

Northwest  
Christian College

# Graduate Academic Catalog

2005 2006

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NORTHWEST  
CHRISTIAN  
COLLEGE

*Developing Ethical Leaders  
for a Changing World*

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Eugene, Oregon 97401-  
3745

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# Northwest Christian College

## VISION

To be a college known for its integration of excellent academic programs  
a foundation in the Christian faith,  
and a focus on teaching leadership and ethics

## MISSION

To develop competent, ethical leaders for service in the workplace,  
community, Church, and world

## VALUES

Academic excellence

Faith commitment

Ethical leadership

Character development

Caring community

Global engagement

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## 2005-2006 Academic Year

### Fall Semester

Semester begins . . . . .	August 29, 2005 . . . . .
Labor Day holiday . . . . .	September 5, 2005 . . . . .
Last day to pay fees without penalty . . . . .	September 6, 2005 . . . . .
Mid-semester holiday . . . . .	October 14, 2005 . . . . .
Thanksgiving holiday . . . . .	November 24-25, 2005 . . . . .

### Spring Semester

Semester begins . . . . .	January 9, 2006 . . . . .
Martin Luther King, Jr. holiday . . . . .	January 16, 2006 . . . . .
Last day to pay fees without penalty . . . . .	January 18, 2006 . . . . .
Spring Break . . . . .	March 27-31, 2006 . . . . .
Good Friday . . . . .	April 14, 2006 . . . . .
Baccalaureate services . . . . .	May 4, 2006 . . . . .
Commencement services . . . . .	May 5, 2006 . . . . .

Students should check the calendar for their cohort for specific class dates and holidays. For a complete contact the Department of Business and Management, the Professional Counseling Program, the School Counselor or on-line at [www.nwcc.edu/grad/](http://www.nwcc.edu/grad/).



Dr. David Wilson, President

## A Welcome From The President

Dear students:

It is with great pleasure that I welcome you to Northwood Christian College. What an exciting time this is to be a student at an institution of higher learning, we have been educating students since 1895. One constant since that time has been our commitment to the Bible and Christian values as our foundation. But NCC has changed over the years and has experienced a transformation from a Bible college to a Christian college. Today, undergraduate students prepare for careers in a diverse array of fields including ministry and professional careers such as business and education to liberal arts areas such as psychology and speech communication. Furthermore, we have expanded our offerings to include graduate programs in school counseling, professional counseling, and business administration.

Whatever your choice of major and career happens to be, you will find at NCC well-developed and superb faculty and staff who are focused on your success. At NCC, faculty and staff care about a student's intellectual development but about his or her personal development as well. We are a place where breadth and depth of knowledge, critical thinking, relationships, character, faith development, and values all take center stage. And it is a learning environment where students leave well-prepared for productive and satisfying careers and lives of Christian engagement, and ethical leadership.

Look around campus, visit with faculty and staff, and you will soon realize that we are adding new facilities, enhancing our technology, adding new programs of study, and offering a number of student learning and growth opportunities such as study abroad, mission trips, and internships.

I invite you to explore this catalog for all that it offers you in the way of challenging programs of study and avenues for personal growth. And I encourage you to take full advantage of this rich learning environment. Our faculty and staff stand ready to assist you. I hope you will welcome their good counsel and mentoring.

Again, I welcome you to this jewel of a college we call NCC. I trust that your journey will be rewarding.

Sincerely,  
Dr. David W. Wilson

## Board of Trustees

### Governance and Support

Northwest Christian College is an Oregon corporation, governed by a board of trustees, whose purpose is to maintain and develop a Christian institution of higher learning.

The board of trustees consists of not fewer than 20 nor more than 36 people. Members are elected by ballot. At least 25 percent must be members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ, of whom whom will be from official entities of these church bodies. Four trustees are elected from the alumni of the College.

The board of trustees is the policy-making and governing body of the College. On the basis of recommendations made by the president of the College it establishes a course for the development of the total program of the College and the fulfillment of its mission, and it strives to provide essential funds.

### Officers/Executive Committee of the Board of Trustees

Frank Morse, chair	Rod Tibbatts, vice chair
Jeff Miller, secretary	Kay Merritt, treasurer
Wayne Bryant, at-large	Bob Hutchins, at-large
Sid Leiker, at-large	Greg Strausbaugh, at-large

### Members

#### Class of 2006

Bob Hutchins, senior vice president, Smith Barney, Medford, OR  
Gary Jurden, financial planner, Americaprise Financial, Eugene, OR  
Jeff Kenast, assistant U.S. attorney, Eugene, OR  
Sid Leiker, commercial banking officer, Pacific Continental Bank, Eugene, OR; and mayor, City of Springfield, OR  
Michael Marczuk, retired architect/planner, WEGROUP, Eugene, OR  
John Richardson, senior minister, Kern Park Christian Church, Portland, OR  
Norv Ritchey, professor emeritus, University of Oregon, Eugene, OR

#### Class of 2007

Wayne Bryant, retired senior minister, Wilsonville, OR  
David Helseth, senior minister, Englewood Christian Church, Yakima, WA  
Frank Morse, retired president, Morse Bros., Inc., Albany, OR; and senator, Oregon State Senate  
Sharon Rimmer, marriage and family counselor, Christians Addressing Family Abuse, Eugene, OR  
Gary Stevens, retired executive vice president, Centennial Bank, Eugene, OR  
Gary Smith, senior minister, Red Rock Christian Church, Boise, ID

#### Class of 2008

Glen Gibbons, editor, Advanstar Communications, Eugene, OR  
Jeff Miller, vice president, Pacific Benefit Consultants/Eugene Insurance, Eugene, OR  
Mike Solomon, manager, Far West Steel, Eugene, OR  
Nat Stock, forest products machinery broker, Redlands, CA  
Rod Tibbatts, retired executive vice president, Umpqua Bank, Keizer, OR  
Joe Wade, retired administrator, University of Oregon, Eugene, WA; real estate developer, Eugene, OR  
Barney Wimer, retired businessman and interim minister, Kenmore, WA

#### Class of 2009

Kathleen Card, deputy exec. director, Student Loan Fund of Idaho, Payette, ID  
C. Earl Gibbs, retired senior minister, Sun Lakes, AZ  
Kay Merritt, volunteer, Beaverton, OR  
Cathy Myers, regional minister, Christian Church in Oregon (Disciples of Christ), Beaverton, OR  
Barbara Olson, co-owner, XL Hospice, Inc., Ontario, OR  
Gary Pierpoint, retired senior vice president, Umpqua Bank, Eugene, OR

Wanda Smith, financial analyst, PeaceHealth Financial Services, Eugene, OR  
Greg Strausbaugh, business owner, Eugene, OR

Ex-officio

David W. Wilson, president, Northwest Christian College

Administrative Officers and Staff

Office of the President

President . . . . . David W. Wilson . . . . .  
Administrative Assistant . . . . . Carla Aydelott . . . . .

Academic Affairs

Vice President for Academic Affairs and Dean of the Faculty . . . . . Dennis Lindsay . . . . .  
Administrative Assistant . . . . . Beth Ocon . . . . .  
Associate Dean of Arts and Sciences . . . . . Dennis Lindsay . . . . .  
Administrative Assistant . . . . . Ellen Rogers . . . . .  
Associate Dean of Business and Management . . . . . Michael Kennedy . . . . .  
Administrative Assistant . . . . . Sherry Pickett . . . . .  
Associate Dean of Teacher Education . . . . . James Howard . . . . .  
Administrative Assistant . . . . .  
Director of School Counseling . . . . . Vivian Moen . . . . .  
Director of Professional Counseling . . . . . Paula Belcher . . . . .  
Administrative Assistant . . . . . Elaine King . . . . .  
Director of Institutional Research and Assessment . . . . . Tim Bergquist . . . . .  
Registrar . . . . . Aaron Pruitt . . . . .  
Assistant Registrar . . . . . Bonnie Temple . . . . .  
Dean of Chapel . . . . . Loren Crow . . . . .

Kellenberger Library

Director . . . . . Maureen Cole . . . . .  
Administrative Assistant . . . . . Vicki Becker . . . . .  
Technical Services Librarian . . . . . Steve Silver . . . . .  
Circulation Supervisor . . . . . Karen Head . . . . .

Development

Vice President for Advancement . . . . . James Dean . . . . .  
Administrative Assistant . . . . . Connie Kennedy . . . . .  
Annual Fund Director . . . . . Beth Walsh . . . . .  
Director of Church Relations . . . . . Garth Blake . . . . .  
Director of Center for Leadership and Ethics . . . . . Allen Belcher . . . . .

Admissions

Dean of Admissions . . . . . Randy Jones . . . . .  
Administrative Assistant . . . . . Amy Hall . . . . .  
Admissions Counselor (Telecounseling Coordinator) . . . . .  
Admissions Counselor (Transfer and International Students) . . . . . Kathy Sweetman . . . . .  
Admissions Counselor (DCP and Graduate Students) . . . . . Michael Ryan . . . . .

Student Development

Dean of Student Development . . . . . Michael Fuller . . . . .  
Administrative Assistant . . . . . Barbara Dumford . . . . .  
Director of Service Learning and Career Development . . . . . Angela Doty . . . . .  
Director of Student Activities . . . . . Jacob Poetzl . . . . .  
Director of Residence Life . . . . . Jolyn Dahlvig . . . . .

Business Affairs

Chief Financial Officer . . . . . Jean MEEKS . . . . .  
Administrative Assistant . . . . . Karlene Dilger . . . . .  
Controller . . . . . Lyle Janousek . . . . .  
Accounts Payable . . . . . Bob Weise . . . . .  
Student Accounts . . . . . Sherri Kallinen . . . . .  
Director of Human Resources . . . . . Beverly Park . . . . .  
Office Manager . . . . . Deb Dellinger . . . . .  
Associate Director of Financial Aid . . . . . Jocelyn Hubbs . . . . .  
Financial Aid Information Specialist . . . . . Scott Palmer . . . . .

Student Services Specialist . . . . .

Director of Marketing and Public Relations . . . . . Jessyca Lewis . . . . .

Events Coordinator . . . . . Shelby Rich . . . . .

Web Developer . . . . .

MEC Manager . . . . . Tim Hood . . . . .

Bookstore/Campus Buyer . . . . . Julie Solterbeck . . . . .

Plant Superintendent . . . . . Oskar Bucher . . . . .

**Athletics**

Men s Basketball Coach . . . . . Dave Lipp . . . . .

Women s Softball Coach . . . . . Tim Hood . . . . .

Women s Basketball Coach . . . . . Charlie Olds . . . . .

Women s Volleyball Coach . . . . . Dale Weigandt . . . . .

**Information Systems Department**

Director . . . . . Jerzy Wilczynski . . . . .

Help Desk Manager, Network Technician . . . . .

Media/Computer Lab Supervisor . . . . . Doug Vermilyea . . . . .

Network Administrator Trainee . . . . . Jason Marshall . . . . .

**Faculty**

Amy Bartley Ph.D. Assistant Professor: Counseling  
 B.S., Western Baptist College, 1996; M.S. Oregon State University, 2001; (Since 2003)

Allen E. Belcher Ph.D. Director of Center for Leadership and Ethics; Professor: Management  
 B.S., Florida Southern College, 1966; M.A.T., Emory University, 1967; Ph.D., University of Oregon, 1993)

Paula M. Belcher Ph.D. Director of Counseling Programs; Professor: Counseling  
 B.A., Luther College, 1970; M.S., University of Oregon, 1995; Ph.D. (Since 1997)

Timothy M. Bergquist Ph.D. Professor: Quantitative Methods; Director of Institutional Research and Assessment  
 B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara University, 1975;  
 M.S., Oregon State University, 1985; Ph.D., University of Oregon, 1996. (Since 1996)

Michael Harris M.Div., M.A. Assistant Professor: Psychology  
 B.L.S., University of Iowa, 1994; M.Div., Starr King School for the Ministry, Graduate Theological Union, California State University, Hayward, 1998; Ph.D. Candidate, Western Michigan University.

