



GUTENBERG COLLEGE

Student Handbook



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Note: The masculine pronoun is used generically throughout this document.

WELCOME TO GUTENBERG COLLEGE

As a student, you are an important part of the Gutenberg family, and we are pleased to have you with us. The student body of Gutenberg College is small, and therefore every student plays a key role in the life of the college. The faculty feel a great sense of responsibility toward you, and we ask you to be diligent and responsible. At Gutenberg College education is a cooperative enterprise; students and faculty seek to learn and to help each other learn. The faculty and staff of Gutenberg College are committed to making your educational experience as valuable and meaningful as possible. We are very pleased to have you as part of our community.

This handbook is designed to help you with the “nuts and bolts” of being a student at Gutenberg College. You will find more resources and information about the college on its website: gutenberg.edu.

FRESHMAN ORIENTATION

The week prior to the beginning of fall classes, or a portion thereof, has been designed to prepare students for the months ahead. Activities during the week are designed to orient students to the environment, the people, and the educational philosophy of Gutenberg College. Students will become acquainted with the faculty, their fellow students, the Gutenberg College facilities, and the University of Oregon campus. Attending Freshman Orientation is required.

INSTITUTIONAL DIRECTORY

At the beginning of each school year, every student will be given an Institutional Directory that includes contact information for members of the board of governors, staff, faculty, students, and residents of Gutenberg College.

ACADEMIC CALENDAR

A current Academic Calendar is published on the Gutenberg College website, gutenberg.edu/academics. Start and end dates for each term, administrative deadlines, financial aid deadlines, vacations, and other important dates are included there for your information.

GUTENBERG COLLEGE FACULTY

Faculty members are called “tutors” at Gutenberg College. They believe that education is a lifelong pursuit and thus do not view themselves as people who have mastered the art of learning, but as more advanced students who can give helpful direction to those who are as yet less skilled. Gutenberg tutors feel fortunate to have a forum in which they can continue to learn while helping others to learn. The love of learning is one contagion the faculty hopes will infect Gutenberg College and those who come in contact with it.

Tutors welcome interaction with students. The Institutional Directory provides contact information for every tutor.

SECTION ONE: ABOUT GUTENBERG

GUTENBERG’S AUTHORIZATION TO GRANT DEGREES

Gutenberg College is a nonprofit corporation authorized by the State of Oregon to offer and confer the academic degree of **Bachelor of Arts (B.A.) in Liberal Arts**, following a determination that state academic standards will be satisfied under OAR 583-030.

All degree-granting private postsecondary institutions offering academic programs in Oregon, or to Oregon students from outside the state, must be approved by the Higher Education Coordinating Commission (HECC) Office of Academic Policy and Authorization, Office of Degree Authorization (ODA).

- Direct inquiries concerning the standards or school compliance to the Office of Degree Authorization, 3225 25th Street SE, Salem, OR 97302.
- Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to HECC.complaints@hecc.oregon.gov. Students may also access the HECC Complaints web page for information at <https://www.oregon.gov/highered/about/Pages/complaints.aspx>.
- For all matters pertaining to instate programs, call 503-947-5716 or email: info.pps@state.or.us.

Gutenberg College is authorized under federal law to enroll nonimmigrant alien students.

GUTENBERG’S ACCREDITATION STATUS

Gutenberg College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; telephone: 434-525-9539; email: info@tracs.org], having been awarded Reaffirmation II of its Accredited status as a Category II institution by the TRACS Accreditation Commission on June 28, 2024. This status is effective as of July 1, 2024, and is good for a period of ten years—through June 30, 2034. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

HOW TO FILE A COMPLAINT WITH TRACS

To file a formal complaint with TRACS, see tracs.org/resources/ for its Complaint Policy and Complaint Form.

GUTENBERG’S NAME

Gutenberg College is named in honor of Johannes Gutenberg, who invented the moveable-type printing press in the mid-1400s. Many of the great writings of Western culture were among the first books to be printed and made available at an affordable price. The Bible was the first book to be printed on the Gutenberg press. Much of the influence enjoyed by the books in the Gutenberg College curriculum is due to the fact that the printing press made them available to a much larger readership than would otherwise have been the case.

GUTENBERG COLLEGE MISSION STATEMENT

The purpose of Gutenberg College is (1) to provide an outstanding broad-based liberal arts education in an environment respectful of biblical Christianity and (2) to encourage students to become mature, independent thinkers. To accomplish these goals, Gutenberg coursework emphasizes interaction with writings of exceptional intellectual merit and the development of sound learning skills.

BIBLICAL FOUNDATION STATEMENT

Gutenberg College is founded on the epistemological, hermeneutical, and doctrinal stances set forth in the Gutenberg College Biblical Foundation Statement, which articulate the college’s beliefs concerning the essential elements of a biblical worldview and the specific doctrinal commitments of Gutenberg College.

Students at Gutenberg College are not required to agree with the Gutenberg College Biblical Foundation Statement. They are required, however, to read it. When applying to Gutenberg College, every student must acknowledge having read the Biblical Foundation Statement by signing a statement on the Application for Admission. The statement is included in this Student Handbook. (See Section 7, Biblical Foundation Statement.)

