Walkout Day
Oct. 24	Sat	Homecoming
Oct. 26	Mon	Last date to drop a trimester course Preregistration for Spring 2010 begins
Oct. 28	Wed	Last date to place a second-block course on pass/fail Last date to change a second-block course to audit
Nov. 4	Wed	Last date to withdraw from the University
Nov. 11	Wed	Last date to drop a second-block course
Nov. 20	Fri	Preregistration appointments for Spring 2010 end
Nov. 24	Tue	Thanksgiving recess begins 5 p.m.
Nov. 30	Mon	Thanksgiving recess ends 8 a.m.
Dec. 11	Fri	Classwork ends Second block ends
Dec. 14-18	Mon-Fri	Final Exams
Dec. 18	Fri	Trimester Ends Commencement Undergraduate delayed grades from Spring 2009 and Summer 2009 due in Registrar's Office
Dec. 21	Mon	Final grades due in Registrar's Office by 10 a.m.

## fall 2009 financial calendar dates

**DROP means to officially terminate 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	Sat	First installment due
Aug. 31	Mon	Late registration fee begins
Sept. 2	Wed	DROP AND WITHDRAWAL: Last date for 100% refund on first block courses
Sept. 4	Fri	DROP AND WITHDRAWAL: Last date for 100% refund on trimester courses
Sept. 7	Fri	DROP AND WITHDRAWAL: Last date for 75% refund on first block courses
Sept. 10	Thu	DROP AND WITHDRAWAL: Last date for 50% refund on first block courses
Sept. 14	Mon	DROP AND WITHDRAWAL: Last date for 75% refund on trimester courses DROP AND WITHDRAWAL: Last date for 25% refund on first block courses
Sept. 15	Tue	Second installment due
Sept. 21	Mon	DROP AND WITHDRAWAL: Last date for 50% refund on trimester courses
Sept. 28	Mon	DROP AND WITHDRAWAL: Last date for 25% refund on trimester courses
Oct. 15	Thu	Third installment due
Oct. 21	Wed	DROP AND WITHDRAWAL: Last date for 100% refund on second block courses
Oct. 23	Fri	Last date to remove yearbook charge from account
Oct. 25	Sun	DROP AND WITHDRAWAL: Last date for 75% refund on second block courses
Oct. 28	Wed	DROP AND WITHDRAWAL: Last date for 50% refund on second block courses
Nov. 1	Sun	DROP AND WITHDRAWAL: Last date for 25% refund on second block courses
Nov. 15	Sat	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/bursar](http://www.nwmissouri.edu/bursar)

## spring 2010 academic calendar dates

### ACADEMIC DATES

Dec 24, 2009 – Jan 11, 2010		ONLINE VERIFICATION
Jan. 8	Fri	Textbook Pickup – The Station 1 p.m. – 4 p.m.
Jan. 8	Fri	General Registration (1:30 p.m. – 4 p.m.)
Jan. 10	Sun	Textbook Pickup – The Station 1 p.m. – 5 p.m.
Jan. 11	Mon	Classes begin Textbook Pickup - The Station - 8 a.m. to 4:30 p.m. 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. 12	Tue	Last date to add or enroll in a first-block course
Jan. 15	Fri	Last date to establish credit by departmental test-out
Jan. 17	Sun	Late registration ends Last date to add or enroll in a trimester course
Jan. 18	Mon	Martin Luther King Day, no classes
Jan. 21	Thu	Last date to place a first-block course on pass/fail Last date to change a first-block course to audit
Jan. 29	Fri	Last date to change a trimester course to audit
Feb. 3	Wed	Last date to drop a first-block course
Feb. 22	Mon	Last date to place a trimester course on pass/fail
Feb. 22-26	Mon-Fri	Mid-term examinations
Feb. 26	Fri	First block ends
March 1	Mon	Mid-term deficiency grades due to Registrar by 10 a.m. Second block begins
March 2	Tue	Last date to add or enroll in a second-block course
March 5	Fri	Last date to drop a trimester course
March 10	Wed	Last date to place a second-block course on pass/fail Last date to change a second-block course to audit
March 15	Mon	Preregistration for Summer and Fall 2010 begins
March 16	Tue	Last date to withdraw from the University
March 22-26	Mon – Fri	Spring Break
March 31	Wed	Last date to drop a second-block course
April 23	Fri	Classwork ends Second block ends
April 26-30	Mon-Fri	Final Exams
April 30	Fri	Undergraduate incomplete grades from Fall 2009 due in Registrar's Office Last date to return textbooks to Textbook Services
May 1	Sat	Trimester Ends Commencement
May 3	Mon	Final grades due in Registrar's Office by 10 a.m.

## spring 2010 financial calendar 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.

Jan. 11	Mon	Late verification
Jan. 13	Wed	DROP AND WITHDRAWAL: Last date for 100% refund on first block courses
Jan. 15	Fri	DROP AND WITHDRAWAL: Last date for 100% refund on trimester courses Full payment or first installment due
Jan. 18	Mon	DROP AND WITHDRAWAL: Last date for 75% refund on first block courses
Jan. 21	Thur	DROP AND WITHDRAWAL: Last date for 50% refund on first block courses
Jan. 25	Mon	DROP AND WITHDRAWAL: Last date for 75% refund for trimester courses DROP AND WITHDRAWAL: Last date for 25% refund on first block courses
Feb. 1	Mon	DROP AND WITHDRAWAL: Last date for 50% refund for trimester courses
Feb. 8	Mon	DROP AND WITHDRAWAL: Last date for 25% refund for trimester courses
Feb. 15	Mon	Second installment due
March 3	Wed	DROP AND WITHDRAWAL: Last date for 100% refund on second block courses
March 7	Sun	DROP AND WITHDRAWAL: Last date for 75% refund on second block courses
March 10	Wed	DROP AND WITHDRAWAL: Last date for 50% refund on second block courses
March 14	Sun	DROP AND WITHDRAWAL: Last date for 25% refund on second block courses
March 15	Mon	Third installment due
April 15	Thu	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.

## 2009-2010 fees

Tuition, room, board and miscellaneous fees available at [www.nwmissouri.edu/bursar/tuitionandfees.htm](http://www.nwmissouri.edu/bursar/tuitionandfees.htm).

### WITHDRAWAL AND DROP REFUND SCHEDULE

**DROP** – change in course schedule

**WITHDRAWAL** – drop all courses

Refund Reduction	Full Trimester	Block Course
100% reduction	5 days	3 days
75% reduction	5 days	2 days
50% reduction	5 days	3 days
25% reduction	5 days	2 days

## summer 2010 calendar dates

Jun 7	Mon	Degree Applications for Summer Graduation due in Registrar's Office or Graduate Office
Jul 29	Thu	Commencement Ceremony
Aug 16	Mon	Official Graduation Date (Trimester end)
Aug 17	Tue	All Grades Due at 10 am
Aug 18	Wed	Target Date for Posting ALL Summer Grades to Transcripts

### SESSION 1 (MAY) DATES

May 6 – Aug 2		ONLINE VERIFICATION AVAILABLE
May 7	Fri	Textbook Pickup for preregistered students –The Station– 1 p.m.– 5 p.m.
May 10	Mon	Session 1 (May) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office Last date to enroll or add a May Session course
May 11	Tue	Last date to establish credit by departmental test-out for a May Session course
May 17	Mon	Last date to place a May Session course on audit Last date to place a May Session course on pass/fail
May 20	Thu	Last date to drop a May Session course
May 25	Tue	Last date to withdraw from May Session
May 31	Mon	Memorial Day – no classes
June 4	Fri	May Session ends

### SESSION 2 (JUNE) DATES

June 7	Mon	Session 2 (June) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office Last date to enroll or add a June Session course
June 8	Tue	Last date to establish credit by departmental test-out for a June Session course
June 14	Mon	Last date to place a June Session course on audit Last date to place a June Session course on pass/fail
June 17	Thu	Last date to drop a June Session course
June 22	Tue	Last date to withdraw from June Session
July 2	Fri	June Session ends

### SESSION 3 (JULY) DATES

July 6	Tue	Session 3 (July) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office Last date to enroll or add a July Session course
July 7	Wed	Last date to establish credit by departmental test-out for a July Session course
July 13	Tue	Last date to place a July Session course on audit Last date to place a July Session course on pass/fail

July 16	Fri	Last date to drop a July Session course
July 20	Tue	Last date to withdraw from July Session
July 30	Fri	July Session ends

