The Northwest learning experience occurs in an engaged, active environment in which students participate, take ownership, and apply their learning to God’s call in their lives. Participation in the Northwest University learning community is an integrated experience that occurs both in and out of the classroom. Student Development enriches the student academic program so that each student will have both a fulfilling experience while on campus and a successful life beyond the University. Each member of the community makes a distinct contribution through shared scholarship, leadership, worship, service, and other campus life opportunities. Northwest students are encouraged and expected to offer a unique blend of strengths, characteristics, curiosity, and callings to enhance this Christian community of scholarship and learning.

“Learning to do life well…together”

WHOLE-LIFE LEARNING

Undergraduate students are at a life stage when they are developing a sense of individual identity, spiritual formation and vocational direction. The Student Development Division provides a variety of opportunities for students to cultivate leadership skills and to participate in service and ministry. Our hope is that as students learn to rely on God's grace for growth during their college years, they will develop priorities and habits of the heart that will enable them to be leaders to serve the church and contribute to society as alumni.

As Student Development staff, we work together with faculty in the unified purpose of enabling Northwest students to integrate their faith, learning, and living. It is precisely Northwest University’s commitment to whole-life faith integration that gives it an unparalleled ability to develop a student of premier capabilities. The Student Development office is committed to providing a campus environment, programs, and service opportunities that cultivate a sense of Christian community. Co-curricular activities encourage thought and action that reflects and complements the student’s classroom experience while also striving for the campus community to model commitment to Jesus Christ and to promote habits of lifelong learning. From classroom to chapel, from the Student Center to the residence hall room, Northwest University is committed to maturing and developing the whole human being.

Core Capacities

The Mission and Vision statements of Northwest University find expression in the following Student Development Core Capacities that serve as the driving force for the university living and learning community environment and program. Research suggests that students learn the most during college from direct contact with other students. Given this principle, the Division of Student Development initiates intentional programs and services that support student learning. The Core Capacities of Intellectual Development, Spiritual Formation, Wellness, Leadership and Citizenship serve as the overarching learning outcomes attained through the out-of-class campus experience. With these Core Capacities as a blueprint for holistic learning, the Student Development Division facilitates a proactive and comprehensive student life program that establishes critical connections between students, faculty, staff, and the community. The program provides opportunities for life-shaping experiences that will result in academic success, a thoughtful approach to the integration of Christian faith and society, and healthy, life-long relationships.

Community Handbook

The Community Handbook is published on the Northwest University Eagle web site to acquaint students with the Northwest University way of life. The Handbook describes what students can expect of the University and what the University expects of students. All expectations are designed to assist students in their adventure of Carrying the Call.

When students apply for admission, they must indicate that they have made a personal commitment to Jesus Christ as Lord and Savior and that they are willing to live according to the lifestyle standards of the University community.

Northwest University students are expected to recognize their responsibility to God by careful use of their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. Questionable entertainment and all activities which diminish a person’s moral sensitivity and fervent walk with God should be avoided. Being an authentic biblical Christian both on and off campus is a clear and present standard of Northwest University.

Northwest University will promote Christian citizenship through instruction, corrective accountability and
discipline, when necessary for the purpose of developing and maintaining a Christ-centered environment. An acceptable citizenship record, which includes academic and financial responsibility to the University, must be maintained to qualify for enrollment, participation in student leadership offices, co-curricular activities, including all athletic and music programs, and graduation.

The University reserves the right to modify and amplify the standards and dates set forth in the Community Handbook and to use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Northwest University is committed to a policy of non-discrimination with regard to race, color, national origin, sex, age, marital status, or physical disability. Persons having questions regarding University policy of non-discrimination should contact the Dean of Student Development.

**STUDENT SERVICES**

**Career Services**

Students receive support for vocational development and career preparation through the Northwest University Vocation and Occupation (NUVO) Office. This office, located in the Academic Success and Advising Center located in Williams Hall in the Ness Academic Center, provides personality and career interest assessments, resume and cover letter review, interview and networking coaching and simulations, and individual career counseling. More information is available at:

http://eagle.northwestu.edu/departments/student-development/career-services/.