Rebecca Heckman, M.B.A. Assistant Professor: Business and Management  
 B.A., Chesnut Hill College, 1980; M.B.A, Northwest Christian College, 2004 (Since 2005)

Michael Kennedy D.B.A. Associate Dean of Business and Management; Associate Professor of Business & Management  
 B.S., University of Oregon, 1969; M.Div., Yale University, 1972; M.S., Naval Post Graduate School, Nova Southeastern University, 2001. (Since 1997)

Anne Maggs, M.B.A. Assistant Professor: Business and Management  
 B.S., University of Oregon, 1982; M.B.A., Northwest Christian College, 2001. (Since 2001)

Vivian Moer M.E. Associate Professor: Teacher Education, Counseling  
 B.S., Springfield College, 1975; B.E., University of Toronto, 1975 (Since 2004)

Carlos Taloy Ph.D. Assistant Professor: Counseling and Psychology  
 B.A., University of California, Irvine, 1992; M.A., Fuller Theological Seminary (Since 2004)

Dominic Worsowicz M.S. Assistant Professor: Business and Management  
 B.A., University of Florida, 1978; M.B.A., New Mexico State University, 1982; M.S., University of Oregon, 2005)

the faculty members listed below hold part-time professional appointments :

Mojgan Hajebi Ph.D. MIS, CIS  
 B.S., Iran National University, 1988; M.S., Western Oregon State University, 1995; Ph.D., Oregon State University, 2001.  
 (Since 2003)



The above are faculty who teach in the Graduate Program. For a complete listing of NCC Full-Time and Part-Time faculty, see the Undergraduate Catalog. For a complete list of current adjunct faculty teaching in the Graduate Program, contact the Department of Business and Management, the Director of Professional Counseling, or the Director of School of Theology.

## GENERAL INFORMATION

### History

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus so that it could use the extensive resources of that state institution while providing its own courses in Bible and Christian ministry. The name of the College was then changed to Eugene Bible University in 1908 and Eugene Bible College in 1930.

Another educational venture that contributed to the history of Northwest Christian College was Spokane University. Established in 1912, Spokane University closed its doors in 1933 as a result of financial difficulties. Its assets were transferred to Eugene Bible College. These merged interests became Northwest Christian College on May 10, 1934. With its original curriculum and facilities, Northwest Christian College is the faithful heir of the pioneer conviction that led to its establishment in 1895.

### Accreditation and Academic Standing

Northwest Christian College is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The association accredits the universities and colleges both public and private in the Northwest.

Northwest Christian College is a member of the Council for Christian Colleges and Universities. A degree-granting institution by The Office of Degree Authorization, Oregon State Board of Licensure. All Northwest Christian College programs are accredited by the International Assembly for Collegiate Education (IACBE).

Northwest Christian College is approved:

- by the Oregon State Teachers Standards and Practices Commission (TSPC).
  - by the U.S. Department of Justice, Immigration, and Naturalization Service for international and exchange students.
  - by the Oregon Board of Licensed Professional Counselors and Therapists.
- Programs at Northwest Christian College are approved for the use of veteran's benefits.

### The Vision of Northwest Christian College

To be a college known for its integration of excellent academic programs, a foundation in the Christian faith, and a focus on teaching leadership and ethics.

### The Mission of Northwest Christian College

To develop competent, ethical leaders for service in the workplace, community, Church, and world.

### The Values of Northwest Christian College

- Academic excellence
- Faith commitment
- Ethical leadership
- Character development
- Caring community
- Global engagement

### Educational Programs

As a Christian liberal arts college, Northwest Christian College offers a variety of courses of study: to prepare students for the ministry; to provide professional programs in business management and teacher education; to provide programs in areas such as psychology and speech communication; to graduate degree programs in business, school counseling, and professional counseling. The College seeks to provide an education that equips men and women for a variety of professions, while grounding all of its degrees in biblical studies and Christian values.

### Church Relationships and Theological Context

Northwest Christian College is closely affiliated with the Christian Church (Disciples of Christ) and Christian Churches/Churches of Christ. The College shares its human resources with these churches, and these churches support the College with prayers and encouragement, student referrals, financial contributions, and representation on the board.

Approximately one fourth of the College's students are from these two church bodies. Many of the members of congregations and a large number of lay leaders in the Northwest are Northwest Christian College alumni.

Northwest Christian College also has an ecumenical interest and offers its resources to students of many church traditions. These students are affiliated with denominational and nondenominational groups, such as Presbyterian, Baptist, Methodist, Foursquare, Lutheran, Nazarene, Episcopal, Assembly of God, Catholic, and other churches.

The Christian Church (Disciples of Christ) and Christian Churches/Churches of Christ share a common indigenous American religious movement of the nineteenth century often called the Restoration Movement or the Stone-Campbell Movement. This church tradition stresses biblical study that is both scholarly and reverent; scholarly because the mind is fully capable of understanding the Christian life, and reverent because it recognizes the necessity of the Spirit's guidance. With the vision of a world won to Christ, and recognizing the destructive effects of the Stone-Campbell movement began with and continues to have a strong desire for unity as a means of making an effective witness for this purpose the movement's founding fathers and their spiritual descendants have worked to restore what was lost of the Christian faith. They have found meaning in the slogan, "in essentials unity, in opinions liberty, and in all things charity." Christian Churches/Churches of Christ and Christian Church (Disciples of Christ) have, therefore, avoided the divisive tests of fellowship and have focused upon the simple confession that Jesus is the Christ, the Son of the living God.

Theologically, Northwest Christian College shares beliefs that are common to the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. The following affirmations are presented to clarify the context in which the College carries out its mission:

- \* God is the Creator and sustainer of the universe who relates to all in a covenant of love.
- \* All truth has its source in God.
- \* God is revealed in a general way through reflection on the works of creation, the laws of nature, human experience, but especially in the person of Jesus, the image of the invisible God.
- \* Jesus is the Christ, the son of the living God, and Lord and Savior of the world.
- \* The Holy Spirit is the dynamic presence of God in the world. Through the work of the Spirit, Christians are obedient to Christ, gifted for service, and joined to one another in fellowship.
- \* All human beings, created in the image of God, have become alienated from themselves, others, and God. They can be restored to wholeness through their acceptance of Christ's work of redemption.
- \* The church has been established by Christ to make known the Gospel through proclamation, worship, and the Lord's Supper, nurture and service, and through working for reconciliation, peace, and justice. Through its commissions the church witnesses its faith both individually and corporately to all peoples.
- \* The Bible bears witness to God and Jesus Christ as God Incarnate. It is in the Scriptures that one can know the revealed will of God in creation, judgment, and gracious redemption. The Bible serves as the authoritative witness to the life and teachings of Jesus, who is himself the only authority for the church. The biblical testimonies provide inspiration, wisdom, and essential teachings for Christian conduct, individually and corporately.
- \* The assurance of Christian faith and hope is that the gifts of God's grace and the Holy Spirit shall be ours fully and forever with Christ's return and the consummation of God's reign.

## Relations with Other Institutions

### Memberships

Northwest Christian College is a member of the Eugene Chamber of Commerce, the Springfield Chamber of Commerce, the Oregon Independent College Association, the National Association of Independent Colleges and Universities, the Council for Christian Colleges and Universities, and the Association of Christian Schools International.

### University of Oregon

The founding fathers of Northwest Christian College located the College adjacent to the University of Oregon in order to utilize their extensive resources. Formal agreements exist between the College and the University concerning certain facilities such as the library.

### American English Institute

Services offered by the American English Institute, located one block from the College, are available to students who need assistance in intensive studies of English as a second language. Under reciprocal arrangements with the Institute and the College, foreign students may take classes at AEI while enrolled at Northwest Christian College.

qualified students of AEI may take regular college classes at Northwest Christian College.

### Traditional Undergraduate Studies

Northwest Christian College offers additional bachelor degree programs as part of a traditional classes are offered during the day. Please see the Undergraduate Academic Catalog for further informat

### Edward P. Kellenberger Library

The Edward P. Kellenberger Library contains 74,000 cataloged books, journals, audiovisuals and m receives over 265 journal subscriptions. The majority of the collection is on open stacks arranged by Classification System. The Library s resources are extended through reciprocal borrowing agreements wi Oregon Knight Library and other regional libraries. Inter-library loan services provide further access international resources.

The automated union catalog, OPALL, provides computerized access to over 500,000 items of seven o libraries, including Northwest Christian College, Western Baptist College, Mt. Angel Abbey, Concordia U College, Multnomah School of the Bible, and Western Seminary. OPALL is accessible on campus as well as College web page [www.nwcc.edu/library](http://www.nwcc.edu/library) courier service ensures rapid resource sharing of materials among t consortium libraries and other libraries in Oregon and Washington.

Reference services include web access to the OPALL automated catalog for books and media with the request library materials online for students and faculty. Access to online databases include EBSCO Academic Universe, and OCLC First Search. These online databases provide access to full text magazine a as well as other information for students and faculty on campus and off campus. The Kellenberger Libr helpful user guides to research tools, links to other library automated catalogs, library policies, list faculty services, Friends of the Library membership, and much more information. Librarians conduct li classes and provide assistance for individual research.

The Media Center service provides media materials and equipment for classroom, special college s and individual instruction. Media includes video recordings, sound recordings, and other graphic mater recording laboratory offers learning opportunities for speech and music courses. The computer lab prov students for computer courses and is available for personal use. The computer lab also provides the ca access and e-mail.

Several special collections are located in the Library. Unique and valuable rare Bibles, incunab early manuscripts and other rare books comprise the Rare Book and Bible Collection. A museum collectio and Asian artifacts donated by missionaries as well as pioneer items. Materials on the early history o editions of printed books are in the Northwest and Turnbull Collections. The records and memorabilia o College and its predecessor institutions dating from 1895 are located in the Archives. History of the Northwest is included in the Disciples Historical Collection. A unique hymnbook collection is also par

The library is an institutional member of the American Library Association, Association of Colleg Libraries, Northwest Association of Private Colleges and Universities, and Association of Christian Lib

### Technology on Campus

#### Purpose

The mission of the Information Systems (IS) Department is to serve the computing and communicatio faculty, staff, and students on campus in a Christian, professional and timely manner. The department communication and data networks and systems on campus, including telephones, data lines, servers, compu software.

#### Access

Students have access to the computer lab located on the second floor of the library as part of th which has 20 PC workstations, is open during the same hours as the library. In addition, students can for use on campus. The computer classroom features a state-of-the-art data/video projection system and The library has placed its entire inventory on an automated card catalog system and has links to numero sources that students can access for course work.

The data network includes all buildings on campus and the residence halls, except the apartments. wired for Internet access. One additional classroom is equipped with a data/video projection system and while three classrooms have instructor computers connected to overhead televisions.

### Student Records Policy

Complete policies regarding student privacy and records can be viewed at <http://www.nwcc.edu/registrar/policies/ferpa.html> Students rights regarding personal information incl

1. The right to view material in his/her records filed at Northwest Christian College, with the exception of records for which there is a signed waiver of that right.

2. The right to limit access to personal records. Consent of the student must be given for release of academic records to persons other than Northwest Christian College faculty and staff having an official reason or under emergency circumstances.

3. The right to limit personal material (directory type information) printed in publications such as the College Directory. Directory type information (the information that could be given out to whomever inquires) includes the following: student's full name, local and permanent address(es) and telephone number(s), date and place of birth, the fact that the student is or has been enrolled, dates of attendance, course level and academic major, number of credit hours (not grades), degrees and honors awarded, participation in officially recognized activities, heights and weights of members of athletic teams, photographs, and previous institutions attended.