**SESSION 4 (AUGUST) DATES**

Aug 2	Mon	Session 4 (August) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office Last date to enroll or add a August Session course
Aug 3	Tue	Last date to establish credit by departmental test-out for an August Session course Last date to place a August Session course on audit Last date to place a August Session course on pass/fail
Aug 9	Mon	Last date to drop a August Session course
Aug 10	Tue	Last date to withdraw from August Session
Aug 16	Mon	August Session ends

**SESSION 1 AND 2 (MAY/JUNE) DATES**

May 10	Mon	Session 1 and 2 (May/June) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office
May 11	Tue	Last date to enroll or add a May/June Session
May 12	Wed	Last date to establish credit by departmental test-out for a May/June Session
May 20	Thu	Last date to place a May/June Session course on audit Last date to place a May/June Session course on pass/fail
May 31	Mon	Memorial Day – no classes
June 4	Fri	Last date to drop a May/June Session course
June 14	Mon	Last date to withdraw from May/June Session course
July 2	Fri	May/June Session courses end

**SESSION 2 AND 3 (JUNE/JULY) DATES**

June 7	Mon	Session 2 and 3 (June/July) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office
June 8	Tue	Last date to enroll or add a June/July Session course
June 9	Wed	Last date to establish credit by departmental test-out for a June/July Session course
June 17	Thu	Last date to place a June/July Session course on audit Last date to place a June/July Session course on pass/fail
July 2	Fri	Last date to drop a June/July Session course
July 5	Mon	Independence Day Holiday – no classes
July 13	Tue	Last date to withdraw from June/July Session course
July 30	Fri	June/July Session courses end

**SESSION 3 AND 4 (JULY/AUGUST) DATES**

July 6	Tue	Session 3 and 4 (July/August) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office
July 7	Wed	Last date to enroll or add a July/August Session course
July 8	Thu	Last date to establish credit by departmental test-out for a July/August Session course
July 16	Fri	Last date to place a July/August Session course on audit Last date to place a July/August Session course on pass/fail
July 23	Fri	Last date to drop a July/August Session course
Aug 2	Mon	Last date to withdraw from July/August Session course
Aug 16	Mon	July/August Session courses end

**SESSION 1 - 3 (MAY THROUGH JULY) DATES**

May 10	Mon	Session 1 - 3 (May through July) begins Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office
May 13	Thu	Last date to enroll or add a May through July course Last date to establish credit by departmental test-out for a May through July course
May 21	Fri	Last date to place a May through July course on audit Last date to place a May through July course on pass/fail
May 31	Mon	Memorial Day – no classes
June 18	Fri	Last date to drop a May through July course
July 2	Fri	Last date to withdraw from a May through July course
July 5	Mon	Independence Day Holiday – no classes
July 30	Fri	Session 1-3 (May through July) ends

**TRIMESTER (MAY THROUGH AUGUST) DATES**

May 10	Mon	Trimester begins (Full Summer Session – May through August) Registration begins in Admissions Office Petitions to supersede due in Registrar's Office or Graduate Office
May 13	Thu	Last date to enroll or add a trimester course Last date to establish credit by departmental test-out for a trimester course
May 28	Fri	Last date to place a trimester course on audit
May 31	Mon	Memorial Day – no classes
June 21	Mon	Last date to place a trimester course on pass/fail
June 28	Mon	Last date to drop a trimester course
July 5	Mon	Independence Day Holiday – no classes
July 15	Thu	Last date to withdraw from a trimester course
Aug 16	Mon	Trimester ends Official Graduation Date

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### WITHDRAWAL AND DROP REFUND SCHEDULE

**DROP** – change in course schedule

**WITHDRAWAL** – drop all courses

Refund Reduction	Full Trimester	Block Course
100% reduction	5 days	3 days
75% reduction	5 days	2 days
50% reduction	5 days	3 days
25% reduction	5 days	2 days

## fee policies

### ROOM AND BOARD

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

### FINANCIAL AID REFUND CHECKS

Refunds will be processed AFTER the free drop/add period and will be available during the 2nd week of classes.

### 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 second billing e-mail address in their 'CatPAWS' account from the Personal Information Tab.

### PAYMENT SCHEDULE

FALL: Aug. 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 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.

## 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 2008-2010 *Undergraduate Academic Catalog* and on "Class Schedule" under 'CatPAWS on the Northwest homepage.

### MISCELLANEOUS FEES

Check the web at [www.nwmissouri.edu/bursar](http://www.nwmissouri.edu/bursar) for a listing of miscellaneous fees that could be charged to your account.

### 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
02	Career Education
24	Chemistry
29	Communication
44	Computer Science/Information Systems
52	Economics
62	Education Curriculum & Instruction
61	Education: General/Leadership
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
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
45	Recreation
68	School Counseling
28	Science Education
36	Social Science
35	Sociology
43	Theatre Arts
48	Nanoscale Science
01	Nursing

### 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 *2008-2010 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 for the next trimester's classes 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. Check the Financial Dates on the opening pages 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.

For example:		Student A		Student B	
Course	Hours	Grade	Points	Grade	Points
PE Activity	1	(F = 0)	0	(A = 4)	4
English Comp	3	(B = 3)	9	(B = 3)	9
Sociology	3	(A = 4)	12	(A = 4)	12
Freshman Seminar	1	(B = 3)	3	(B = 3)	3
American History	3	(C = 2)	6	(B = 3)	9
Biology/Lab	4	(C = 2)	8	(C = 2)	8
<b>15</b>		<b>38</b>		<b>45</b>	

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.

Course	Sec	CRN	Cr	Title	Time	Days	Ses	Inst	Code
08103	03	11430	3	Gen Psychology	0100-0150	MWF	1	Hendrix, R	
20120	01	10636	3	Intro Mass Media	0300-0350	MWF	1	Offutt, J	
13102	03	11781	3	Art Appreciation	ARR	ARR	1	Watkins, V	WB
29102	06	10648	3	Fund Oral Comm	0900-0950	MWF	1	Durbin, L	
10111	14	10526	3	Composition	0800-0915	TR	1	Ryan, B	
71101	01	11831	1	Freshman Seminar	0100-0150	TR	1	Fisher, J	
A	B	C	D	E	F	G	H	I	J

- 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 WEEKEND

A special time for the families of all Northwest students is Family Weekend. Faculty and administrators look forward to this opportunity to meet and visit with parents and students on an informal basis. Family Weekend 2009 is scheduled for Sept. 18, 19, 20. For information regarding Family Weekend 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. 24. 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.

Additionally, International Flag Raising is now an honored tradition on Walkout Day. Beginning in 1997, each Northwest student representing their country has the opportunity to raise that country's flag. Symbolically, students understand they are a part of the Northwest family and observers understand the flags represent the importance of international students and scholars at Northwest.

## student government

### 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.

**Civic Service** – organizes and participates in activities to benefit the campus and Maryville 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](http://www.nwmissouri.edu/~ssenate)

#### 2009-2010 Student Senate Officers

President	Erin Holm
Executive VP	Anthony Mittan
Secretary	Anna Montgomery
Treasurer	Kim VanNordstrand

### 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.

#### 2009-2010 RHA Officers

President	Tamera Dunn
Vice-President	Josie'Lea Roberts
Sec./Treas.	Delaney McKenzie
Nat'l Com. Coord.	Tykeila Gaddy

### PANHELLENIC COUNCIL (PANHEL)

The Northwest Panhellenic Council is the administrative and governing body that unites all six sororities. As Northwest's largest women's organization, Panhel works to foster a supportive environment that values scholarship, service and personal growth. Panhel strives to unite chapter women regardless of their individual chapter affiliation. It coordinates all sorority events, service projects, educational programs and formal sorority recruitment. Panhel works together to maintain high scholastic and social standards to strengthen the bonds of friendship and sisterhood throughout the sorority chapters.

Current Panhellenic chapters include Alpha Delta Pi, Alpha Sigma Alpha, Delta Zeta, Phi Mu, Sigma Kappa and Sigma Sigma Sigma.

### **INTERFRATERNITY COUNCIL (IFC)**

The Interfraternity Council is the administrative and governing board representing the best interest of the Northwest fraternities. The responsibilities of IFC include striving toward the highest standards of leadership, brotherhood, scholarship and self-governance. IFC coordinates educational, social and recruitment programs for member chapters, as well as establishes rules and standards for behavior and membership. Current IFC chapters include Alpha Gamma Rho, Alpha Kappa Lambda, Delta Chi, Delta Sigma Phi, Phi Delta Theta, Phi Sigma Kappa, Sigma Phi Epsilon, Sigma Tau Gamma and Tau Kappa Epsilon.