**Campus Ministries**

Campus Ministries are designed to guide and encourage students in becoming more Christ-like in all attitudes and behaviors. Available opportunities include chapel services, Student Outreach Ministries, mission trips, Summer Ministry Teams, and ministry in local churches. Christian service is the key to a deeper walk with Christ; therefore, it is expected that all students be involved in Campus Ministries and faithfully attend a local church. A church directory is available for those in search of a “home” church while attending Northwest University. The Campus Pastor supervises and directs all Campus Ministries. More information is available at http://eagle.northwestu.edu/departments/campus-ministries/.

**Commuter Student Services**

In an effort to serve the unique needs of commuter students, Northwest University offers a variety of resources and activities designed specifically for the non-residential population. The lounge in the Pecota Student Center is designed to offer commuter students a space to study, relax, or connect with other students between classes. Information about Commuter Student Services is available in the Student Development Office.

**Disability Accommodations**

Northwest University will provide reasonable accommodations to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to curricular and co-curricular programs and services and university employment.

Students who need assistance with classroom, residential, or other campus accommodations should contact the Academic Success and Advising office. Student employees desiring to request accommodations should contact the Human Resources Office. More information about disability accommodations is available at:


**Employment Opportunities**

Information about off-campus and on-campus student employment opportunities is available at http://www.northwestu.edu/current/jobs/ or in the Human Resources office at 415-889-4203. A Northwest University Application for Employment is available as a download from the Human Resources web page or as a printed copy in the Human Resources Office located in the Dennis A. Davis Administrative Center on the northwest corner of the campus.

**Financial Aid Office**

Located on the second floor of the Randall K. Barton Building, the Financial Aid Office assists students with any questions regarding loans, grants, scholarships, FAFSA and missing financial aid documents. Additional information is available on the Financial Aid web page at http://eagle.northwestu.edu/departments/financial-aid/.

**Fitness Center**

The Eagle Fitness Center is available for strength training and aerobic fitness activity. The center is open to Northwest University Community members with a University ID card. The cost for membership is included in the Student Services Fee for Kirkland campus undergraduate day students. All other Northwest University students and alumni are eligible to purchase memberships for a minimal fee. Additional information is available on the Fitness Center web page at: http://eagle.northwestu.edu/departments/fitness-center/.

**Food Service**
The Dining Hall offers a wide variety of quality food choices appealing to differing preferences. Listed below are the various meals’ service focuses, although various Deli, Salad, and Specialty Bars and three cook to order stations are also open during these times.

**Dining Hall Hours: Monday through Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-9:00 am</td>
<td>Hot Breakfast</td>
<td>10:00-11:00 am</td>
<td>Light Lunch</td>
</tr>
<tr>
<td>9:00-10:00 am</td>
<td>Continental Breakfast</td>
<td>11:00 am-2:00 pm</td>
<td>Full Lunch</td>
</tr>
<tr>
<td>10:00-11:00 am</td>
<td>Refrigerator</td>
<td>2:00-5:00 pm</td>
<td>Light Lunch</td>
</tr>
<tr>
<td>11:00 am-2:00 pm</td>
<td>Refrigerator</td>
<td>5:00-7:00 pm</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Dining Hall Hours: Weekends**

<table>
<thead>
<tr>
<th>Time</th>
<th>Brunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>10:30 am-12:30 pm</td>
<td>Light Lunch</td>
</tr>
<tr>
<td>5:00-6:00 pm</td>
<td>Continental Breakfast</td>
<td>5:00-6:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>7:30-8:30 am</td>
<td>12:30-2:00 pm</td>
</tr>
<tr>
<td>12:30-2:00 pm</td>
<td>Refrigerator</td>
<td>5:00-6:00 pm</td>
</tr>
</tbody>
</table>

The Aerie Café, located in Pecota Student Center, features an espresso stand and limited food items.

When, because of medical or health conditions, students are required to have a special diet, they should submit a written notice from their family doctor to the Director of Residence Life and Student Housing. The doctor’s statement should provide all information regarding restrictions and requirements of diet when health is a factor. The University reserves the right to charge for special diet provisions if necessary. Additional information is available on the Caf web page at [http://eagle.northwestu.edu/departments/caf/](http://eagle.northwestu.edu/departments/caf/).