4. A student who challenges any item in his/her records shall have opportunity for a hearing. A request regarding academic records should be referred to the Registrar's Office. A request for a hearing on financial records should be referred to the Business Office.

#### Nondiscriminatory Policy

The policy of Northwest Christian College is to provide equal opportunity for all qualified persons in all programs and activities that the College operates. The College does not discriminate on the basis of race, ethnicity, ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status. The College applies applicable nondiscrimination laws in its admission policy, employment, scholarship and loan programs, education, and other activities that it operates.

#### Catalog Changes and Authority Policy

Students whose studies are uninterrupted will graduate under the requirements listed in the Catalog at the time of original admission. Since the College reserves the right to discontinue courses at any time, courses may be assigned for discontinued courses. The College reserves the right to change fees, rules, and calendars regarding admission to, conduct in, instruction in, and graduation from the College. Changes go into effect when approved by the appropriate authorities so determine and apply not only to prospective students but also to those who at that time are enrolled at the College.

## STUDENT FINANCES

### Tuition and Fees for the 2005-06 Academic Year

Students must sign a Financial Plan & Agreement at the start of each school year in order to complete enrollment and to qualify for campus housing. There are two methods for paying an account at Northwest Christian College:

- o Pay in full at the beginning of each semester.
- o Enroll in our monthly payment plan through Tuition Management Systems (TMS) and divide your expenses covered by financial aid into regular monthly payments (8-12 month plans). No interest is charged on unpaid balances as you make your monthly payments on time. There is a small set-up fee.

If one of these two options is not possible, the Business Office may approve on an individualized basis. There is a \$160 set-up fee associated with an NCC plan and interest charges are applied monthly on unpaid balances.

#### Deposits

An advanced tuition deposit of \$200 is due upon acceptance into the graduate program. This deposit is placed on the student's account and applied to his/her tuition expenses upon enrollment. An advanced tuition deposit is required to proceed with advanced class registration or housing arrangements.

#### Housing Deposit

All residents of campus housing must make an additional deposit of \$100 before receiving a housing contract. This deposit is applied to participating in the food plan. This portion of the deposit, less fines, damage charges, and termination fees, will be refunded within 30 days of written notification of the dean of student development to students who are returning to a College residence.

#### Money on Account

Money sent to Northwest Christian College for student accounts will be disbursed as designated. Unless the Business Office receives written instructions to the contrary, the office will apply small amounts immediately to tuition payments to Northwest Christian College accounts at the beginning of each semester.

#### Tuition and Fees:

Tuition and fees are determined annually by the NCC board of trustees. Tuition for each graduate student is \$1,200 per semester.

remains locked throughout the full extent of the program from start to finish provided the student remain full-time.

New classes, cohort starting FY 05-06

Graduate tuition per hour	\$612
Graduate tuition per program:	
Master of Arts in Business Administration	\$22,032 (36 credits)
Master of Arts in School Counseling (Track I)	\$22,012 (36 credits)
Master of Arts in School Counseling (Track II)	\$22,824 (52 credits)
Master of Arts in Professional Counseling	\$29,376 (48 credits)

Student Activity Fee:	Fall	Spring	Summer
Per semester	\$51	\$51	\$51

Social Activity Fee:			
(Campus Resident Only)	\$105	\$105	\$105

Health Insurance*:			
Single Student	\$387	\$387	\$304

\*Mandatory without proof of insurance for graduate students with 9 or more hours. Rates for families also available.

Registrar s Fees

Graduation - \$25. Late Graduation Fee- \$50. Diploma Replacement Fee - \$10. Official Transcripts - free, additional copies ordered on same day - \$2 a copy. Additional cost to mail overnight - \$25 per add overnight transcript request - \$50. Petition of the Academic Deadlines - \$20.

Finance Charges

Current outstanding balances are charged .67% monthly (8% annual rate). Balances become past due on academic and dormitory withdrawal and at the end of the academic year and are then charged 1.167% monthly (rate).

Late Fee Assessment Penalty

Students are subject to a \$50 penalty for failing to have the financing of their tuition and fees at the Business Office. The fee assessment must be done by the 7th business day following the first day of fall semester.

Kellenberger Library Fines

Books and Media - \$.50 per item per day. Lost or damaged items-cost to library to replace item plus \$5 charge.

Returned Check Charge

Returned checks subject to \$25 charge.

Room Replacement Key Fees

Master - \$100, Floor - \$50, Room/Apt - \$35

Housing Options

Students in the graduate program have the option to reside on campus. Single and family housing is available in both dormitories and apartments. Please consult the undergraduate catalog for further information.

Meal Options

Students in the graduate program have the option to purchase meal plans. Please consult the undergraduate catalog for further rates and information.

Refund Policy

Upon complete withdrawal from the College, students receive a proportional refund for tuition, room and eligible fees (some fees are nonrefundable). Until 60% of the semester is completed, the prorated refund is made. For example, if the student withdraws in the fifth week out of 15 weeks in the semester, the refund would be 33%. The amount refunded would be reduced by an administrative fee of 5% of the original charge.

whichever is less.

Note: No refunds are given for fees, and vehicle permits.

All academic withdrawals must be processed in accordance with the the policy of the College. Refunds are processed on the date the withdrawal form is approved by the chief financial officer.

The first step of academic withdrawal is to secure withdrawal form(s) from the Registrar's Office. For a single or partial course withdrawal, the student must inform individual course instructor(s) involved of the withdrawal and have the instructor(s) sign the withdrawal form(s). The student then takes the signed form(s) to the Business Office specialist in the Business Office to process.

In the case of a complete withdrawal the student must have an exit interview with the dean of student services and have that person sign the withdrawal form. (Signature of course instructors is not required.) The student must then take the signed form to the student accounting specialist in Student Services to process. The student must also consult with the Financial Aid Office if he or she has obtained financial aid while at Northwest Christian College.

#### Financial Aid Adjustments

A student who leaves college for any reason (officially withdraws, unofficially drops out, is suspended, or is expelled) is expected to repay or return to Northwest Christian College all or part of his/her financial aid. Northwest Christian College follows current federal, state and institutional regulations to determine the portion of total Northwest Christian College financial aid that must be paid from financial aid proceeds. Any aid directly disbursed to the student must be returned. The total for institutional scholarships applied to an account can never exceed the tuition charged.

#### Refunds to Veterans

As an accredited school through the Northwest Commission on Colleges and Universities (NWCCU), Northwest Christian College has established its own refund policy in regard to veterans. This policy is the same as that for all regularly enrolled students.

#### Refund of Residence Hall Room and Board

Refer to the residence hall contract for refund policy. The dean of student development will set the penalties required by the contract.

#### Official Transcripts

The official transcript remains the property of Northwest Christian College and cannot be issued until all amounts owed the College, including accounts receivable, notes, loans, and other amounts are paid in full. If Northwest Christian College needs to pursue collection efforts, reasonable attorney fees and collection costs can be added to the transcript or not an action is filed. If an action is filed, the prevailing party shall be entitled to recover all costs.

#### Financial Aid Information

Northwest Christian College offers several financial aid programs for students enrolled at least one semester in graduate degree programs. Loans are the primary source of aid for graduate students. The limited number of part-time positions available through the Work-Study program.

Students may apply for assistance by submitting a Free Application for Federal Student Aid (FAFSA). The FAFSA provided on the FAFSA is evaluated by the U.S. Department of Education to ascertain the student's eligibility for federal programs and to establish how much the student is expected to contribute toward his/her education. The latter figure, expected contribution, is used for calculating need-based aid. The difference between the student's contribution and cost of the program is the "need" that need-based aid attempts to fill.

#### Financial Aid Process

All aid available to graduate students (except alternative loans) requires submission of the Free Application for Federal Student Aid (FAFSA) in order to be considered. Copies of the paper FAFSA are available in the Financial Aid Office. An electronic version is found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The electronic version provides a faster and more secure way of submitting the FAFSA. NCC's federal school code is 003208 and must be entered in the appropriate section of the FAFSA to ensure that the Financial Aid Office receives your information from the U.S. Department of Education.

Financial aid is awarded for one academic year at a time corresponding to the period between July 1 and June 30.

The curriculum for graduate degree programs generally span all or part of two academic years. Hence, a FAFSA must be submitted for each academic year in which the student is enrolled. The student must be enrolled at least half-time to receive aid. To remain aid eligible, students must maintain a minimum 3.00 grade point average (GPA) and must complete all classes attempted each term. Failure to do so may result in financial aid probation or disqualification.

### Application Deadline

Northwest Christian College does not impose a deadline for financial aid applications from graduate students. However, it is advantageous for students to apply as early as possible.

### Loans Based Upon Financial Need

Two separate student loan programs are available to graduate students on the basis of need.

1. Subsidized Stafford Loans are federally backed and accrue no interest to the student (paid by the federal government) while the student is in school and six months, thereafter, at which time repayment begins.
2. Perkins Loans are awarded to students with exceptional need from funds made available to NCC from the federal government. Funding is extremely limited.

NOTE: The table below provides additional information regarding loan limits and interest rates for these programs.

### Non-need Loans

Two types of loan programs are available to graduate students regardless of need.

1. The Unsubsidized Stafford Loan is the most common of all loans and is identical in every respect to the Subsidized Stafford Loan noted above, except that interest does accrue while the student is in school. While need is not a factor, the FAFSA must still be submitted to qualify. Students qualifying for a Subsidized Stafford Loan may also receive an Unsubsidized Stafford Loan provided the total combined amount does not exceed \$18,500 per year or the annual cost of attendance.

2. Alternative loans, also known as private loans, are available from the private lending organizations (e.g., Citibank, etc.) to help students pay for graduate school. Alternative loans are credit-based and are not based on financial need. Information and applications for many such loans are kept on hand in the Financial Aid Office and are available upon request. Students are also encouraged to check for educational loan programs offered through their personal lending institution.

### Graduate Loan Limits and Interest Rates

	Annual Loan Limit	Interest Rate	Current Interest Rate
Subsidized Stafford Loan	\$8,500	Variable; capped at 8.25%	4.70- 5.30%
Unsubsidized Stafford Loan	\$18,500	Variable; capped at 8.25%	4.70 - 5.30%
Perkins Loan	Determined by funds available	Fixed, 5.00%	5.00%

The maximum Stafford Loan proceeds available in one year is \$18,500 whether as unsubsidized alone or in combination of subsidized and unsubsidized.

### Work Study

A very limited number of part-time jobs may be available to graduate students who demonstrate financial need. Jobs are offered through either the Federal Work-Study program or the Northwest Christian College Work-Study program. Positions pay Oregon's minimum wage for an eleven hour work-week (fall and spring semesters only) with total earnings possible of \$2,550 per year. Eligible students are not guaranteed a particular position but are encouraged to apply for jobs available in the library, maintenance department, administrative offices and faculty offices.

### Veterans Benefits

Northwest Christian College is recognized as an approved graduate school for training of veterans. For V.A. assistance should contact the registrar at NCC for program requirements and coordination of V.A. benefits.

### Questions

Please do not hesitate to contact the Financial Aid Office. Call toll-free at (877) 463-6622, extension 684-7203. E-mail questions may be sent to [finaid@nwcc.edu](mailto:finaid@nwcc.edu). The Financial Aid Office is located in the Main Administration Building at the corner of 11th & Alder. Office hours are 8 a.m. to 5 p.m. Monday through Friday by appointment.



## Academic Policies

NOTE: Students are subject to academic requirements and academic policies described in the College Catalog as well as to other published academic rules and regulations in effect at the time of their initial admission or readmission to Northwest Christian College. When significant changes are adopted in the academic policies or requirements after their admission, students have the option of completing their degree under either the old or new requirements within the degree time limit.