## **campus life**

### **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. Assistance with programming and financial issues is also available by calling 562-1218.

### **STUDENT ACTIVITIES COUNCIL (SAC)**

SAC is the student board that brings you entertainment, comedians, lectures, 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 Dierks Bentley, Stephen Lynch, Morgan Spurlock, Hinder, Margaret Cho, Wanda Sykes and Switchfoot. To find out what SAC is bringing to you call ext. 1226 on campus, 562-1226 off campus.

### **ENCORE SERIES**

The goal of the Encore Series to provide an unparalleled experience where the very best performing artists create and share knowledge through the arts in order to serve the students, Maryville residents, alumni and visitors to the campus of Northwest. For a season line-up, please check the Office of Campus Activities Web site.

### **NATIONAL PAN-HELLENIC COUNCIL**

The National Pan-Hellenic Council (NPHC) is the official coordinating agent for the nine historically Black Greek letter fraternities and sororities. The Northwest NPHC chapter serves as a standard-setting body for the affiliate organizations present on campus. Northwest NPHC strives to foster and maintain a cooperative environment among member affiliate members. NPHC serves as a forum for the consideration of issues important to its member organizations. The Council acts as a coordinator of activities and matters of common interest among member fraternities and sororities. Current NPHC chapters include Alpha Phi Alpha, Delta Sigma Theta and Zeta Phi Beta.

### **DISTINGUISHED LECTURE SERIES**

The Office of Campus Activities would like to invite you to attend lectures from individuals around the globe. These scholars, world travelers and leaders in their field visit campus to share their wisdom, insight and experience. Through the DLS, we are able to enhance the academic environment through individual discipline and interdisciplinary topics.

### **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, women's golf 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.nwmissouri.edu/crec](http://www.nwmissouri.edu/crec) 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 join 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 2.3 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 the Office of Campus Activities, 562-1226 or the Greek Life 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 Wellness 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.

### **LATE NIGHTS AT THE UNION**

Every Thursday night, late night activities are planned throughout campus. As part of the Student Activities Council, the Late Night 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.

### **LEADERSHIP SERIES**

The Leadership Series provides students with many opportunities to grow in their skills as a leader through lectures, team-building and service to others. Transferable skills will enhance student's abilities to acquire jobs in their chosen career after college, as well as increase their satisfaction while at Northwest. For more information, contact the Office of Campus Activities at 562-1226.

### **VOLUNTEER SERVICES AND SERVICE LEARNING**

The office of Volunteer Service Learning and Civic Engagement is located in the Student Affairs Complex in the Student Union. Special services such as BRUSH (Beautifying Residences Using Student Help), Martin Luther King Civic Engagement Day, Lobby Day and Alternative Spring Break and other activities are coordinated by this office. To find out more about volunteer activities for yourself or organization please stop by the office or call 562-1954.

## student organizations

### ACADEMIC/DEPARTMENTAL

Accounting Society  
 Agronomy Club  
 Alpha Psi Omega  
 Alpha Tau Alpha (Collegiate FFA)  
 American Association of Family and  
 Consumer Sciences  
 American Association of Petroleum  
 Geologists  
 American Marketing Association  
 Association for Computing Machinery  
 Block and Bridle  
 Criminal Justice Club  
 Delta Epsilon Chi  
 DigEM  
 Financial Management Association  
 Geology/Geography Club  
 History Club  
 Mathematical Association of America  
 Northwest Horticulture Club  
 Northwest Student Dietetic Association  
 Phi Beta Lambda  
 Phi Mu Alpha Sinfonia  
 Political Science Club  
 Pre-Law Society  
 Pre-Med Club  
 Psychology/Sociology Society  
 Scribblers  
 SOAR  
 Student Affiliates of the American  
 Chemical Society  
 Student Council for Exceptional Children  
 Student Missouri State Teachers Association  
 Students in Free Enterprise

### CLUB SPORTS

Bearcat Steppers  
 College Bass  
 Fencing Club  
 Futbol Club  
 Northwest Dance Company  
 Northwest Equestrian Team  
 Northwest Paintball  
 Northwest Rugby Club  
 Northwest Soccer Club  
 Northwest Wrestling Club

### GOVERNMENT/POLITICAL

College Republicans  
 Student Senate  
 Students for Political Awareness  
 Young Democrats  
 Your Voice, Your Choice

### GREEK

Alpha Delta Pi  
 Alpha Gamma Rho  
 Alpha Kappa Lambda  
 Alpha Phi Alpha  
 Alpha Sigma Alpha

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

### HONORARIES/HONOR

Alpha Chi  
 Alpha Psi Omegaa  
 Alpha Sigma Lambda  
 Beta Beta Beta, Biological Society  
 Blue Key National Honor Fraternity  
 Cardinal Key  
 Delta Mu Delta  
 Delta Tau Alpha  
 Gamma Sigma Epsilon  
 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 Mu Epsilon  
 Pi Omega Pi  
 Pi Sigma Alpha  
 Psi Chi Honor Society  
 Sigma Alpha Iota  
 Sigma Gamma Epsilon  
 Sigma Pi Sigma  
 Sigma Tau Delta  
 Upsilon Pi Upsilon

### MASS MEDIA

*Heartland View* magazine  
*Northwest Missourian*  
 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  
Hispanic American Leadership Organization  
International Student Organization  
Korean Student Association  
Minority Men's Organization  
Rhythm of Diversity  
Northwest Muslim Student Association

**SPECIAL INTEREST**

102 River Wildlife Club  
Advertising Club (Ad Ink)  
Alternative Spring Break  
American Sign Language Club  
Anime Club  
Amnesty International  
Art Association  
Art Education Club  
Association of Non-Traditional Students  
Bearcat Brigade  
Bearcat Football Ambassadors  
Campus Girl Scouts  
Club Green  
College Republicans  
Collegiate Co-Eds for Change  
Common Ground  
Cricket Club  
Entrepreneur Club  
Fellowship of the Tower Gaming Society  
German Club  
Heroes on Campus  
Kennel Club  
K.I.D.S. (Kind Individuals Dedicated to Students)  
Lions Club  
M-Club  
Medium Weight Forks  
MENC (Music Educators National Conference)  
Mock Trial  
Northwest Advocates for Animal Awareness  
Northwest Business & Professional Women  
Northwest Cinema Society  
Northwest Collegiate Farm Bureau  
Northwest Discordians  
Northwest Environmental Organization  
Northwest Forensics  
Northwest Independent Filmmakers Club  
Northwest Student Veterans' Association

Northwest Toastmasters Club  
NSTA Student Chapter  
Peer Education  
Philosophy Club  
Sigma Society  
Social Sciences Research Group  
Society for News Design  
Spiritually Involved Sisters Together  
    Achieving Harmony (S.I.S.T.A.H.)  
Student Activities Council  
Student Advisory Council/Student Support Services  
Student Ambassadors  
United States Institute for Theatre Technology (USITT)  
University Players  
Up 'Til Dawn  
Your Voice, Your Choice

**PERFORMING**

American Choral Directors Association  
Comedy, Inc.  
Tower Choir

**RELIGIOUS**

Alpha Omega Society  
Baptist Student Union  
Campus Crusade for Christ  
Chi Alpha  
Christian Campus House  
Fellowship of Christian Athletes  
Gamma Alpha Lambda  
Northwest Chapter of Hillel  
Liahona Organization of Christian Fellowship  
Lutheran Campus Center  
Navigators  
Newman Center  
Talents Used for God  
Wesley Student Center

**RESIDENTIAL**

Dieterich Hall Council  
Franken Hall Council  
Millikan Hall Council  
National Residence Hall Honorary  
Phillips Hall Council  
Residence Hall Association  
South Hall Council

See the Student Senate web site for descriptions of the organizations.

## university services

### ASSIST AND STUDENT ATHLETE SUCCESS PROGRAMS (SASP)

The Assist Program and Student Athlete Success Program helps qualified students develop techniques to handle demanding academic tasks, develop self-understanding, formulate career goals, and become self-directed and responsible members of the University community. Staff members keep a close eye on academic performance indicators and react quickly to any need with the appropriate University resource. Both programs are located in the Talent Development Center on the third floor west wing of the Administration Building. Call 562-1726 with questions.

### AUXILIARY SERVICES OFFICE

This office processes the Bearcat Card (student ID), the Aladine meal plans and facility requests. 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.