**Campus Housing**

Preparing students to Carry the Call, Northwest University is a Christian community of scholarship and learning. Northwest’s commitment to provide a community where students live on campus is embedded in this vision. Developing competency and maturity as Christian learners, scholars and leaders occurs partially as a result of the Holy Spirit’s work in students’ lives through their relationships with other students. The interaction between people is a guiding and fundamentally important component of Christian student development. We believe it is necessary for students to be immersed in community living for essential person to person encounters to be possible. Therefore, as a condition of attending Northwest University, undergraduate students are required to live in university owned residence halls or apartments.

**Housing Requirements**

All full-time undergraduate students (registered for 12 or more semester hours) are required to live in campus housing unless they meet the criteria for living off-campus and have applied and been approved for off-campus living. Students who are granted off-campus residency are considered commuters. Commuters are students who are commuting from their parent’s home or an approved adult’s residence, students who are married and living off-campus, undergraduate students 21 years old and at least junior status (60 semester credits earned) on the first day of class each semester, students 23 years old or older on the first day of class each semester, or students working a job which provides room and board.

Commuters on academic or citizenship probation may be required to live in campus housing during the semester(s) they are serving their probation.

**Reservations**

A $150 non-refundable housing fee is required to secure an on campus housing placement. This one-time fee will follow students even if they change housing locations on campus. It will be kept on file until a student moves out of campus housing. This fee is refundable only to new incoming students who apply for housing, pay the deposit but withdraw before being assigned a room. Once ANY students have been assigned a room, the deposit is non-refundable even if they do not end up attending Northwest University. Placements can always be checked by students by logging into MyHousing on the Eagle website.

**Family Housing**

The University maintains seventy-eight resident student apartments designed for family students with or without children. They consist of thirty-six units with 1 bedroom/1 bath, twelve units with 2-bedrooms/1 bath, and thirty units with 2 bedrooms/2 baths. Applications are available through the Student Development Office at [http://eagle.northwestu.edu/housing/](http://eagle.northwestu.edu/housing/).

**Information Technology**

Students are encouraged to bring their own computer for use on campus. Every student is expected to use the Northwest University Email system that is provided. All enrolled students participate in the Microsoft software agreement. Terms of this agreement are available at the Information Technology Department located in the Barton building. All enrolled students are required to abide by the University Information Systems Acceptable Use Policy as posted on the Information Systems Eagle Web Page.

Computer Labs are located in the Student Computer Lab (Hurst Library), School of Nursing (HSC), Rice Lab (Rice Office), and the Student Center Computer Lab.

[http://eagle.northwestu.edu/departments/housing/](http://eagle.northwestu.edu/departments/housing/)
Hall foyer), Midi-Lab (Music Dept., 1st floor of Barton Building), Business Administration Department (2nd floor of Barton Building), and the College of Social and Behavioral Sciences (Graduate and Professional Studies building). Additional computers are available throughout the Hurst Library.

**International Student Services**
Northwest University provides assistance to all international students through the International Student Services (ISS) Office. The ISS Office is located in the lower level of the Hurst Library. The ISS staff is available to assist international students with support in a variety of ways including immigration concerns, academic affairs, cultural matters, moral support and encouragement in the adjustments that often accompany life in another culture.

**New Student Orientation**
Student Orientation Advising and Registration (SOAR) and Orientation Week are scheduled time for on campus sessions and activities to ensure a successful transition to life at Northwest University. SOAR is the preliminary advising, registration, and networking venue for incoming students. During SOAR days students meet other incoming students and begin to build relationships and make connections within in the campus community.

A New Student Orientation program is offered just prior to the beginning of each semester. The sessions and activities provided prepare students, both new and transfers, to have a successful transition to Northwest University. Opportunities exist to meet faculty and staff, receive important information about campus resources and policies, and gain connection with peers and student leaders. As this time of transition is essential to student success, attendance is required for all incoming students.

**Office of Student Programs**
Providing co-curricular and experiential learning opportunities, the Office of Student Programs advises a broad range of student leadership development programs including all aspects of student government (NUSG), student activities, clubs and organizations, recreational sports, Act Six Scholars, and Presidential and Provosts Scholars. This office also administers the fall and spring Orientation programs.

**Security Office**
Northwest University has security personnel available for assistance 24 hours a day, 7 days a week to provide and encourage security, safety, education and personal responsibility. Through officer patrolling and community involvement Campus Security endeavors to protect the people who study, teach and serve as part of the Northwest University community. More information including campus crime and fire statistics is available on the Security web page at [http://www.northwest.edu/security/](http://www.northwest.edu/security/).