### Program Admission

All NCC graduate students apply for admission through the Office of Admissions, complying with the procedures and admission policies of the specific graduate program for which they are applying. Provisionally admitted students who meet the majority, but not all, of the program's admission requirements to be admitted provisionally. Students admitted provisionally must earn at least a B- average in the first 6 semester credits of the program to full admission status and remain enrolled.

### Full-Time Status

Full-time status in the graduate program requires enrollment of at least 6 semester hours per term in the department's offerings for that term. Full-time enrollment is the basis for determining financial aid eligibility for international students' continuous legal stay in the United States.

### Academic Advising

All graduate students are assigned a faculty advisor whose role is to provide information and assistance for optimal performance and achievement in the program. Students should consult with their faculty advisor each term to review academic progress. Faculty advisors are also available for consultation about student academic, professional, and career development as necessary.

## Academic Progress

Graduate students must maintain at least a B- average throughout their master's studies. Cumulative GPA is calculated on all courses taken, at NCC or elsewhere, to satisfy specific requirements of the graduate program. Courses in which a C+ or lower is earned are not accepted for graduate credit, but are factored into cumulative GPA. Grades of P (Pass) or N (No pass) are not computed in cumulative GPA. Courses in which a grade of C+ or lower or N is earned must be repeated at current tuition rates.

Students receiving a grade of C+ or lower in a graduate course, but maintaining a minimum B- average, will automatically undergo retention review by the associate dean or program director, in consultation with the faculty advisor, if the student is not achieving a B- average. This review may result in probationary status for one term, during which time the student must achieve a B- average in coursework in the subsequent term. Failure to do so will result in academic disqualification.

When a student falls below a B- average, or more than 4 credit hours of F or N grades appear on a transcript, the associate dean or program director will notify the student of academic disqualification. If a student is academically disqualified, academic disqualification will result in termination from the program unless the student petitions the Associate Dean for academic probation. This petition must articulate clear and compelling reasons to expect improved academic performance and a plan of assistance developed with the faculty advisor for completing the remainder of the program. Petitions of academic probation are reviewed by the Academic Council at its next regularly scheduled meeting, at which the associate dean or program director will communicate the Council's decision in writing to the student. Students failing to meet the terms of an academic probation plan of assistance are automatically disqualified from continuing in the program.

## Grading and Exam Policies

### Dishonesty (Academic) and Plagiarism

Northwest Christian College seeks to promote academic honesty within the college community. Such honesty is fundamental to the principles of the Christian tradition and education. To foster among the students a spirit of intellectual inquiry, the following practices are unacceptable:

1. Cheating in its various forms, whether copying another student's work, allowing your own work to be used by another student, or using unauthorized aids on an examination, fabricating lab or research data, or submitting as your own another student's work.
2. Denying other students access to academic information whether in the classroom, laboratory, or library.
3. Destroying, altering, or tampering with other students' work to impede their academic progress.
4. Plagiarizing presenting as your own the words or ideas of another person. Students who plagiarize are held responsible for their actions, knowingly or unknowingly. As a guard against plagiarism, learn how to document your sources.

For paraphrasing or using direct quotations, see the Publication Manual of the American Psychological Association (6th ed.).

Students who knowingly violate the principles of academic honesty will be subjected to disciplinary action. Depending on the nature of the offense, the student's grade or credit earned may be affected. In serious cases, the student may be suspended or expelled. Please note, Northwest Christian College is more concerned with promoting academic honesty than punishing academic dishonesty.

## Graduate Grading System

Grades for graduate studies are designated as follows:

- A Excellent
- B Very good work, above average performance
- C Below average performance
- P B- or better
- N C+ or worse
- F Failure
- I Incomplete
- X No basis for grade

Grade points for letter grades are as follows:

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7

D+ 1.3  
D 1.0  
D- 0.7

W The grade of "W" is given for withdrawal before the 3rd session of a course for any reason or while doing passing work.

WF The grade of "WF" is given for withdrawal after the 3rd session of a course while doing failing

Incomplete grades are given on a very limited basis. One may be awarded by a faculty member if a student has a major emergency or illness during the course, but not because a student has not had time to complete the assignments. If a student has an emergency, it is the student's responsibility to discuss the issue with the professor as possible to request an Incomplete grade. It is that faculty member's decision whether or not to award

Students who do receive an Incomplete grade must complete the necessary work to remove that grade by the end of the end of the course in which the grade was received. Any exceptions must be requested by written request to the professor and the associate dean or program director. Any Incomplete grade at the end of the allotted time must be recorded as the grade earned at the end of the course. The course must then be repeated and the tuition charged at the current tuition rate.

A student with more than one "I" grade will not be allowed to enroll in the next term of the program until the grade must be satisfied before a student will be allowed to register for Thesis credits. Students may not graduate until the record.

#### Late Papers and Assignments

Each instructor sets policies regarding papers and other class assignments turned in late. Professors are allowed to set penalties including lowering of grades as well as rejection of late papers.

#### Graduation

##### Graduation Application

Degrees are granted at spring commencement exercises on the recommendation of the associate dean, program director, academic dean, and the board of trustees. Degree candidates must apply for graduation in the spring terms before the completion of their requirements and complete all requirements by specified deadlines. A fee of \$25.00 is assessed during the student's final term.

Because master's students' final thesis defense and/or coursework usually occurs during the summer commencement exercises, degree candidates are invited to participate in commencement activities but will not receive a diploma or official transcripts documenting the earned degree until all requirements of the program are met. If requirements are not met as expected, the student must reapply for graduation at the time the faculty are notified.

Students' official transcripts remain the property of Northwest Christian College and cannot be used for other obligations owed the College are paid in full.

##### Residency Requirements/Transfer Credit Limit

Candidates for master's degrees may transfer a maximum of 10 semester (15 quarter) credit hours of graduate work completed at another accredited institution provided that:

1. The work satisfies the requirements of a specific course or practicum experience in NCC's curriculum and has the approval of the course instructor and associate dean or program director of the department.
2. Grades of A, B, or P were earned in these courses.
3. The courses were completed within 7 years of the expected program completion date.
4. Graduate credits earned through correspondence and televised programs are not acceptable, unless they are an on-line version of a regular institutional offering.
5. The College does not grant graduate credit for prior learning experience nor accept graduate credit for prior learning at another institution as transfer credit.

##### Time Limit

All work toward a master's degree, including transfer credits, must be completed within 7 years of matriculation. This time limit includes any on-leave time the student may have been granted.

##### Continuous Enrollment and On-Leave Status

Graduate students are expected to maintain continuous enrollment in the program to optimize development of knowledge and skills cultivated in the curriculum and important peer relationships with members of the program. The College recognizes that circumstances occasionally require that students take a leave-of-absence. A leave-of-absence cannot exceed 3 years. Students granted

on-leave status are required to pay a Continuous Enrollment Fee equivalent to one credit of graduate tuition.

In the event that a leave of absence from the program is necessary, graduate students must consult

faculty advisor to develop a letter of request for the leave. This letter must articulate the duration of the leave, the reason for on-leave status, and a plan for completing the remainder of the curriculum. Requests for on-leave status are reviewed by the Academic Council at its next regularly scheduled meeting, after which the associate dean or program director will communicate the Council's decision in writing to the student.

Students granted a leave of absence who fail to return to the program within the specified timeline are required to reapply to the program, complying with application procedures and admission criteria in effect at that time. At the time of reapplication, a student on leave may be denied admission back into the program.

#### Modification of Academic Requirements

Students may petition the College for exemption from and/or modification of academic requirements for a particular program. Graduate students should first consult with their faculty advisor to develop a letter of request. The letter must articulate a rationale for the request and a plan for completing a modified curriculum. Student factors of expense and personal convenience alone are not generally considered valid reasons for exemption or modification of the planned program. Letters of request are reviewed by the Academic Council at its next regularly scheduled meeting, after which the associate dean or program director will communicate the Council's decision in writing to the student.

## STUDENT DEVELOPMENT

### Student Development

NCC approaches student services from a developmental perspective with an emphasis on becoming well-rounded individuals through intellectual, spiritual, emotional, and social growth. Topics given special focus include community service events, self-defense, community building, eating disorders, wellness issues, and substance abuse. The student development department annually sponsors events and programs such as Orientation, Homecoming, campus ministry opportunities, leadership training, learning, wellness, diversity, fitness, and recreation. If you wish to help plan or participate in these activities, contact the director of student activities.

### Co-Curricular Outcomes

The Student Development Department of NCC seeks to nurture and develop those parts of the students that are not taken place outside of the classroom. Listed below are co-curricular events, settings, and points of learning that are unique to being a student at Northwest Christian College.

1. Students will have the opportunity to work as a team member towards a significant common goal.
2. Students will have the opportunity to lead a team towards a significant common goal.
3. Students will have the opportunity to develop lifelong habits of giving, caring, and sharing.

4. Students will have the opportunity to make decisions based upon exploration of options and
5. Students will have the opportunity to deepen their personal relationship with Christ.

### Counseling Services

Counseling services are available to all full-time NCC students. Students in the Graduate Program for personal counseling may see a counselor at the NCC Counseling Clinic at no charge, or, if they have health insurance coverage, they may receive a referral to a professional counselor or psychologist in the community. Students using the NCC Counseling Clinic services should call 349-7471 to schedule a brief intake session.

### Student Health Insurance

Unless covered by a family or individual policy, all full-time students and all students living in student housing must subscribe to NCC's student insurance policy. This policy is primarily a hospitalization and accident policy. All policy or claims for insurance benefits are handled by Guarantee Trust Life Insurance Company (phone 1-800-349-7471, website [www.associatedinsureanceplans.com/nwcc.htm](http://www.associatedinsureanceplans.com/nwcc.htm)). Claim forms are available in the Business Office.

### Disability Services (Americans with Disabilities Act)

Northwest Christian College does not discriminate on the basis of disability in the admission process, the treatment of or employment in, its programs or activities. Prospective and admitted students who need special programs, services and accommodations should contact the disability services officer in Student Development.

### Documentation of Disability

To be eligible for disability-related services, students must have a documented disability condition as defined by the Americans with Disabilities Act (ADA), 1990. Disabilities served include physical and mental impairments, but are not limited to vision, hearing, mobility, learning, systemic, psychiatric, and brain injury. The documentation must come from an appropriate, licensed professional to certify individuals as having a disability. The documentation should suggest reasonable and appropriate accommodations. The cost of obtaining documentation will be the responsibility of the individual student. If the initial documentation is not reasonably current, incomplete or inadequate to determine the disability and appropriate accommodations, the disability officer will have the discretion to require supplemental documentation of disability. The cost of the supplemental assessment shall also be borne by the individual student. If the student has appropriate documentation, the disability officer reserves the right to deny services or accommodations.

### Determination and Provision of Reasonable Accommodations

Accommodations, modifications, or adjustments to a job, course, program, services or activity may be necessary to provide an individual with a disability to have an equal opportunity. An equal opportunity means an opportunity to participate in the performance or to enjoy equal benefits and privileges as are available to similarly-situated individuals.

The College is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services to overcome the limitations of an otherwise qualified individual with a disability. It is the responsibility of the individual to determine if the College that an accommodation is needed. When a qualified individual with a disability requests an accommodation, the College will make a reasonable effort to provide an accommodation, adjustment, and/or auxiliary service to the individual. Admissions decisions, course examination and other measures of achievement will be provided with reasonable accommodations or modifications to ensure that the evaluation represents achievement rather than reflects the individual's disability.