### BEARCAT BOOKSTORE

The Bearcat Bookstore is located on the second floor of the J.W. Jones Student Union. The Bookstore carries 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, sporting events and

at the Bearcat Bookstore. Currently enrolled students can obtain a Bearcat Card at the Auxiliary Services 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. Replacement ID cards may be obtained from The Station or the Auxiliary Services Office. The cost is \$15 plus tax and will be applied to your student account. 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 Auxiliary Services 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 billing, 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 first.

### 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, and the Forest Village Community Center. All areas accept any Northwest meal plan, cash and credit/debit cards.

**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. Zoca

specializes in burritos, nachos and quesadillas made with fresh ingredients. Choose one of our oriental specialties or choose your own ingredients Mongolian style at W.O.K. 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.** 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.

**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.

**The Runt.** Satisfy your sweet tooth with frozen treats and pretzels from Freshens, Smoothies and Pretzel Logic. Living on the east side of campus or buzzing through the Union on your way to class? The Runt is also a "little" c-store on campus offering a limited selection of the most popular convenience items. A variety of gift items including balloons, frames, stuffed animals and decorated cakes are also available for purchase.

**C<sup>3</sup> 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.

Our C<sup>3</sup> Express in Garrett-Strong is the perfect place to grab a snack or beverage when you're on the go! We offer a fast option when you don't have time to leave the building or just want to fit in a little study time!

**Pizza Delivery.** You can use your Bearcat card to order pizza delivery to campus. We partner with both Domino's Pizza and Pizza Hut for your convenience. Ten percent of your meal plan can be used per trimester towards pizza delivery purchases.

**Vending.** Use your Bearcat card at all beverage and snack vending machines on campus. It's easy and convenient no matter what time of day.

## 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.

Dietary information and counseling is also available through the Campus Dining office.

## CAREER SERVICES

Students will find career related resources on the Web site and in the Career Resource Library. Staff members provide résumé and cover letter critiques along with assistance in career exploration, internships, interview preparation, and job search strategies.

Career Services 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, Exploring Majors & Minors, "Mock" Interview Days and Education Expo.

Students and alumni can register with the office for full access to the **Hire A Bearcat** system. This online service lists job and internship opportunities, allows students to sign up for on-campus interviews, be included in résumé referrals and much more.

For more information, visit us in room 130 of the Administration Building, at [www.nwmissouri.edu/careerserv/](http://www.nwmissouri.edu/careerserv/) or call 562-1250.

## UNIVERSITY WELLNESS CENTER

Located west of the high-rise residence halls, the University Wellness Center is the hub for all campus health services and institutional testing and encompasses clinical, counseling, health promotion, public health and emergency response services. While remaining committed to quality outpatient care, the Wellness Center focuses on wellness not only as prevention of disease, but as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one's health. We believe true health must consider the individual as an integration of mind, body and spirit.

Prior to enrollment, students are required to comply with certain health requirements, including (1) Completion of a Health History Form (required for all students), (2) Measles, Mumps, and Rubella (MMR) Requirement (required for all students), (3) Meningococcal Education Requirement (required for students

living on campus only), and (4) Tuberculosis Testing (required for first-time students who are foreign-born, students who have spent more than three continuous months outside the United States, and/or have a known exposure to tuberculosis). Details on how to satisfy these requirements can be found at [www.nwmissouri.edu/wellnesscenter/beforenw](http://www.nwmissouri.edu/wellnesscenter/beforenw).

**Health Services.** The Wellness Center provides clinical health services to full and part time students. In the fall and spring trimesters, full-time nursing and physician services are offered between 8 a.m. and 5 p.m. Limited appointments are available during the summer. Students' tuition covers the costs of routine office visits, which include consultation, diagnosis and treatment recommendations only. Please note that students are responsible for the cost of services such as procedures (such as, but not limited to, toenail removal, stitches, or wart treatment), lab work (such as, but not limited to, pregnancy tests, urine tests, blood work or pap smear testing), and medications. Any charges associated with a visit to the Wellness Center not covered by tuition (as described above) or by a student's health insurance can be charged to a student's University account. The Wellness Center currently files insurance claims for office visits, procedures, lab work, etc. for students that have insurance and accepts insurance reimbursement as full payment for these services. Students that don't have insurance are responsible for procedure and lab costs incurred.

**Personal Development and Counseling Services.** The Wellness Center is committed to the personal development and success of all Northwest students. Personal Development and Counseling Services offers individual, couples and group counseling to students. In addition, the following services are provided to the campus community: workshops, guest lectures, referral services, consultations, training and crisis intervention.

**Health Promotion Services.** The Wellness Center offers a variety of services promoting health and wellness that are designed to help students modify their lifestyles and move toward a higher level of health and wellness. These services include but are not limited to: grant-funded public health initiatives, health and wellness related speakers, awareness weeks, health education activities, and other health promotion events and peer education. COMPASS is a group of students who have received certification as peer educators through the Bacchus Network, a national peer education network. Through interactive activities in and out of the classroom, COMPASS shares the vision of the Wellness Center with the

campus community. For more information about becoming a Peer Educator or to schedule a presentation, contact us at 562-1348 or e-mail at [PEEREDU@nwmissouri.edu](mailto:PEEREDU@nwmissouri.edu).

**Institutional Testing Services.** A number of national educational tests are administered by the Wellness Center staff which may be required for undergraduate or graduate admissions, course waivers, and University graduation requirements. These tests include the ACT, SAT, MAT, Praxis Series II, CLEP, C-BASE and others. The center also administers the GED for high school diploma equivalency. For information, application forms, fees, testing dates and services, contact the Wellness Center.

## 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.

## INTERCULTURAL AND 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, values and understanding 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 students of color and international students, our charge is to diversify Northwest by 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, International 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](mailto: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.

### **INTERCULTURAL AFFAIRS**

The office of Intercultural Affairs at Northwest is committed to the support, education, empowerment and development of students of color and scholars. The office provides tutoring and academic referrals, diversity education and training and cultural programming. The office aids in the retention, personal and leadership development of students 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 interculturalism by advising the Unity Project, a coalition of the multicultural organizations on campus and provides a variety of workshops.

### **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, Auxiliary Services, 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-Ringgold, is a contract station that offers the following services: first-class mail, priority mail, express mail, media mail and package services, certified mail, return receipt, insurance, delivery and signature confirmation. Due to our contract, the only international mail we can accept are postcards and letters, packages mailed internationally must be taken to the local United States Postal Services (USPS), located at 507 N. Fillmore. We sell stamps, postcards and envelopes along with mailing tubes. Priority and Express mailers along with boxes in a variety of sizes are also available. The Mail/Copy Center only handles USPS mail and services, all other carriers such as FedEx, Airborne, UPS and DHL are handled through MDC, (Material Distribution Center) located at West 16<sup>th</sup> and College Park Drive. Residence hall mail is delivered Monday through Saturday at 11 a.m. In order to help the Mail/Copy Center expedite your mail in a timely manner, please give your complete address to all persons who will be corresponding with you throughout your University stay.

In addition, the Mail/Copy Center is equipped with digital and color copiers as well as a HP full-color Plotter that prints on three sizes; 24, 36 and 42" widths. Paper is offered in text and cover weight and in a variety of colors. We also have résumé paper and print NCR forms. Folding, coil and spiral binding as well as lamination are also services we offer. The Mail/Copy Center has added a counter computer so customers can send copy jobs directly to our digital black and white or color copiers.

Hours of operations are 8 a.m.-5 p.m.  
Monday through 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

A vehicle is classified as a motorized means of transportation that is licensed by the state and requires a valid Northwest permit. Unlicensed motorized vehicles are not allowed on campus streets, sidewalks or parking lots. 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/](http://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. The catalog also provides access to some 30,000 electronic books that can be read by all students and faculty via the Internet. 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 95 PCs for student use. 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 Missouriiana, 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 and Missouri. This is a restricted area which can be used by making an appointment with the Archivist, Catherine Palmer at 562-1974.

**Teaching Resources.** The Teaching Resources Area on the second floor includes the library's collection of elementary and secondary textbooks and curriculum materials as well as a considerable collection of children's books. Audio-visual materials are shelved nearby, except feature films in DVD and videotape format, which are now on the first floor. Audio-visual equipment, including players, recorders, cameras and a limited number of notebook computers, can be obtained and checked out at the library services desk on the first floor.