**Student Accounts Office**
Located on the second floor of the Randall K. Barton Building, the Student Accounts Office assists students with any questions regarding student account balances, payments, and charges. Contact them at 425.889.5326 or studentaccounts@northwest.edu.

**Vehicles**
Parking permits are required for all students who park vehicles on our campuses. Students may purchase a permit online at [http://www.northwestu.edu/security](http://www.northwestu.edu/security) for $70 plus sales tax per academic year. Violation of vehicle regulations may result in fines and/or cancellation of the permit. It is expected that students bringing cars on campus will have them properly insured and properly licensed with the state in which they are registered.

**Voter Registration**
Northwest University encourages all students to vote in national, state and local elections. Information is available on the Secretary of State’s [MyVote Web Site](https://wei.sos.wa.gov/agency/osos/en/pages/myvote.aspx)

Registering to vote in the State of Washington does affect the student’s residency status in the student’s home state. Out-of-state students who prefer to vote in their home states can obtain absentee ballots from their respective home state elections office.

**The Wellness Center**
The Wellness Center embraces an integrative and holistic approach, promoting the health and well-being of the whole person: body-mind-spirit. We support students’ development of pro-health behaviors and self-care practices that contribute to both the individual’s health and wellness, as well as to the benefit of others. We view faith integration, cultivation of healthy interpersonal relationships, and meaningful community contributions as valuable components of health and well-being.

The Wellness Center personnel include: mental health counselors, marriage and family therapists, counselor-interns, mind-body medicine therapist, advanced registered nurse practitioner, and nutritionist. Services provided include individual counseling, couple counseling, crisis intervention, support groups, primary healthcare, women’s healthcare, sport’s physicals, treatment for both acute and chronic conditions, nutrition consultations, and wellness coaching. For a detailed list of services, please visit the Wellness Center website.

Hours of service are posted on the Wellness Center web page. For health care needs requiring immediate attention
that occur outside of the Wellness Center’s office hours, please refer to our web page for a list of local medical facilities that provide 24-hour response.

A wellness/health fee is charged to all Kirkland traditional undergraduate students enrolled for four or more credits during the semester. This fee provides access to general Wellness Center services during the academic year. Additional fees may be charged for labs, immunizations, or other items. Services are available to students in the College for Adult Professional Studies, graduate, and certificate programs on a fee for service basis.

Appointments can be scheduled by contacting the Wellness Center at Ext. 5282. The Wellness Center is located in Greeley Center for Student Services, Building #5. Additional information is available on The Wellness Center web page at: http://eagle.northwestu.edu/departments/wellness-center/

**STUDENT LIFE**

**Act Six**

In partnership with the Tacoma-based Northwest Leadership Foundation, Act Six is an urban leadership and scholarship initiative. Northwest University’s Act Six program identifies and prepares scholars to carry the call of God into engaged, effective, and positive societal leadership. In addition to selecting recipients for association in supportive cadres, the Act Six program fosters transformational leadership, intercultural awareness, service learning, and a lasting difference on campus and in scholar’s home communities.

**Athletics: Intercollegiate**

Northwest University is a member of the National Association of Intercollegiate Athletics (NAIA). Sports offered include men’s and women’s basketball, men’s and women’s soccer, women’s volleyball; men’s and women’s cross country, men’s and women’s track and field, and Women’s Softball. Some club sports are organized for the enjoyment of the University community.

**Athletics: Recreational Sports**

As advised by the Office of Student Programs, the Associated Student Body facilitates a recreational sports program consisting of organized on-campus intramural athletics and off-campus regional outdoor recreation opportunities for the traditional undergraduate student population. Campus facilities include the gymnasium, outdoor tennis courts, Eagle athletic fields, outdoor basketball court, outdoor sand volleyball court, and Frisbee golf course.

**Convocation**

Traditionally, the new school year is formally opened with Academic Convocation. Officials, ministers, alumni, and friends join faculty and students for this annual tradition.

**Leadership Learning**

Academic and co-curricular programs offer a variety of experiences that help students become leaders who can make a difference in their world. Student leadership positions provide a valuable opportunity for students to develop capacities and skills that will result in both personal and professional growth. Student leaders will expand their interpersonal and task-management abilities as they encounter new situations and respond to challenges, learning from their own experiences as well as from their peers and mentors.