### Procedures for Students with Disabilities

1. Students with disabilities who require accommodation must contact the disability officer by the first day of class. If contact is made after this time, accommodations may not be possible.
2. Students with disabilities will provide documentation of their disability and how it limits their participation in employment, courses, programs, services, or activities of the College. Documentation should be reasonably current.
3. The disability officer will file official documentation of the disability that clearly identifies the disability and provides sufficient information regarding the manifestations of the disability. Once again, documentation should be reasonably current.
4. The disability officer will ensure that disability documentation is kept confidential and shared only with personnel on a limited need to know basis.
5. The disability officer and disabled students will discuss the interaction of the disability with the learning environment and determine reasonable accommodations that may be necessary. Consultation with the disability officer, staff, and outside professionals regarding essential course elements and reasonable accommodations will occur in situations that are new, complex, or sensitive.

6. The disability officer will clearly outline the process for provision of reasonable accommodations verbally and in writing to disabled students. In determining reasonable accommodations questions will be answered: what accommodations will be provided, how will they be provided, when they be provided, who is responsible for providing them. Standardized policies and procedures established by the disability officer for auxiliary aids and services (i.e., academic assistance, test accommodations, alternate print formats, registration assistance) will be included in the plan.

Michael Fuller	Office for Civil Rights	U.S. Department of Justice
Dean of Student Development	U.S. Dept. of Education	Washington, D.C. 20210
Northwest Christian College	Jackson Federal Building	(202) 220-5300
828 E. 11th Ave.	915 Second Ave., Rm. 3310	
Eugene, OR 97401	Seattle, WA 98174-1099	
(541) 684-7345	(206) 220-7900	

7. The disability officer will provide individualized letters for faculty members certifying the existence of a disability and recommending reasonable accommodations; delineating faculty, student, and disability officer's responsibilities; and inviting faculty to contact the dean of student development and the academic advisor if there are concerns or questions about accommodations. Faculty will not contest the existence of a disability if it has been properly documented and will be expected to assist with the provision of reasonable accommodations when appropriate and necessary. Professors are not expected to compromise course expectations or the quality of student work. It must be noted that academic requirements that the College considers essential to the program of instruction or to any requirements directly related to the program are not regarded as discriminatory.

8. Students with disabilities will be responsible for delivering letters to their professors. If a student is on sabbaticals, summer leaves, etc.), students will consult with the appropriate faculty member. If students are having difficulty connecting with faculty and/or faculty supervisors, they should request assistance from the disability officer.

9. Students with disabilities will be responsible for contacting the disability officer if reasonable accommodations are not implemented in a timely fashion, or are not effective.

#### Academic Accommodations

Common academic accommodations may include, but are not necessarily limited to nor guaranteed: admission modifications, alternate print formats, exam modifications/adjustments, note takers, interpreters, reader services, assistive computer technology, course modifications/substitutions, reduced course loads, part-time enrollment, priority registration, time extensions, taped lectures, classroom relocations, removal of architectural barriers.

#### Grievance Procedures for Students with Disabilities

**Complaint of Discrimination** Allegation of different treatment, whether intended or unintended, based on the student's disability.

**Informal Complaint** The process of gathering information either to help establish a suspicion of discrimination or to attempt to resolve a disagreement without following a formal complaint process.

**Formal Complaint** The process of investigating a case of alleged discrimination and making a determination as to whether or not discrimination occurred and, where appropriate, providing a resolution to the complaint.

**Non-retaliatory** An individual filing a complaint of discrimination in good faith shall not be subjected to retaliation by the College. An individual may file a complaint alleging retaliation.

Students with disabilities who have requested accommodations, modifications, and/or adjustments and who believe that they have been discriminated against on the basis of their disability or who are dissatisfied with the accommodations provided should:

1. Notify the dean of student development. The dean of student development will assist College personnel and disabled students to informally resolve disagreements regarding recommended accommodations.

2. If the matter cannot be resolved informally, or the disabled student is not satisfied with the resolution, the student may file a Complaint of Discrimination. The complaint must be in writing and should include: the student's current disability documentation, the student's reasoning regarding the complaint, and the means by which the student may be contacted. The student's complaint will be responded to in writing by the dean of student development or his/her designee within three work days. Said response may include the rationale and reasoning relevant to the circumstances and alternative accommodations which may be available to the student.

3. If the student is in disagreement with or is not satisfied with the dean of student development's response, the student may appeal to the College's formal Grievance Committee. Such an appeal must be filed within 30 days of the student's receipt of the dean's response.

30 days of the dean of student development's written communication regarding the formal grievance. Grievance Committee will respond to the student in writing within ten work days of hearing the student's grievance.

### Important phone numbers and points of contact regarding the Americans with Disabilities Act Liability

Northwest Christian College takes all reasonable steps to protect people and property on campus. It is impossible to provide protection that is 100% effective, and the College does not accept responsibility for damage to personal property occurring on the campus. Students are encouraged to make sure that their insurance coverage is adequate.

### Campus Patrol & Campus Security Act Notification

NCC's Campus Patrol is on duty from approximately 6:00 p.m. to 2:00 a.m. each day during the school year. Patrol members are available as escorts on campus, for security checks of campus buildings, and to provide general security.

#### Standards for Student Behavior and NCC Covenant

Community Life	Firearms, Weapons, Pyrotechnics and Explosive Devices
Alcohol and Drugs	Roofs
Student Sexual Offenses	Parking and Traffic Regulations
Public Nudity	Soliciting
Hazing	NCC Clubs and Organizations
Sexual Harassment	Publicity
College Dress	Scheduling Events
Disciplinary Sanctions	Speakers
Grievance Policies and Procedures	Right to Dissent
General Harassment and Discrimination	Law Enforcement
Computer Use	Pets

NCC community. The contact number is posted in many locations throughout the campus.

Room Condition and Care	Painting
Lockouts	Screens
Safety and Security	Smoke Detectors
Earthquake Safety	Refrigerators and Freezers
Fire Safety	Electrical Appliances
Room Assignments	Furniture
Housing Contracts	Lounge Furniture and Decorations
Check-in/Check-out	Storage
College Breaks	Pets
Room Changes	Guests
Keys	Visitation Hours
Kitchens	Quiet Hours
Laundry and Linen	Sports
Damages	Water Fights
Security System	Room Use
Cosmetic Changes	Room Displays

As of 1993, federal law requires NCC to track and publish the rates of major crimes on campus. These include assault, burglary and theft, and rape. The campus crime statistics are available in the brochure "Safe Campus Northwest Christian College Campus" which can be obtained through the Dean of Student Development Office. If you witness any such crime, you are strongly urged to report it to the Dean of Student Development Office. You will be notified of reporting the crime and working through the effects of the incident on your life.

### Emergency Student Loan

A student who has a financial emergency may apply for a short-term loan. The student must be in good standing with the College. The limit per loan is \$150.00, and no more than four loans may be applied for. Emergency situations include money for textbooks, medical expenses, and emergency travel money. Repayment is due by the end of the semester in which the money is borrowed. To apply, see the associate director of Student Development.

### Career Planning and Placement

Off-Campus Employment/Placement Services

Students interested in general employment in the Eugene-Springfield area may consult the Job Bulletin. The Job Board is located on the second floor of the Morse Event Center and is maintained by the Student Development Department. Details on all postings can be obtained by contacting the director of career development.

#### On Campus

Job listings and vocational counseling and guidance are available through the office of the director of career development. Students may examine job listings, graduate catalogues, and receive help with items such as resumes, interviewing and job search skills.

#### Parking

Parking permits are not required for evening students. If you are on campus during the day, you must obtain a visitor's parking permit from the Student Development Office. Hours to obtain a visitor's parking permit are 8:00 am to noon and 1:00 pm -5:00 pm, Monday through Friday. NCC is not responsible for damage to or theft of vehicle contents. Please do not leave valuables in your vehicle.

#### Student Lounge

Student lounges are located in the Morse Event Center, and in the Burke-Griffeth Residence Hall (several locations). They vary each semester. The lounges house various items for student relaxation and recreation.

#### Student Bookstore/Internet Cafe

The Student Bookstore/Internet Cafe is located inside Burke-Griffeth Hall. Clothing, food and drinks, as well as other items are available.

#### Address/Name Changes

In order for the College to keep accurate records, a student who changes his/her name, marital status, or permanent address must notify the registrar.

#### Photo ID Cards

Photo ID cards are issued at the beginning of fall semester or the first semester a student is enrolled. All students must obtain an NCC photo ID card. This card officially identifies the bearer as a student of the College and grants privileges, such as: free entry to NCC sports, use of the NCC Library, use of the Morse Event Center, access to the Student Bookstore, and loan privileges at the U of O Library. See the student development administrative website for more information. Morse Event Center for further information. Replacement cards are \$15.

#### Standards for Student Behavior and NCC Covenant of Community

See on-line Student Handbook @ [www.nwcc.edu/about/covenant.htm](http://www.nwcc.edu/about/covenant.htm) for more information on college policies regarding:

See on-line Student Handbook @ [www.nwcc.edu](http://www.nwcc.edu) for more information on residence hall policies regarding:

See on-line Student Handbook @ [www.nwcc.edu](http://www.nwcc.edu) for more information on Judicial Process.

See on-line Student Handbook @ [www.nwcc.edu](http://www.nwcc.edu) for more information on Campus Resources.

#### Academic Grievance

When a student and a faculty member are in conflict or a student identifies a grievance in an academic matter such as grades or assignments, the following sequence of events should be followed:

1. The student should approach the faculty member and initiate a dialogue concerning the matter of the grievance.
2. If this does not bring about resolution, or if the student is hesitant to address the faculty member, the student should initiate a dialogue with the faculty member's supervisor. This supervisor will either be a peer or a superior.



dean or the academic dean. During this dialogue, it will be determined if the matter is better informally or formally. Formal grievances require a written statement from the student outlining the situation. Formal grievances should be directed to the academic dean.

3. Appeal: If the student is in disagreement with or is not satisfied with the academic dean's student may appeal to the College's Grievance Committee. Such an appeal must be made within of the academic dean's written communication regarding the formal grievance. The Grievance C will respond to the student in writing within ten work days of hearing the student's grievance.

#### Ombudsman

Sometimes situations or circumstances may arise that are complex and confusing. At other times a simply want the help and support of an advocate. In those times when students are unsure what to do and unsure who to talk to, NCC provides ombudsmen. Ombudsman is a Scandinavian term meaning advocate or go NCC's ombudsmen are available to students who have questions about NCC policies and procedures.

#### Exemption Procedure & Procedure for Proposing Change

A student wishing to propose a change or ask for an exemption from any of NCC's non-academic poli procedures should follow this sequence:

1. Make an appointment with one of the student development staff to discuss the change, clarify describe how the change might affect the current rule.
2. Submit a letter of petition to the dean of student development requesting consideration of the exemption. In matters of institutional change, the student may, but is not required to, submit signatures from other students (note: supporting signatures/petitions are inappropriate in exempt requests). If signatures are submitted, each person signing the petition must:
  - a. be currently enrolled, full-time (12 credits minimum).
  - b. be an NCC student body member.
  - c. be in good academic standing.
3. A written response will be made within 14 days of the date the petition is received.

#### Grievance Policies and Procedures

The College affirms the principle that its students have a right to be free from harassment and o principle includes sexual harassment by any member of the College community.