**Testing.** The Assessment Office has a testing center on the second floor of Owens Library.

On the third floor is the Proctoring and Testing Center for clients of the Talent Development Center on campus.

**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 William D. Ford Direct Loan Program. The office also provides services to students receiving vocational rehabilitation funds, veterans' benefits, private and institutional scholarships and loans, 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
- 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 a whole unit or as individual units. 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 dean of students 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 \$7.05, \$7.15, \$7.65 or \$8.15, based upon the job duties and skills required. The program coordinator's office is located in the Human Resources 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.

### **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. SSS is located on the third floor west wing of the Administration Building. Call 562-1863 for information.

### **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 student staff for many undergraduate courses and Supplemental Instruction (SI) for selected courses are offered by 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 or go to [www.nwmissouri.edu/tdc](http://www.nwmissouri.edu/tdc).

### **UNIVERSITY ADVANCEMENT**

The Office of University Advancement includes the areas of Alumni Relations, Development as well as the Northwest Alumni Association and the Northwest Foundation.

Each area encourages students, alumni and friends of the University to maintain a close relationship with Northwest through a variety of activities. These loyal constituents offer their time and talents as volunteers at many University functions. Financial contributions from alumni, friends, businesses and foundations provide the resources to fund scholarships, student programs and University projects that impact the entire Northwest campus. The Office of University Advancement staff members work in the Alumni House and Advancement Office, located to the south of campus on College Avenue.

### **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 on the second floor of Owens Library, 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  
 Hours during breaks, intersessions and summer will change. Call for updated times.

**FITNESS CENTER 562-1708**

Monday-Thursday 6 a.m.-10 p.m.  
 Friday 6 a.m.-7 p.m.  
 Saturday 11 a.m.-3 p.m.  
 Sunday 5 p.m.-9 p.m.

**WELLNESS CENTER 562-1348**

Health Services  
 Personal Development & Counseling Services  
 Health Promotion Services  
 Monday-Friday 8 a.m.-5 p.m.  
 For after hours emergencies, call Campus Safety at 562-1254 or go to St. Francis Hospital and Health Services Emergency Room.

If you have a question about your condition after hours, Community Health Plan offers a 24-hour nurse line. Their registered nurses have the experience it takes to provide quality health information. This local service is free and confidential and is offered 24 hours a day, seven days a week. Please call 1-800-455-2476 to access this service.

**J.W. JONES STUDENT UNION 562-1430**

562-1615 after 5 p.m. and weekends  
 Daily 7 a.m.-11 p.m.  
 Summer (M-F only) 7 a.m.-5 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 2:15-4:45 p.m.  
 Closed Saturday and home MIAA doubleheader basketball games. Call 562-1606 during breaks and intercession 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.-8 p.m.  
 Friday 7 a.m.-2 p.m.  
 Saturday/Sunday 11 a.m.-7 p.m.

**JW'S GRILLE, Union 1st Floor**  
 Monday-Friday 11 a.m.-7:30 p.m.  
 Saturday/Sunday Closed

**THE RUNT, Union 2nd Floor**  
 Monday-Thursday 10 a.m.-10 p.m.  
 Friday 10 a.m.-4 p.m.  
 Saturday Closed  
 Sunday 5 p.m.-10 p.m.

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

**C<sup>3</sup>, 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.

**C<sup>3</sup>, Forest Village Community Center**  
 Monday-Sunday 11 a.m.-11 p.m.

## 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 federal laws.

### ACADEMIC REQUIREMENTS

The student has the right to accurate and plainly stated information that 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 certain personal information. Information concerning the student contained in medical and counseling records shall not be disseminated without a student's expressed consent. Academic and disciplinary records are protected against disclosure by the Family Educational Rights and Privacy Act (FERPA), as amended, although that Act does permit disclosure in limited circumstances without the student's consent.

### 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 or handicap. 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.

Students shall not be subject to the disciplinary action by the University solely because of conviction in civil court.

### 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 instructor's conduct of the class. Students have the right to be evaluated correctly and fairly in their academic performance, and not on their opinion, per se, 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 subject to faculty sponsorship and approval by Student Senate. Recognition shall be denied only if the group's goals and purposes are inconsistent with 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 a statement that the editors and staff will not violate any 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 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 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 decency, health and safety.

Freedom of assembly shall be guaranteed to all unless it involves behavior that causes or threatens to cause damage to private or University property or physical injury or disrupts or threatens to disrupt the living/learning environment of the University. 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 that 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, and approved by the Board of Regents.

## 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 and videotapes may be taken which would include them and which may be used in University publications, newspapers and other media for promotional purposes including advertising and marketing. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

## posting and chalking policy

### 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 $\frac{1}{2}$  by 22 $\frac{1}{2}$  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 Associate Dean of Students.

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.

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 Dean of Students 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.

## student union banner policy

Banners may be hung on the exterior of the J.W. Jones Student Union only with prior written approval from the Student Affairs Office.

### APPROVAL

1. Only banners promoting Northwest campus-wide events that everyone is invited to attend and is taking place on campus and organized by a campus organization or office will be approved.

2. Requests are approved on a first-come, first-approved basis.

3. A Banner Approval Request Form must be completed which will include a sketch or photograph of the banner. The Banner Approval Request Form must be submitted no later than 5 business days before the banner is requested to be hung. The exceptions are Homecoming or Greek Week banners. These banners are approved and hung by the Office of Campus Activities.

### REGULATIONS

1. 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 banner. No libelous or defamatory references shall be made on the banner.

2. Banners not in English should include English translation. Exceptions may be made for phrases that are of common knowledge.

3. The banner must specify the recognized student organization or Northwest office sponsoring or co-sponsoring the event.

4. Once approved, banners may be dropped off at the Student Affairs office to be hung. Banners will be hung by the Union staff only.

5. Banners may be hung on the building no more than 7 days. Banners may be removed in less time if space is needed. Damaged banners and/or banners that are hung on the building without approval will be removed. Banners will be taken down the day after the event. Banners may be picked up at that time, any banner not picked up after 1 week will be discarded.

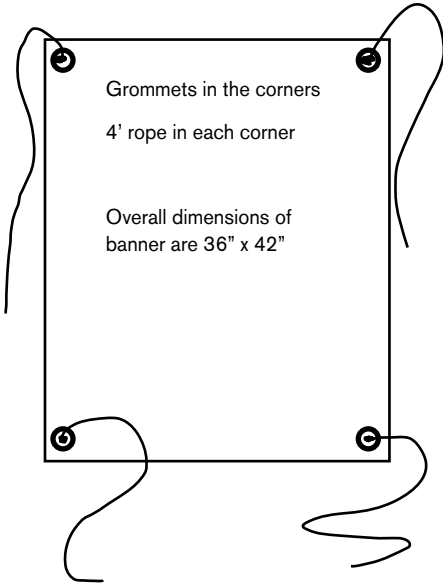
6. There are 24 spaces to hang banners. Each space is 105" (8'9" wide by 117" (9'9") tall. In order to hang a banner it must be smaller than these dimensions.

7. Banners must be made of vinyl, heavy cloth or other durable material. Paper banners may not be used and will not be approved or hung.

8. Banners must include grommets at all four corners to be attached to the building. The exception is if the banners are using a wood 2"x2" or 1"x4" at the top, then there should be holes drilled through the wood or screw-in eyelets, to attach rope or bungee cords. Below is a diagram of a sample banner.

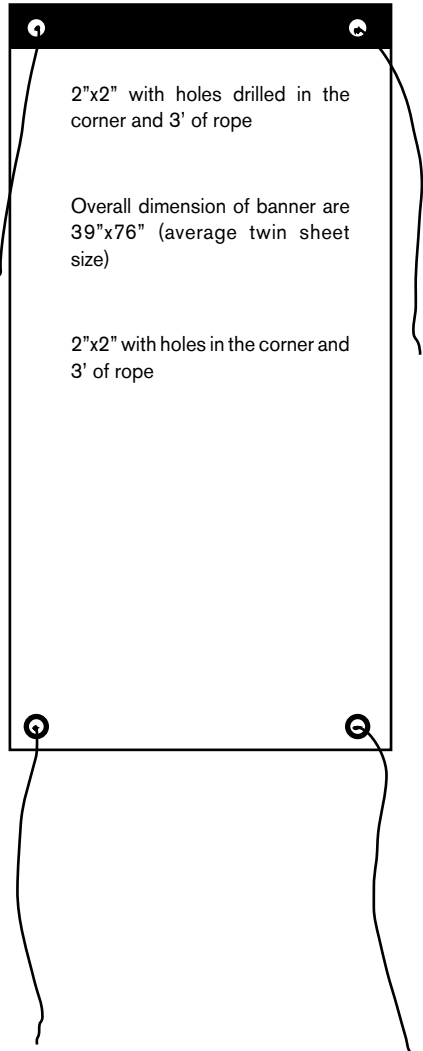
9. Bungee cords will be provided for the banners that are a minimum of 6' x 7', smaller banners must have ropes attached (see diagram below).