**Service Learning**

Partnering with local organizations, students along with faculty and staff across all academic disciplines have opportunities to learn by combining their faith, academic study and leadership development with service activities to the surrounding community.

**Student Activities Board**

The Student Activities Board plans a wide variety of events throughout the academic year. Annual events include Talent Show, a spring formal event, and Screaming Eagles Spirit Week.

**Student Government**

Each Kirkland campus traditional undergraduate student is eligible to vote in Northwest University Student Government (NUSG) elections. The NUSG student leaders serve the student body by cultivating a Christ-centered community advocating for the students’ needs and providing opportunities for involvement in activities, recreational sports, and ministry. Working in cooperation with the Director of Student Programs, the Student Senate, led by the NUSG executive officers, represents student interests to University Administration. Student concerns and issues are heard at regularly scheduled Student Senate meetings.

**Student Services Fee**

A student services fee is charged on a semester basis at the time of registration. Fees may vary semester-by-semester as established by the Board of Directors. The Student Senate budgets the use of this fee in cooperation with the Student Development Office. The fee provides access to the Eagle Fitness Center, admission to NUSG events, publication of the student newspaper, admission to regular season NAIA home athletic events, access to participation in intramural and recreational athletic activities, and other
co-curricular student programming. This fee is required of all Kirkland campus traditional undergraduate students taking 7 or more credits.

**Student Organizations**

A wide variety of clubs and organizations on campus provide opportunities for students to explore co-curricular learning interests with peers. With ever expanding genres of clubs ranging from academic honor societies to special interest groups, or recreation clubs to ministry focuses, there is something for every member of the student community! These student-initiated organizations enrich the atmosphere of Northwest University, providing avenues for students to express their passions, develop leadership, gain personal competencies, and have fun in the process.

**Talon**

The Talon is the student news media produced in cooperation with the ASB student leadership, Communication Department, and Student Development Office. The Talon is facilitated online and updated weekly to:

- keep Northwest University students aware of their surroundings and the news that affects them; on campus, in the community, nationally, and internationally;
- foster a sense of Christian unity and intellectual integrity in Northwest University’s diverse campus community;
- provide an easily accessible vehicle of communication and expression between Northwest University students and the campus community.

**SPIRITUAL FORMATION**

**Chapel**

Chapel is one of the primary forums for the development of student spiritual formation. Spiritual values are continually emphasized in addition to several weeks set aside for various lectureship series, teaching chapels, and mission emphasis.

Attendance in Chapel is required for all Kirkland traditional undergraduate students at Northwest University. An attendance record is maintained. All students are expected to arrange their schedules to permit regular attendance at these important corporate worship events.

**Chapel Small Groups**

In an effort to foster relationships, community, and spiritual growth through the fellowship chapel small groups are established on a "free-market principle" that is organized by areas of student interest. Each group has its own vision, purpose, function or focus upon which its identity is established. All of the chapel small groups are open to any student can relate to or are passionate about the focus of that particular group. Small group meetings are approved to meet partial fulfillment of the chapel attendance requirement.

**Christian Service**

In keeping with the vision and mission statements of Northwest University, students are preparing to help others through Christian service. All students are encouraged and expected to participate in some aspect of the Student Ministries and Missions programs, and in local church ministry.

**Church Attendance**

While at Northwest University, students are expected to faithfully attend a local church where they will be available for ministry.

**Student Ministries**

This organized student outreach consists of a variety of ministry opportunities - children’s ministry, campus ministry, community ministry, evangelism ministry, youth ministry, and prayer ministry. Student ministries provide practical experience in specific areas of Christian education, world missions (including summer and short-term assignments), pastoral care, pastoral ministry, church music, youth ministry, etc. The Campus Ministries Office oversees Student Ministries and provides information and referrals for ministry opportunities, on and off campus. Student teams selected and approved for summer ministry also provide an outreach of service for interested and qualified students.

**World Wide Outreach**

Northwest University students are given opportunity and encouragement to be active in U.S. and world missions. This ministry provides outreach and counsel for projects, fairs, brunches, conventions, prayer groups and internships, all related to world mission ministry.