#### General Harassment and Discrimination

Harassment includes behavior and/or communication that creates an intimidating and/or hostile env Discrimination is the unlawful limiting of opportunities based on one's race, color, national or ethnic sex. Students believing to have experienced harassment or discrimination are encouraged to make initial member of the College's faculty or staff that they trust. The student must then contact the dean of st dean of student development serves as the College's civil rights officer. From this point, generally t

1. The student may first ask the dean of student development to attempt informal resolution of t dean of student development shall decide whether to proceed with the informal attempt and s person bringing the complaint of the decision. A discussion of the complaint will be held wi involved in the complaint. If as a result of these efforts, all parties involved believe that a sa resolution has been achieved, the dean of student development shall decide what further action, if a should be taken. If such a resolution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

2. The student may file a formal complaint with either the dean of student development or the pe alleged employee/student reports. Such a complaint must be in writing and must present the situation. The dean of student development will conduct an investigation. The investigation completed within 14 working days. Possible outcomes of the investigation are:

- a. finding that the allegations are not warranted or could not be substantiated.
  - b. a negotiated settlement of the complaint.
  - c. finding that the allegations are substantial and, if so, recommending corrective action to
3. The student may, after conversation with the dean of student development, decide to drop the student decides to drop the complaint, the dean of student development will decide what fur any, should take place.

#### Appeals

The appeal of any decision made by the dean of student development in reference to any point of a disciplinary action may be made to the College's Grievance Committee. This committee consists of two f

staff member, and in cases involving students, two students. Appeals will be considered when they present the following: 1) new information not yet a part of previous decisions, 2) evidence of bias in earlier proceedings, or 3) the grievant believes relevant information was not considered. The Grievance Committee is empowered to make decisions that may result in dismissal of the case, overturning of a prior decision, and/or recommending final disposition of the case, consequences and disciplinary action, to the president.

## Graduate Programs

Program Directors: Michael Kennedy, Dr. Paula Belcher, Ms. Vivian Moen

In a commitment to academic excellence, Northwest Christian College offers master's degree programs in:

1. Business Administration (MBA)
2. Professional Counseling
3. School Counseling

Coursework in all graduate programs is offered in sequential courses that meet one evening per week with one all-day Saturday class. Classes are small, discussion-oriented, and presented from a Christian perspective. Practicum and internship experiences in addition to coursework are part of the counseling programs. Professional students' programs culminate with a master's thesis.

#### Application Process

Students should consult the application requirements for the specific graduate program for which they are applying. For application materials and information on individual programs, contact the Office of Admissions.

All programs have an early admissions deadline of March 15. Completed applications are then reviewed by the admissions committee of each program. Qualified applicants are notified by April 15. Applications may be accepted on a space-available basis.

In some cases, a provisional admission may be granted. In such cases, a full admission into the program must be secured by the time the student has completed 6 credit hours in graduate level courses. Students with provisional status must earn a B- average or higher by the time they have completed 6 credits to secure full admission. Students provisionally admitted who earn below a B- average by the time they have completed 6 credits are automatically dropped from the program.

At the time of application, prospective students may submit copies of unofficial transcripts of undergraduate work. However, a student will not be fully admitted into the program until official transcripts from all undergraduate institutions are received and evaluated.

Because written communication is an essential part of preparation for professions in business and education, graduate students are required to enroll in a Research Writing Seminar following admission to the program. The seminar is offered at several different times during the spring and summer terms. Successful completion of the seminar is a prerequisite for enrollment in the first term of graduate studies, or may be taken concurrently in the second term.

For additional information, or to schedule a visit, please contact:

Admissions

Northwest Christian College

828 East 11th Avenue

Eugene, OR 97401-3745

541-684-7201

Toll free: 1-877-INFO-NCC

admissions@nwcc.edu

# Professional Counseling (MA)

Program Director Dr. Paula Belcher

The Master of Arts in Professional Counseling Program trains students in the art and science of counseling within a Christian frame of reference. In this program, students gain a solid foundation of counseling skills, based on current research. Building upon that base, students develop a theoretical orientation to counseling that is consistent with their own personality and value system. The program is Board-approved by the Oregon Board of Licensed Professional Counselors and Therapists for those persons desiring to become Licensed Professional Counselors.

Students are encouraged to individualize their graduate study experience through choices of topics and presentations within the required coursework and through choice of internship site and topic of master's thesis. Students gain a balance between a broad perspective of counseling and a "specialization" in an area of interest.

The 48-credit curriculum is 2 years long. Required coursework in counseling theories and foundations is complemented with applied clinical experience. Students begin their clinical experience at the College's on-site Counseling Center in the second semester, scheduling clients and supervision as their schedules allow. The capstone of the program is a 12-credit internship in the second year when students work about 16 hours a week in a counseling agency. Students also complete a master's thesis in their final term of study or an Advanced Clinical Practicum in the final year.

## Program Objectives

- Upon completion of the Master of Arts in Professional Counseling Program, candidates will be able to:
1. Demonstrate an understanding of the theories and foundations of counseling and human behavior.
  2. Verbalize a personal theoretical orientation to counseling.
  3. Conduct an initial client assessment.
  4. Formulate a treatment plan for brief counseling.
  5. Deliver supervised counseling services to individuals and groups and document a minimum of 60 hours of supervised clinical experience, including 100 hours of clinical supervision.
  6. Model professional ethical practices and adhere to legal requirements for counselors.
  7. Demonstrate an awareness of current social issues affecting clients, including substance abuse, violence, homelessness and unemployment, child and elder abuse, and sexual abuse.
  8. Demonstrate an awareness of spiritual issues affecting clients, including guilt, forgiveness, and hope.
  9. Demonstrate tolerance and respect for differences among people and be able to work with a variety of diverse cultural and socioeconomic backgrounds.
  10. Collaborate with community networks and referral resources to establish continuity of care for clients.
  11. Demonstrate a knowledge of basic statistical methods and content of the literature on counseling and conduct library research by writing a comprehensive thesis on a topic related to counseling.
  12. Develop and exhibit a professional identity as a counselor.

## Admission Requirements

In order for an application to be considered for the Professional Counseling Program, the following items must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from an accredited 4-year college or university, with a minimum undergraduate GPA of 3.0, including the courses listed below.\*
3. An official test score report from the Graduate Record Exam (GRE) documenting a minimum combined score of 1000 (verbal and quantitative) or the Miller Analogy Test (MAT) documenting a raw score of 100. Test scores must be within the last 5 years.
4. A statement of purpose of two to three pages (double-spaced) showing skills in written communication and articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling profession.
5. A resume documenting education and experience in psychology, mental health, or related fields.
6. A personal interview with the Admissions Committee.
7. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

\*A prerequisite course is required for admission to the program. Students need not have taken the prerequisite course at the time of application. However, a student will not be fully admitted until documentation of successful completion of the prerequisite course is received.

# Professional Counseling (MA)

## Required Prerequisite Courses:

1. Research Writing Seminar offered as a non-credit course spring and summer semester at NCC.
2. PSY 420 Abnormal Psychology or an equivalent upper division psychopathology course.

## Recommended Prerequisite Courses:

1. PSY 380 Theories of Personality
2. MATH 310 Statistics

## Academic Calendar

Requirements for Professional Counseling . . . . . 48 . . . . .

### YEAR ONE

Semester 1 . . . . . .6 . . . . .  
 COUN 520 Theories of Counseling . . . . . 2 . . . . .  
 COUN 530 Counseling Skills and Procedures. 2 . . . . .  
 COUN 540 Ethical and Legal Issues in Counseling

Semester 2 . . . . . .8 . . . . .  
 COUN 581 Clinical Practicum I . . . . . 2 . . . . .  
 COUN 550 Counseling Strategies and Treatment . . . . .  
 COUN 560 Crisis Intervention . . . . . 2 . . . . .  
 COUN 510 Developmental Counseling . . . . . 2 . . . . .  
 Professional Issues Forum . . . . . 0 . . . . .

Session 3 (Summer). . . . . 8 . . . . .  
 COUN 582 Clinical Practicum II. . . . . 2 . . . . .  
 COUN 580 Counseling Diverse Populations. . 2 . . . . .  
 COUN 590 Social and Spiritual Issues in Counseling  
 COUN 610 Counseling Research. . . . . 2 . . . . .

### YEAR TWO

Semester 4 . . . . . .12. . . . .  
 COUN 660 Developmental Counseling Across the Lifespan  
 COUN 570 Group Counseling. . . . . 2 . . . . .  
 COUN 630 Introduction to Family Systems . 2 . . . . .  
 COUN 685 Clinical Internship . . . . . 6 . . . . .

Semester 5 . . . . . .10. . . . .  
 COUN 620 Substance Abuse Issues . . . . . 2 . . . . .  
 COUN 650 Individual Appraisal . . . . . 2 . . . . .  
 COUN 685 Clinical Internship . . . . . 6 . . . . .

Session 6 (Summer). . . . . 4 . . . . .  
 COUN 690 Master's Thesis . . . . . 4 . . . . .

OR  
 Session 6 (Fall). . . . . 4 . . . . .  
 COUN 681 Advanced Clinical Practicum. . . 4 . . . . .

NOTE: Each semester is 15 weeks with sequential 5-week courses except for Practica and Internsh

# School Counseling (MA)

Program Director Ms. Vivian Moen

NCC offers a master of arts degree in school counseling, training students on a faith-oriented and successful school counselors in K-12 public or private schools. The program is accredited by the Teaching Practices Commission (TSPC) in conjunction with the Oregon Educational Act for the 21st Century. Together with a Christian frame of reference and Christian faculty, this program provides students with a solid foundation of counseling to promote the academic, social, and emotional development of children based on current research. Built on this foundation, students learn to develop a comprehensive school counseling program and a professional identity as a school counselor that reflects their values of the welfare of children, quality of academic performance, and safety in schools.

Additionally, students individualize their own program through choices of topics on papers and projects, and through required coursework and through choice of authorization level (early childhood/elementary or middle level) and an internship site.

## Program Objectives

Upon completion of the Master of Arts in School Counseling Program, candidates will be able to:

1. Develop and implement plans that promote social and emotional development.
2. Establish programs appropriate for group, individual, and family counseling.
3. Demonstrate interpersonal communication skills, working with others, and communicating with community members.
4. Practice and promote group process, crisis resolution, anger management, and violence prevention.
5. Demonstrate ethical standards and knowledge of legal frameworks unique to counseling.
6. Collaborate with social service agencies providing services to students and families.
7. Support school to work transition and career planning.
8. Assist with curriculum coordination as it relates to guidance activities.
9. Understand student assessment as it relates to academic, career counseling, and personal/social development.
10. Assist with goal setting, learning skills, and the development of self-directed learners.
11. Support and develop plans that respect difference and promote communication among diverse groups.
12. Collaborate with school staff, families, and community members to meet individual student needs.
13. Assist staff to understand the needs of all students.
14. Demonstrate effective counseling techniques for individuals and small groups.

## Admission Requirements

In order for an application to be considered for the Professional Counseling Program, the following information must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0, including prerequisite courses listed below.\*
3. An official test score report showing a passing score on either the Praxis I-Pre-Professional Skills Test (PPST) or the California Basic Educational Skills Test (CBEST).
4. A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling setting.
5. A resume documenting education and teaching experience and/or alternative experience working with children.\*\*
6. A letter of recommendation from a professional reference, preferably a supervisor in an educational setting or another setting working with children.
7. A personal interview with the Admissions Committee.
8. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

\*Two prerequisite courses are required for admission to the program. Students need not have taken these prerequisite courses at the time of application. However, a student will not be fully admitted until documentation of completion of these courses is received.

\*\*Admission to Track I requires documentation of 2 years of successful licensed teaching experience. Applicants who do not meet the Track I teaching requirement may be admitted as students in Track II, requiring additional education courses, 200-hour classroom practicum and 8 additional internship credits.

## School Counseling (MA)

### Required Prerequisite Courses\*:

1. Research Writing Seminar offered as a non-credit spring or summer seminar at NCC.
2. PSY 320 Human Development or an equivalent upper division course in human development and behavior.

\*These courses may be taken concurrently in the first term of coursework.

### Recommended Prerequisite Courses:

1. PSY 380 Theories of Personality
2. PSY 420 Abnormal Psychology
3. MATH 310 Statistics

### Academic Calendar

Requirements for School Counseling . . . . . 36-48. . . . .