The Sign Shop (ext. 1844) on campus is available to make professional banners. Please call as soon as possible to place your order and receive a price quote.



**VIOLATIONS**

1. Violations of the Banner Policy will be handled according to University Posting Policies.



## multiculturalism

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

- a multiculturally infused curriculum
- library and media resources
- student and faculty research opportunities
- internships and graduate assistantships
- recruitment and retention of students, faculty and staff
- faculty and student study abroad and exchange programs
- student organizations
- multicultural living-learning experiences

Through the living, learning and working experiences at Northwest, we celebrate diversity as an opportunity to broaden our cultural experiences, enhance understanding of our cultural perspectives and value each person's heritage.

## nondiscrimination

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, Vice President of Human Resources and Organizational Effectiveness 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 Dr. 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
4. The Higher Education Act Amendments effective October 1998

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 Matt Baker, 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 Wellness Center 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 behaviors regarding client information;

E. The collection and use of summary data from drug-related disciplinary actions.

F. For the past two years, Northwest has used the Missouri College Health and Behavior Survey (MCHBS) to monitor the behaviors of Northwest students. A substance abuse task force (SATF) with representation from all facets of the University reviews the MCHBS data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors 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 Wellness Center at 562-1348 for off-campus referrals.

### **ON CAMPUS**

Information and assistance is available through the Wellness Center and Campus Safety.

Wellness Center	562-1348
Campus Safety	562-1254

The Wellness Center provides individual and campus-wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use.

Classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important educational resource for students.

Students may schedule appointments with the staff at the Wellness Center for confidential consultation and recommendations for assistance related to alcohol use.

The Wellness Center chairs the Substance Abuse Task Force, a multidisciplinary team that reviews policies, assesses needs and develops plans that are aligned with best practices in college health.

## 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.

### Alcoholics Anonymous (AA) Meetings

AA closed meetings are for anyone with a desire to quit drinking. AA meetings are for anyone who wants to learn more about alcoholism.

Mondays – noon, Wesley Center (Northwest campus)

Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville

Wednesdays – 6 p.m., Margaret Davison Square, Maryville

Thursdays – Noon and 8 p.m., Wesley Center, Northwest campus

### Narcotics Anonymous (NA) Meetings

Narcotics Anonymous is a community-based association of recovering drug addicts.

Saturdays – Noon, Wesley Center, Northwest campus

### Al-Anon Meetings

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics whose purpose is to help the families of alcoholics.

Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville

Wednesdays – 6 p.m., Margaret Davison Square, 400 block S. Laura Street, Maryville

### Overeaters Anonymous (OA) Meetings

Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well-being.

Mondays – 5:30 p.m., St. Francis Hospital and Health Services, Maryville

Saturdays – 9 a.m., St. Francis Hospital and Health Services, Maryville

## 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

## **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 or online. 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 [www.nwmissouri.edu/swd](http://www.nwmissouri.edu/swd).

### **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](http://www.nwmissouri.edu/swd).

### **CLASS ABSENCES**

Students are responsible for contacting their instructors about class absences. If a student will miss two or more consecutive days due to illness or other extenuating circumstances, he/she should fill out the Absence Request form at [www.nwmissouri.edu/studentaffairs/absence.htm](http://www.nwmissouri.edu/studentaffairs/absence.htm) or 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.

Documentation must be submitted to the Student Affairs Office. Faculty may use the Early Alert System to notify Advisement, 562-1695, if they are concerned about student absences.

### **INFORMATION SYSTEMS (CAMPUS COMPUTING)**

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. For more detailed information on acceptable usage of the Northwest Network and its resources review the Computing Policies at [www.nwmissouri.edu/compsevr/ClientComputing/ComputingPolicies.htm](http://www.nwmissouri.edu/compsevr/ClientComputing/ComputingPolicies.htm)

Assuring network stability is a priority for Northwest's Information Systems. Northwest Computing Policies ensure the availability of campus shared resources and approved uses are not interrupted.

Preserving access to information resources is a community effort that requires each member to act responsibly to safe-guard network performance and stability. Therefore, both the community as a whole and each individual have an obligation to abide by Northwest's Computing Policies to assure network stability and availability. University information technology resources, including bandwidth and IP addresses, belong to Northwest, not to end-users. Northwest's Information Systems is responsible for managing network resources and allocating bandwidth by application priority to assure network stability and functionality.

Failure to comply with the appropriate use of Northwest's technology resources is in violation of Northwest Computing Policies and 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 printed Computer User's Guide to the Electronic Campus at: [www.nwmissouri.edu/CompServ/ClientComputing/online\\_support/index.htm](http://www.nwmissouri.edu/CompServ/ClientComputing/online_support/index.htm) for additional information.**)

## PERSONAL DATA AND CAMPUS NOTEBOOKS

The Information Systems Electronic Campus Support Center (ECSC) and Northwest Missouri State University are not responsible for supporting or backing up (copying) personal files on non-university or university-provided notebook computers.

The user is solely responsible for backing up (copying) personal files to an alternative storage device even when a university-provided notebook computer is involved. Personal files include, but are not limited to, spreadsheets, word processing documents, music files and pictures.

Alternative storage devices (other than the network storage folder provided by Northwest's Information Systems) are not provided by Northwest or ECSC. The user is solely responsible for purchasing such devices with personal funds. Such devices include, but are not limited to, USB Flash/Jump drive and CD.

Since Northwest owns the university-provided notebook computer and its software, Information Systems reserves the right to format and reload the hard drive (with standardized university software) without the user's permission once it is returned for any reason to the ECSC.

All users are encouraged by Information Systems to back-up their important personal files on a weekly basis to prevent loss of data in case of hardware or software failure.

If you have questions about university-provided notebook computers, see the Campus Notebooks Web page [www.nwmissouri.edu/compServ/CampusNotebooks/index.htm](http://www.nwmissouri.edu/compServ/CampusNotebooks/index.htm)

Or, you can contact the Client Computing–Information Systems Help Desk at 562-1634.

## MASS E-MAIL

When information needs to reach a large number of people, consider using a mailing list, web page, or an announcement in the *Northwest Missourian* or *Northwest This Week*.

To request a mailing list see [www.nwmissouri.edu/compServ/ClientComputing/listServ\\_support](http://www.nwmissouri.edu/compServ/ClientComputing/listServ_support).

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 of communication for 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 a "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/ClientComputing/listserv\\_support.htm](http://www.nwmissouri.edu/compserv/ClientComputing/listserv_support.htm)

NOTE: Violations of the mass e-mail policy will be handled in accordance with existing University procedure for students, faculty and staff. For disciplinary actions for violations of University policy, see the Disciplinary Action section on the Northwest Computing Policies Web page at [www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm](http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm) or see the printed computer Users Guide to the Electronic Campus at: [www.nwmissouri.edu/Compserv/ClientComputing/online\\_support/index.htm](http://www.nwmissouri.edu/Compserv/ClientComputing/online_support/index.htm)

## 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 Dean of Students 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**

The behavior of a student or group of students that disrupts or threatens to disrupt a class, university function, or otherwise adversely affect the living/learning environment of the institution or that affects or threatens to affect the safety or health of an individual or group of individuals (student or employee) will immediately be referred to the Vice President for Student Affairs, who will take action to determine whether the student or group of students should no longer remain at the University. Disruptive behavior includes a student's failure to address and/or manage emotional or health issues thereby putting his or her well-being at risk as well as the living/learning environment of others. Examples include, but are not limited to, failure to take medications, suicidal threats, self-starvation or purging, or on-going substance abuse or addiction. The Vice President for Student Affairs has the discretion to address instances of disruptive behavior by referring them either to the student judicial system or by processing the student for administrative withdrawal, as may be appropriate by the facts and circumstances of each case. In the case of an administrative withdrawal, however, such action does not preclude disciplinary action under the student judicial system if the behavior involved also constituted a violation of the student judicial code.

All incidents of disruptive behavior should be reported to the Dean of Students, 562-1219. If the behavior is related to an unresolved mental health issue, a small committee of professionals will be constituted to decide upon a course of action aimed at resolving the issue and assisting the student in becoming a healthy member of the University community. 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, as noted below.

Northwest Missouri State University complies with FERPA, which also gives you certain rights with respect to your education records. They are:

(1) The right to inspect and review your education 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 identify 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 or 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. This procedure, however, may not be used to seek a change in grades.

(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 disclosure 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 or her professional responsibility. Another exception permits information from a student's educational record to be disclosed to protect health or safety of students or other persons.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwest Missouri State University to comply with the requirements of FERPA. The office that administers FERPA is:

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

**Financial Assistance Records:** Office of Scholarships and Financial Assistance, Administration Building

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

**Library Records:** B. D. Owens Library

**Medical Records:** University Wellness 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, email 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 -- is considered "directory information" and is generally available for public release. If you do not want this information released, you should file a request for confidentiality with the Office of the Registrar within 10 days of the beginning of the term.

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:

through a written consent of the student,

in compliance with a valid subpoena, or

by producing a copy of the most recent Federal Income Tax form showing the student was claimed as a dependent.

Another exception added in the 1998 Reauthorization of the Higher Education Act provides that institutions may notify a parent or legal guardian regarding any violation of law or of an institutional rule or policy governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student committed a disciplinary violation with respect to such use or possession and the student is under the age of 21 at the time of both the violation and the disclosure.

Effective Fall 2007, students can use an online procedure to authorize release of information to third parties and allow access to specific individuals. Authorization is an option on the Student Services and Financial Aid tab on CatPAWS.

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.

## INTERIM SUSPENSION

When the Dean of Students or his/her designee has reasonable cause to believe that the student's presence on University premises or at a University-related or registered student organization activity poses an imminent, significant risk of substantial harm to the health or safety of others or to property, the student may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities, and not be permitted to participate in, or complete academic coursework. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the University. The student may, within three (3) working days of the imposition of the suspension, petition the Dean of Students for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the Dean of Students or the Dean of Student's designee.

## PARKING

Parking on campus requires purchase of a permit. Student parking permits are \$90 for the 2009-2010 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.

## TOWING AND IMMOBILIZATION POLICY

As of August 1, 2009 the Department of Campus Safety will begin using a vehicle boot to immobilize scooters, motorcycles and other vehicles that are parked illegally on campus and/or do not display valid campus registration. Booted vehicle owners will have to make contact with Campus Safety to remove the boot.

Targeted areas for vehicles, motorcycles and scooters will include (but not limited to) sidewalks, bicycle racks, no parking zones, and next to buildings.

## 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:  
Tim Crowley, 120 Wells Hall, 562-1220
- the Vice President for Student Affairs:  
Jackie Elliott, Student Affairs Office, J.W. Jones Student Union, 562-1154
- the Dean of Students: Matt Baker,  
Student Affairs Office, J.W. Jones Student Union, 562-1219
- the Director of Human Resources and Organizational Effectiveness: 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. We encourage everyone to register their bicycle with Campus Safety.

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.

The panel will also determine the necessity of parental notification in situations where the safety of individual students is threatened.

### **WEAPONS**

Weapons: e.g., guns, switchblades or other knives (deemed to be dangerous or illegal) hunting bows, or explosives (fireworks) or other items which can be construed as weapons, such as paintball guns and air soft 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. 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.)

- Wellness 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 Wellness Center or Dean of Students 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 hear and respond 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 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 Matt Baker, Dean of Students; any questions concerning the policies and procedures outlined below should be directed to Jackie Elliott, Associate Vice President for Student Affairs, 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 Associate Vice President for Student Affairs 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 for one or more of the findings by the previous hearing committee mentioned above. The Appeal Board may, but need not, limit inquiry to the issue or issues put forward in the student's written appeal. The Appeal Board may, at its discretion, ask the student or any other party to make an oral or written presentation.

c. The Appeal Board may accept the decision of the Discipline Committee; reverse the Discipline Committee's decision and return the case to the Committee for further hearings, considering suggestions that the Appeal board may make; or reverse the Discipline Committee's decision and dismiss the case. It may NOT increase the sanction but it may, at its discretion, decrease the sanction. Returning the case to the Discipline Committee shall not be deemed to be double jeopardy, since the first hearing is still not complete.

d. If the Appeal Board accepts the report of the Discipline Committee, the matter is deemed final and binding upon all parties; except that either may petition the original Discipline Committee to reopen the matter upon discovery of new material evidence. The Discipline Committee will judge the relevance and materiality of the new evidence; however, no appeal can be taken from that decision.

## 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:

#### Radio Stations Frequency

KXCV Radio	90.5
KXCV-FM	106.7

#### Television Channel

KNWT	Channel 8
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### 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 directly supported and 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.

#### SHELTER-IN-PLACE

You will be notified to either lock down or evacuate. If a situation does occur, use this information as a reference.

#### SECURE IMMEDIATE AREAS:

- lock and barricade doors
- turn off lights
- close blinds, block windows
- turn off radios and computer monitors
- keep occupants calm, quiet and out of sight
- keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, decks, filing cabinets
- if not communicating with authorities, silence cell phones

#### UNSECURING AN AREA:

- consider risks before unsecuring rooms
- attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- if doubt exists for the safety of the individuals inside the room, the area should remain secured and wait for officers to assist them from the scene

**WHAT TO REPORT**

- your specific locations: building name and office/room number
- number of people at your specific location

- injuries: number of injured, types of injuries
- assailant(s) location, number of suspects, race/gender, physical features, clothing description, backpack, types of weapons (if known) and identify of the shooter

**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. 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. Northwest 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, assistant director, two area coordinators, nine hall/complex directors and 85 student staff. 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.

Residence halls are secured 24 hours a day by an electronic key/fob. 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, campus safety student 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 composed 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 encouraged to lock their room doors at all times. 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 (near Owens Library, parking lot 38, the campus bridge by the water tower, parking lot 59 and Bearcat Stadium).

**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 danger. 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.

## WELLNESS CENTER

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

## WELLNESS CENTER

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

Licensed professionals at the Wellness Center provide emergency services and on-going care for students including medical care, counseling and referral to appropriate campus and community resources.

Wellness Center staff and peer educators provide educational programs on topics such as personal safety, healthy relationships and promoting a respectful campus climate.

The Lighthouse at the Wellness Center provides resources for victims of sexual violence to assist in healing through access to all services and the provision of on-going emotional support. For information, call the sexual assault hotline (562-1972) or the Wellness Center (562-1348.)

## PHYSICAL PLANT/ SECURITY FEATURES

### Residence Hall Doors

All student room doors are secured with commercial 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 (562-1183 during normal working hours; and 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. Assailants 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 at 562-1254 (911 on campus) immediately or contact one of the resources listed on page 47. You may save someone else from becoming a victim.
- Assistance is available 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](http://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](http://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 federal, 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, Benzadrine).

**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. (Drunkness 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.

Consensual sexual behavior is mutually desired and freely chosen by partners who are fully capable of informed consent. To be fully capable of informed consent, an individual cannot be incapacitated by illness, injury, alcohol or other drug consumption, nor any other condition or circumstance that would preclude informed 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

Reported in accordance with Uniform Crime Reporting Procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense	ON CAMPUS			**RESIDENTIAL FACILITIES			NONCAMPUS			PUBLIC PROPERTY		
	06	07	08	06	07	08	06	07	08	06	07	08
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense, Forcible	3	3	5	2	2	3	1	1	2	0	0	0
Sex Offense, Non-Forcible	1	0	0	0	0	0	0	0	0	0	0	0
Anonymous Sex Offenses	1	3	2	1	3	1	3	3	1	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	3	1	2	0	0	0	0	0	0	0	0	0
Burglary	44	45	20	18	27	12	0	2	0	0	0	0
Motor Vehicle Theft	2	2	1	0	0	0	0	0	0	0	0	0
Arson	1	1	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	4	13	16	0	0	10	11	7	0	0	5	0
Liquor Law Violations Referred for Disciplinary Action	95	53		79	45		0	0	0	0	0	0
Drug Law Arrests	4	6	3	0	4	0	0	1	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	11	9	21	0	7	20	0	0	2	0	0	0
Illegal Weapons Possession Arrests	0	1	0	7	0	0	0	0	0	0	0	0
Illegal Weapons Poss. Violations Referred for Disciplinary Action	4	6	1	4	6	0	0	0	0	0	0	0

\*\*Crimes reported in the residential facilities column are included in the on-campus category.