#### YEAR ONE

Semester 1 . . . . . 6-10. . . . .  
 COUN 520 Theories of Counseling. . . . . 2 . . . . .  
 COUN 530 Counseling Skills and Procedures. 2. . . . .  
 COUN 540 Ethical and Legal Issues in Counseling  
 EDUC 407 Curriculum Instruction and Class Management

Semester 2 . . . . . 6-10. . . . .  
 COUN 670 Academic Intervention. . . . . 2. . . . .  
 COUN 560 Crisis Intervention . . . . . 2. . . . .  
 COUN 510 Developmental Counseling. . . . . 2. . . . .  
 EDUC 435 Counseling Practicum . . . . . 4\*\* . . . . .

Session 3 (Summer). . . . . 6 . . . . .  
 COUN 580 Counseling Diverse Populations. . 2. . . . .  
 COUN 590 Social and Spiritual Issues in Counseling  
 COUN 600 Childhood and Adolescent Mental Health

#### YEAR TWO

Semester 4 . . . . . 6-8 . . . . .  
 COUN 660 Career Development and Counseling 2 . . . . .  
 COUN 570 Group Counseling. . . . . 2. . . . .  
 COUN 630 Introduction to Family Systems . 2 . . . . .  
 COUN 695 School Counseling Internship. . . 2\*\* . . . . .

Semester 5 . . . . . 6-8 . . . . .  
 COUN 620 Substance Abuse Issues . . . . . 2. . . . .  
 COUN 650 Individual Appraisal . . . . . 2 . . . . .  
 COUN 675 Educational Research & Assessment 2 . . . . . 31  
 COUN 695 School Counseling Internship. . . 2\*\* . . . . .

Session 6 (Summer). . . . . 2 . . . . .  
 COUN 680 Collaboration and Leadership Capstone

NOTE: Each semester is 15 weeks with sequential courses except for Practica and Internship.

\*Track II students must also complete the following requirements in compliance with Oregon Teacher Practices. . . . . Commission: . . . . .

1. A supervised practicum consisting of a minimum of 200 clock hours in a regular classroom in a public school including a minimum of 75 clock hours of full responsibility for directed learning.

- 2.Prerequisite four credits of undergraduate education coursework.
- 3.One work sample that illustrates ability to foster student learning.
- 4.Eight (8) additional supervised internship credits with a school counselor in a public school.  
\*\*Track II only.



# Master of Business Administration (MBA)

Program Director Dr. Michael Kennedy

The purpose of the Master of Business Administration (MBA) program is to assist students in the study of business administration theory and practice in an organization. This study and integration is done with Christian ethics and values. The 24-month, evening course program is designed for working adults at the management level who want to expand their knowledge, skills, and abilities in business to complement their work and to expand their career opportunities.

The program is primarily oriented towards people with an undergraduate degree in either management or business administration. However, it is designed so that, with appropriate prerequisites, a student with an undergraduate degree in another discipline should be able to complete the program successfully.

The 36-credit curriculum consists of 16 two-credit courses plus a four-credit thesis. Courses are divided into a management administration core, supporting management coursework, Christian foundations, and capstone coursework. The management administration core includes management theory and practice, management information systems, quantitative methods, marketing management, financial management, financial accounting, managerial economics, communication in business, and entrepreneurship. Supporting studies include group dynamics in organizations, management of human resources, and operations and service management. The Christian foundations courses include Christian leadership and Christian leadership and service. In general, the courses use a case based, team oriented approach.

In addition to the business administration core and supporting coursework, students complete two thesis requirements—a strategic management course and a research oriented thesis.

## Program Objectives

The MBA Program seeks to achieve the following objectives:

1. Students will acquire a comprehensive knowledge of the core principles and concepts of business administration in the following functional areas: general management theory and practice, management information systems, quantitative methods, marketing, finance, entrepreneurship, accounting, economics, and organizational communications.
2. Students will acquire knowledge and skills in the supporting management studies of group dynamics, human resource management, global management and marketing, and operations and service management.
3. Students will acquire knowledge and an understanding of Christian ethics in management as well as Christian leadership and service.
4. Students will integrate all aspects of their learning, understanding, knowledge, and skills culminated in a capstone series including strategic management and a comprehensive research-oriented thesis.
5. Students will become acquainted with the current trends in management, the leading sources of information, current publications, and other available resources, both in text and on the Internet.
6. Students will develop an understanding of ethical issues in business administration and management and bring the Christian faith and values to bear on business processes.

## Admission Requirements

In order for an application to be considered for the MBA Program, the following materials must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from an accredited four-year college or university, with a minimum undergraduate GPA of 3.0, including prerequisite courses listed below.\*
3. An official test score report from the Graduate Record Exam (GRE) documenting a minimum combined score of 1000 (verbal and quantitative), the GMAT documenting minimum score of 500, or the Miller Analogies Test (MAT) documenting a raw score of 50. Test scores must be within the last 5 years.
4. A 500-word essay (double-spaced) showing skills in written communication, addressing how an applicant's personal and professional goals.
5. A resume detailing business/management experience.
6. A personal interview with the Admissions Committee.
7. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

\*Four prerequisite courses are required for admission to the MBA Program. Students need not have completed these prerequisite courses at the time of application. However, a student will not be fully admitted until documentation of completion of these courses is received.

# Master of Business Administration (MBA)

## Required Prerequisite Courses:

1. Statistics\*\*
2. Business Law\*\*
3. Research Writing Seminar\*\*

\*\* NCC offers non-credit seminars in these subject areas that may be used to fulfill prerequisite  
 Contact the Department of Business and Management for specific dates for each seminar.

## Recommended Prerequisite Courses:

1. Management
2. Marketing
3. Finance
4. Economics
5. Accounting

## Academic Calendar

Requirements for MBA . . . . . 36 . . . . .

### YEAR ONE

Semester 1 . . . . . 6 . . . . .  
 BUS 500 Management Theory and Practice. .2. . . . .  
 BUS 530 Marketing Management. . . . . 2 . . . . .  
 BUS 515 Group Dynamics in Organizations .2. . . . .

Semester 2 . . . . . 6 . . . . .  
 BUS 580 Quantitative Methods . . . . . 2 . . . . .  
 BUS 570 Christian Ethics. . . . . 2 . . . . .  
 COMM 580 Communication in Organizations . 2 . . . . .

Session 3 (Summer). . . . . 6 . . . . .  
 BUS 560 Management Information Systems. .2. . . . .  
 ECON 555 Managerial Economics. . . . . 2 . . . . .  
 BUS 619 Global Management . . . . . 2 . . . . .

### YEAR TWO

Semester 4 . . . . . 6 . . . . .  
 ACTG 543 Managerial Accounting . . . . . 2 . . . . .  
 BUS 610 Operations and Service Management 2 . . . . .  
 BUS 675 Christian Leadership and Service 2 . . . . .

Semester 5. . . . . 6 . . . . .  
 BUS 690 Thesis. . . . . 2 . . . . .  
 BUS 550 Financial Management. . . . . 2 . . . . .  
 BUS 615 Management of Human Resources. . 2 . . . . .

Session 6 (Summer). . . . . 6 . . . . .  
 BUS 507 Entrepreneurship . . . . . 2 . . . . .  
 BUS 699 Strategic Management. . . . . 2 . . . . .  
 BUS 691 Thesis. . . . . 2 . . . . .

NOTE: Each semester is 15 weeks with sequential courses.

## Graduate Program Course Descriptions

### Accounting

ACTG 543 Managerial Accounting (2) This course examines the development, presentation, and interpretation of financial information for management decision making, budgeting, and control. Emphasis is placed on understanding the financial statements that are the final product of the system-what they do and do not tell stakeholders about the business. The accounting conventions, and concepts underlying financial reporting are examined with the objective of developing the student's ability to comprehend, and perform a basic analysis of financial statements.

### Business

BUS 500 Management Theory and Practice (2) This course provides an introduction to the program as well as to the various methods in management. It explores the connections between the theory and practice of management in the areas of organizing, leading, and controlling functions of management.

BUS 507 Entrepreneurship (2) This course provides the opportunity for exposure and in-depth examination of the field of entrepreneurship. The number of small business start-ups continues to grow. This course allows students to learn the requirements for a start-up and to evaluate the various types of business start-ups available.

BUS 515 Group Dynamics in Organizations (2) This course examines the knowledge, attitudes, and behaviors of individuals and groups within organizations. The ramifications of behavior patterns and their influence on organizational success will also be explored. The relationship of group dynamics to management of teams will be emphasized.

BUS 530 Marketing Management (2) This course examines marketing principles and practices for promoting and managing an organization. Topics include consumer behavior, market analysis, supply and demand, and the role of marketing.

BUS 550 Financial Management (2) Examines the role and use of financial support systems to maximize organizational value and effectiveness. Budgeting concerns, as well as planning and control systems, will be explored. The use of financial ratios and financial statements.

BUS 560 Management Information Systems (2) Emphasis in this course is on the managerial aspects of information systems and technology. The use of information systems for business operations, managerial decision making, and competitive advantage will be examined. In addition, global and ethical issues will be explored.

BUS 570 Christian Ethics in Business (2) This course explores the role of ethics and ethical behavior in business. Special emphasis is placed on Christian values and ethics and the part they play in guiding managers and organizations in business matters.

BUS 580 Quantitative Methods (2) This course focuses on the quantitative tools that managers need in order to make effective decision making. These include decision analysis, linear programming, transportation methods, network models, and simulation.

BUS 610 Operations and Service Management (2) Operational aspects of both manufacturing and service organizations will be explored in this course. Issues to be examined include strategy, production processes, technology, facility location and layout, production planning systems, and quality management. Specific quantitative methods will be examined, including quality control, forecasting, inventory methods, and project management.

BUS 615 Management of Human Resources (2) The policies and practices related to managing people in organizations will be examined in this course. Special emphasis will be placed on planning, staffing, development, and the evaluation of these practices.

BUS 619 Global Management (2) This course explores issues dealing with managing organizations in a global context. Special topics to be examined include the economic, legal-political, and sociocultural environments as well as the role of the international manager.

BUS 675 Christian Leadership and Service (2) This course focuses on leadership and service from a Christian perspective.

perspective. Particular emphasis is placed on examining various leadership styles and their effectiveness in various organizational environments.

BUS 690/691 Thesis (4) The thesis is an in-depth, research-oriented activity that allows a student to explore a topic of personal interest. Students are expected to integrate aspects of their coursework into this thesis and to demonstrate the ability to conduct library research on a chosen topic and to produce a paper commensurate with graduate level study. The thesis is completed in students' final term of study and presented to a committee of faculty for review in an open forum.

BUS 699 Strategic Management (2) This course will effectively be the capstone course of the program. It focuses on the management-related aspects of an organization. Specifically, it will focus on the strategic and long-range planning aspects that must deal with in order to achieve competitive advantage.

communication

COMM 580 Communication in Organizations (2) This course focuses on how people communicate within and between organizations. Special emphasis will be placed on proficient listening, framing ideas clearly, and conflict resolution. Spend more time listening than in any other business activity. Influencing others to accept the communication's meaning over other competing possibilities is a significant skill for business leaders.

## COUNSELING

COUN 510 Developmental Counseling (2) Developmental Counseling Across the Lifespan (2) This course focuses on counseling intervention strategies from the perspective of lifespan development. It emphasizes preventive counseling normally developing persons from childhood through old age. Research regarding factors affecting development, such as divorce, daycare, exposure to violence, identity formation, retirement, and other transitions are discussed.

COUN 520 Theories of Counseling (2) This course introduces students to theories of counseling from a historical and chronological perspective. Specific orientations include psychoanalytic, Adlerian, person-centered, humanistic, and a variety of cognitive-behavioral approaches to counseling. As students are exposed to these models, they are encouraged to incorporate their faith and their values about the human change process with these theories in order to develop their own theoretical orientation to counseling.