There were no reported hate crimes for 2006, 2007 or 2008.

There were no reported offenses or hate crimes for the Liberty Center for 200, 2007 or 2008.

There were no reported hate crimes and one burglary offense reported for the St. Joseph Center for 2007 and 2008.

## recycling

The University maintains a strong recycling program. All University housing offices and public areas are expected to participate.

Recycling is a part of our culture at Northwest and we need your cooperation in order to keep our program successful.

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

We recycle:

- 1) aluminum
- 2) paper
- 3) plastics
- 4) cell phones
- 5) batteries

### 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 newspaper, cardboard, office paper, telephone books, magazines, catalogs, cereal boxes, computer paper, all clean paper, frozen food and pizza boxes. **DO NOT** recycle laminated paper or 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.

**CELL PHONES:** Drop off at Horace Mann office for fundraiser activities.

**BATTERIES:** Rechargeable batteries can be dropped off at the front desk of your residence hall or at the Student Services Desk in the Administration Building.

**OTHER:** Recycle used and empty printer cartridges by sending to Central Stores through campus mail or drop off at the front desk of your residence hall. "Dead" rechargeable batteries must be recycled by sending to Health/Safety Manager, in the Support Services Building through campus mail or drop off at the front desk of your residence hall. Fluorescent bulbs may be returned to the Health/Safety Manager.

**WASTE:** Anything that doesn't fit into the other five categories 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.

## feral cats on the Northwest campus

Northwest permits "feral" cats to live on campus, subject to their population management and continuous care. The University/faculty/staff/student organization called Northwest Advocates for Animal Awareness (NWAAA) is authorized to and responsible for this care and management. Managed feral cats become more docile and may become tame acting, but should not be

handled by the public. In some areas of campus, cat shelters are provided. Do not disturb cat shelters. Cats are fed at certain times of the day in specific areas. Do not disturb the feeding grounds. If you have questions about cats on campus or a particular cat, contact NWAAA07@nwmissouri.edu. If you feel a situation concerning a cat requires immediate attention, contact Campus Safety (562-1254).

## maryville

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

### BANKS

Bank Midwest	
508 N. Main	582-2131
1016 S. Main	582-2131
Citizens Bank and Trust	582-7454
105 N. Main	
Nodaway Valley Bank	562-3232
304 N. Main	
Northwest Regional Credit Union	582-5747
26155 Stolls Country Lane (physical location)	
Use campus mail system for mailing	
State Farm Bank	582-3512
108 E. 3rd	
US Bank	562-2000
1621 S. Main	582-2211
120 S. Main	582-7159

### CELLULAR SERVICES

Best Brands Plus	
2605 S. Main	582-2815
AT&T	
1109 S. Main	562-3300
Northwest Missouri Cellular	
1114 S. Main	582-3334

### CHURCHES/\*CAMPUS MINISTRIES

*Baptist Student Union	582-3963
401 W. Fourth	
Calvary Chapel NW	562-0001
24770 Interlude	
*Christian Campus House	582-7170
904 College Ave.	
Church of Christ	582-8089
217 E. Sixth	
Church of Jesus Christ of Latter Day Saints	
1721 S. Munn	582-8536
Church of the Nazarene	562-2420
1139 S. Munn	
Community of Faith Church	582-2623
921 E. Third	
Countryside Christian Church	582-8872
W. 16th & Country Club Road	
First Baptist Church	562-2616
121 E. Jenkins	
First Christian Church	582-4101
201 W. Third	
First Presbyterian Church	582-4257
211 S. Main	

First United Methodist Church 102 N. Main	582-4821	Jim's Auto & Exhaust Center 402 S. Depot	582-5036
Hope Lutheran Church 931 S. Main	582-3262	Leaverton Auto 125 E. South Ave.	562-4884
Jehovah's Witnesses 225 E. 16th	582-3916	Maryville Muffler & Repair 107 W. Second	582-4072
Laura Street Baptist Church 120 S. Laura	582-4773	Beemer's Muffler Center 1305 E. First	582-2800
Living Hope Church—The Ville 118 W. Third	816-279-7566	Northwest Ford Lincoln Mercury 2017 S. Main	562-2464
*Lutheran Campus Center 718 College Ave.	582-2090	Parson's Tire & Battery 1515 E. South Ave.	582-7213
*Newman Catholic Center 606 College Ave.	582-7373	Shell's Service Center 985 S. Main	582-4711
Peer Ministers 549 W. Fourth	582-4426	Slagle Truck & Auto Repair 1625 E. Halsey	582-3660
Reorganized Church of Jesus Christ of Latter Day Saints 415 W. First	582-2651	Vince's Auto Repair 2718 S. Mulberry Rd.	562-3367
St. Gregory's Catholic Church 333 S. Davis	582-3833	Walker Body Shop & Towing 420 N. Market	582-3104
St. Paul's Episcopal Church 901 N. Main	582-5832	Wal-Mart Super Center 1605 S. Main St.	562-0213
Temple Baptist Church 1604 N. Main	582-2922	Wiederholt Auto Body 521 S. Depot	582-8852
*Wesley Foundation 549 W. Fourth	582-2211	Wilmes Tire & Service 1307 N. Main	582-3442
<b>AUTO REPAIR</b>		<b>EXERCISE FACILITIES</b>	
Automatic Transmission Service 421 S. Depot	562-3766	Curves for Women 1210B S. Main	562-8550
Baumli Body Shop 203 W. Talbot St.	582-5297	Duvall's Academy and Fitness Center 404 S. Main	582-5611
Best Auto Repair 515 N. Dewey	582-4944	Looks Fitness Center 316 N. Main	562-2205
Boyles Motors Inc. 204 N. Market St.	582-2116	Maryville Community Center 1407 N. Country Club Road, Suite 200	562-2923
Delbert's Garage LLC 106 N. Depot	562-0025	<b>FLORISTS</b>	
Heitman Tire & Service 309 E. Third	582-4444	Bittersweet Floral & Gifts 101 E. 4th St.	582-5700
Hometown Auto Doctor 26211 Stolls Country Lane	582-4888	Hy-Vee Florist 1217 S. Main	582-2199

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

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

Guys and Dolls 582-4900  
1012 N. Main

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  
1210C S. Main

R Salon 562-3775  
127 S. Buchanan

Salon Advantage 582-2562  
921 S. Main

Salon 1 562-3200  
105 S. Buchanan

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

**HEALTH SERVICES**

St. Francis Hospital and Health Services 562-2600  
2016 S. Main

Alejandro Amante, M.D. 562-4305  
Psychiatry 114 E. South Hills Drive

Sally Bomar, M.D. 562-2525  
Family Practice 2016 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. 562-7999  
Orthopedics 2016 S. Main

Shellie Faris, M.D. 562-2525  
Surgeon 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 Havaladar, 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. 562-7999  
Orthopedics 2016 S. Main

Manuel W. Runez, M.D. 562-2525  
General Surgery 2016 S. Main

Amrit Singh, M.D. 582-8055  
Internal Medicine 114 E. South Hills Dr.

Susan Watson, M.D. 562-2525  
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

**LODGING**

Best Inn & Suites 562-3111  
 1700 E. First (888) 664-5634

Comfort Inn 562-2002  
 2817 S. Main St. (800) 228-5150

Holiday Inn Express 562-9949  
 2929 S. Main St. (800) Holiday

Super 8 Motel 582-8088  
 222 E. Summit Dr. (800) 800-8000

**PHARMACIES**

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-Fri. 9-7; Sat. 9-6; Sun. 10-6

**RESTAURANTS**

A&G Restaurant  
 Applebee's  
 Bubba's BBQ & Fixins  
 Burger King  
 Carson's Sports Grill  
 Dairy Queen  
 Domino's Pizza (Carry-out/Delivery)  
 Gray's Restaurant

Hangar Observation Deck  
 Happy Garden (Chinese)  
 Hy-Vee Deli  
 Kentucky Fried Chicken  
 LaBonita (Mexican)  
 Mandarin (Chinese)  
 McDonald's  
 Mr. Goodcents Subs & Pastas  
 Murphy's BBQ  
 Napoli's  
 Pagliai's Pizza  
 Pizza Hut  
 Sonic Drive-In  
 Subway (North and South)  
 Taco Bell  
 Taco John's

**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. Visit the Student Affairs office to pick up the form. 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. 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. Fill out the form, attach a first class stamp and mail to

Beth Hann-Walker, 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. 7, 2009, 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.