COUN 530 Counseling Skills and Procedures (2) Students' preparation for practical experience begins with this course. Students learn the basic microskills of counseling, including attending behavior, listening and structuring, and practice those skills in simulated counseling sessions built around role-plays. Students integrate the theories of counseling course and develop a personal theory of counseling and a conception of how the skill is applied in a counseling model.

COUN 540 Ethical and Legal Issues in Counseling (2) This course is designed to expose students to the ethical and legal issues that surface in counseling settings as well as legal requirements of counselors. Topics include confidentiality, duty to warn, abuse reporting procedures, licensure and certification, school law, boundaries, and counselor health and welfare.

COUN 550 Counseling Strategies and Treatment (2) In this course students gain greater familiarity with the diagnostic guide in assessing psychopathology with the goal of planning treatment as well as making the decision when to refer clients. Strategies for treatment based on different theoretical perspectives are presented, including psychopharmacologic treatments. Students are introduced to intake interviewing and mental status exams. Students learn to diagnose common forms of mental disorders and to write a treatment plan. (Prerequisite: PSY 420 Abnormal Psychology or equivalent psychopathology course.)

COUN 560 Crisis Intervention (2) This course is intended to enable students to identify and diffuse crisis situations and minimize the possibility of clients doing harm to themselves or others. Students learn to identify suicidal ideation, assess levels of potential violence in both face-to-face approaches and via telephone contact. Students learn to identify professional and community resources available to deal with various levels of crisis and gain an understanding of how to refer individuals to those resources. An introduction to critical incident debriefing is also included.

COUN 570 Group Counseling (2) This course is intended to introduce students to the ethics of group counseling, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice

simulated sessions and gain an awareness of their own personal process in a group setting as they take part in those simulated group sessions. In and of itself, it is not intended to equip students to conduct counseling independently.

COUN 580 Counseling Diverse Populations (2) In this course, students investigate attitudes and perspectives on gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis is placed on historical, and cultural perspectives and the impact current views have on the counseling relationship. Students are encouraged to expand their points of view of diverse populations leading toward an acceptance of all people.

COUN 581, 582 Clinical Practicum I and II (2 credits each) Clinical practicum experiences involve students in training working under close supervision of faculty supervisors. Students begin their practicum experience with two clients from the community weekly in the program's on-site training clinic. As students demonstrate counseling skills, they are assigned additional clients, reaching an average of three to four clients per week. Students spend 16 clock hours on-site in the training clinic and document a minimum of 50 client contact hours over the term. In seeing clients and completing the necessary paperwork, students meet with their faculty supervisor 1 hour per week and group supervision 1-1/2 hours per week. In supervision sessions, students learn to conceptualize individual cases, ethical and legal implications, and to apply their foundational coursework. Students must complete two semesters (4 credits) prior to internship. (Prerequisites: COUN 520 Theories of Counseling; COUN 530 Counseling Skills; COUN 540 Ethical and Legal Issues in Counseling.)

COUN 583 Clinical Practicum III (1-2) [elective] This practicum is available for students who desire additional clinical experience and apply more direct client contact hours toward licensure. (Prerequisites: COUN 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

COUN 590 Social and Spiritual Issues in Counseling (2) This course allows students to investigate complex social and spiritual problems, such as crime and violence, homelessness and unemployment, child abuse, and sexual abuse, to increase their cultural awareness and assist them in working with individuals and families who are coping with these complex issues. The challenge of dealing with spiritual issues, such as guilt, forgiveness, and value conflicts, which often are not emphasized in traditional counseling, is emphasized.

COUN 600 Childhood and Adolescent Mental Health (2) This course explores the etiology, symptoms, and diagnosis of mental health disorders and intervention strategies for disorders of childhood and adolescence. Emphasis will be placed on methods of intervention by school counselors for school-age children at risk for maladaptive social or emotional adjustment, anger management and prevention of violence.

COUN 610 Counseling Research (2) In this course students learn to be critical consumers of counseling research. Introductory statistical concepts, such as measures of central tendency and variability, standard score, and correlation are reviewed. Students are introduced to basic research methodology as well as to current outcome studies. Students gain familiarity with research journals in the fields of counseling and psychology and learn to conduct a literature search and a bibliography using APA style in preparation for writing a master's thesis.

COUN 620 Substance Abuse Issues (2) This course is designed to introduce students to issues associated with the use and abuse of drugs and alcohol. Students learn to recognize the abuse or potential abuse of substances, the level of abuse, and where and how to refer for treatment. While it is not the intended purpose of the course, information for substance abuse counseling, information is presented to expose students to the impact of substance abuse on the therapeutic relationship, interpersonal relationships, functioning in work and school settings, and on the individual.

COUN 630 Introduction to Family Systems (2) This course is designed to serve as an introduction to family systems theories and enable students to investigate family issues that surface in counseling. Topics include child development, families, alternative families, family boundaries, domestic violence, physical and sexual abuse, and marital issues.

COUN 650 Individual Appraisal (2) This course is an introduction to the principles of assessment, including the validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the use of instruments, especially with special populations. Types of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements.

COUN 660 Career Development and Counseling (2) This course is designed to investigate the concept of career development process that continues throughout the lifespan. Students investigate their own career paths and learn to help others.

development as well as strategies and information resources to facilitate career decisions. Related topics include exploration with children, career and academic advising, gender roles, women and minorities in the workplace, families, mid-life career changes, and retirement issues are explored.

COUN 670 Academic Intervention (2) In this course, students learn to advocate on behalf of children with academic needs. The focus of the course is how school counselors participate in developing educational programs to enhance all students' learning. Topics covered include learning disabilities, mental retardation, gifted and orthopedic difficulties.

COUN 675 Educational Research and Assessment (2) This course presents basic methods of quantitative research and program evaluation. It prepares students to be critical consumers of educational research. Topics include research in an educational setting and how to assist school staff in evaluating educational programs.

COUN 680 Collaboration and Leadership Capstone (2) The School Counseling Program culminates with a capstone course that integrates previous coursework, educational research, and internship experience into a comprehensive view of school counseling as a profession. Students examine the roles of school counselors as they relate to teachers, parents, families, and community resources. The focus is on school counselors' roles as collaborators in the school and beyond. In this course, students develop a comprehensive plan for a successful school counseling program that promotes the welfare of children, improves academic performance, and creates safe schools.

COUN 681 Advanced Clinical Practicum (4) This practicum is intended to give students an in-depth clinical experience during their final term of study. Students see an average of 4-6 clients at the NCC Counseling Clinic under both direct and indirect supervision of program faculty. Students enhance their clinical skills in treatment planning, case conceptualization, and assessment. The course culminates in a Clinical Project in which each student writes a comprehensive paper that includes her theoretical orientation and views on the nature of therapeutic change, a case presentation reflecting her orientation, and a 3-year plan outlining professional growth. In addition, each student presents a clinical case to program faculty and interested graduate counseling students. Students may elect to take this course in lieu of a master's thesis. It is completed in fall semester. (Prerequisites: COUN 685 Clinical Internship and all other required coursework.)

COUN 682 Group Counseling Practicum (2) [elective] In this practicum, students apply their knowledge and skills from previous coursework in group counseling. Students co-facilitate psychoeducational or counseling groups in the traditional setting under faculty supervision. Due to the limited number of groups that may be available, this course will be limited to 10 students. (Prerequisites: COUN 570 Group Counseling; COUN 581 Clinical Practicum I; COUN 582 Clinical Practicum II.)

COUN 685 Clinical Internship (12) Internship is the capstone of the students' training in becoming professional counselors. It is an experience in which the previous coursework and practica are applied in the real world of professional counseling. Students generally begin their internship in the fall semester of their second year in the program. They apply for an internship site in the community during the spring of their first year. Students spend an average of 16 hours per week at their internship site during their second year at their internship site. They must accrue a minimum of 500 clock hours on-site, with a minimum of 100 direct client-contact hours during that time. Students are supervised by an approved on-site supervisor, with 1 hour per week of individual supervision and 1 hour per week of group supervision. In the case of there being only one site, the student receives 1-1/2 hours of individual supervision per week. Students meet with their faculty supervisor once per semester during internship. (Prerequisites: COUN 581 Clinical Practicum I; COUN 582 Clinical Practicum II.)

COUN 690 Master's Thesis (4) Students' programs culminate with the writing of a comprehensive research paper on a topic related to the field of counseling, chosen in conjunction with a committee of faculty members whom they will supervise the project. Their choice of topic reflects an area of clinical interest or work with a specific population. Students are expected to integrate aspects of their coursework and clinical application into this project. They must demonstrate ability to conduct library research on a chosen topic and to produce a paper commensurate with graduate level work. The work is completed in students' final semester of study and presented to a committee of faculty for review and approval. All faculty and students.

COUN 695 School Counseling Internship (Track I-4 credits; Track II-12 credits) Students apply knowledge and skills gained from previous coursework in an educational setting. Students work under supervision of a school counselor and receive assistance from a faculty supervisor. They also prepare a professional portfolio that reflects their growth and learning. Students begin their internship during fall semester of their 2nd year of study and continue into the spring semester. In Track I must document a minimum of 200 clock hours, averaging about 7 hours per week, during their internship. In Track II must document a minimum of 600 clock hours, averaging about 20 hours per week, during their internship. Supervisors visit students at their assigned school at least twice during each semester. (Prerequisites: COUN 570 Group Counseling; COUN 581 Clinical Practicum I; COUN 582 Clinical Practicum II; COUN 685 Clinical Internship; education courses; 200-hour classroom practicum.)

## counseling SEMINARS

Professional Issues Forum [Professional Counseling Program] (noncredit required seminar) This required seminar allows students the opportunity to explore the many questions that surface in their counselor training. It is also intended to be an opportunity to build cohesion within the student cohort by offering an informal forum to discuss common professional issues, receive feedback from others, meet professionals in the community, and relate to faculty outside a structured classroom setting. Issues such as professional appearance, continued education and supervision procedures, and career opportunities are possible topics for discussion. Students will be introduced to the master's thesis and begin to formulate a direction and plan for their own thesis research.

Professional Issues Forum [School Counseling Program] (noncredit required seminar) This required seminar allows students the opportunity to explore the many questions that surface in their training. It is also an opportunity to build cohesion within the student cohort by offering an informal forum to discuss common professional issues, receive feedback from others, meet professionals in the community, and relate to faculty outside a structured setting. Issues such as professional identity, continued education, supervision, portfolios, licensure procedures, and career opportunities are possible topics for discussion. Students learn the process for compiling their professional portfolio.

## ECONOMICS

ECON 555 Managerial Economics (2) Economic practices and policies as they relate to managing an organization are explored in this course. The impact of both macro- and microeconomics on the functioning of an organization in a global context, will be examined.

## EDUCATION

EDUC 407 Curriculum Instruction and Classroom Management (4) The focus of this course will be an experiential approach to curriculum development, instructional strategies and classroom management strategies for those students in the School Counseling Program. Students will learn and practice a variety of strategies for curriculum development in small groups that will culminate in the production of the state required work sample or unit of study. School counselors will organize school-wide programs, present individual classroom lessons, or other presentations in a school setting. This course is designed to provide an opportunity for school counseling students to study classroom management, classroom or large group transitions, learning environments, cooperative learning strategies. In addition, school counselors work closely with administration and teachers which requires application of mediation, and cooperation.

EDUC 435 Second Authorization Practicum (3) This school-based practicum takes place in the student's second authorization level and extends classroom instruction through the development of a minor work sample with support. Students will use a variety of research-based educational practices that reflect how students learn and individual differences and diverse cultures.

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