THE GOAL OF EDUCATION AT GUTENBERG COLLEGE

Education is the means by which an older generation passes to a younger generation the art of living well. Therefore, any education worthy of the name must focus on the issues central to human existence: “Where did I come from? Why am I here? Is there a God? Who is He?” In the absence of firm answers to such questions, a person is like a rudderless ship adrift on an endless sea, a ship at the mercy of every shifting wind. The key to a meaningful and productive life is certain knowledge of the purpose of human existence. This alone provides direction and bearings for negotiating the sometimes dangerous waters life presents.

Once one has resolved the purpose of human existence, one can begin to address the issue of how one ought to live in light of that purpose. Life constantly presents us with choices and decisions we must make. This requires a sound understanding of what is valuable and beneficial with respect to our reason for being. The ability to make choices that consistently line up with right values is wisdom. This ability to make wise choices is an art learned like any other art—from a combination of personal experience and the benefit of the wisdom and experience of others. One who has become skilled in the art of living wisely is said to be mature. Maturity, then, is the proper goal of education.

It is possible to become older without becoming wiser. To benefit from one's experiences, one must become a student of how life works. What brings fulfillment and what does not? What are appropriate means for attaining goals and what are not? What strategies work and which ones fail? These questions need to be asked in every sphere of human activity. So, for example, one needs to start early observing what constitutes a good marriage and asking how one accomplishes it. Or one might ask, "What is the value of wealth and how ought it be used?" Life is more complicated than one can sort out in one short lifetime. This underscores the need to draw upon the reflections of others and their observations about life and reality.

In order to make use of the wisdom and experience of others, one must develop the ability to understand and critically assess what they have to say. In other words, one must become a good listener (or good reader, for they are one and the same) and a careful thinker, capable of sifting out that which is wise from that which is not. One needs these basic skills in order to profit from the words of others. Thus, the acquisition of sound learning skills is crucial to education.

The prudent person, who wants to make sense of life, applies these learning skills to all the fields of human knowledge. Since truth is a consistent, coherent unity, wisdom in many different disciplines contributes to a person's understanding of what it means to be human. The biologist, philosopher, artist, economist, and psychologist all have different things to say about the human condition. One can benefit by gleaning from all these fields. A broad-based education that sufficiently acquaints a student with the whole range of human knowledge permits the student to explore any given field at greater depth, and thus it serves him well.

The Gutenberg College curriculum is designed to promote maturity. It provides a broad-based liberal arts education that focuses on the development of reading, writing, and thinking skills, and it introduces information about all major fields of inquiry—all this in an environment that encourages students to think carefully about their worldview.

A healthy educational environment is not coercive. Teachers must grant students the freedom to reach their own conclusions. However, respect for the seriousness of life's issues demands that tutors be advocates of what they believe to be true. The tutors at Gutenberg College are Protestant Christians who take the Bible very seriously, believing it to be the inspired and inerrant word of God. While respecting the students' need to reach their own independent conclusions, the tutors are not reticent to proclaim and defend a biblical worldview.

In the minds of most moderns, career training is the primary, if not the only, goal of education. At Gutenberg College, preparation for the workplace is but a by-product of education, albeit an important one. By training students to become skillful learners and by encouraging them to become mature people, we are also preparing them to be good citizens and versatile, productive employees. They will have the learning skills to adapt quickly to changing needs, and they will be able to work cooperatively with others. Any wise employer will readily see the value of these qualities.

Our goal is to develop Gutenberg College into the best educational institution it can be. The tutors regularly discuss ways to improve the curriculum and administration. Students are encouraged to make their suggestions on improving curriculum or instruction known to the academic dean and to the tutors, who will consider their suggestions when changes are being made in the curriculum or instruction. Students also participate in a more formal assessment of the college.

STUDENT ASSESSMENT OF THE COLLEGE

In order to continue improving all aspects of Gutenberg College, the faculty and administration solicit student feedback. Near the end of each quarter, a cross-section of students will assess the college by completing a Student Survey form, which will cover a wide range of issues but be easily completed, and be interviewed as part of a focus-group that will last approximately one-and-a-half hours. It is hoped that students will give their thoughtful and candid comments to help the college in its self-assessment. Students may be selected for a focus-group interview from one to three times during their residence at the college.

All information obtained in the assessment process will be held confidential until after the term during which it was collected. After that time, the information will be available for college internal use only. Student anonymity will be maintained with respect to both the oral focus-group interviews and written surveys. Students who wish to provide input beyond the survey or the focus-group interview may submit their comments in writing at any time.

The assessment director makes the surveys and focus-group reports available to administrative staff upon request and during the Annual Review of the Institution.

SECTION TWO: ACADEMICS

Gutenberg College is a liberal arts college in the “Great Books” tradition. Its curriculum centers on reading and discussing those writings that have been most significant in the formation of Western culture. The Gutenberg College academic program and student requirements are described in full on the Gutenberg College website and in the Gutenberg College Catalog.

This section of the Student Handbook describes aspects of the academic program, including student requirements and how performance will be evaluated.

STUDENT STATUS

DEGREE BOUND

Students who have been accepted into the four-year degree program are degree-bound students. Students taking no less than 12 credits are considered full-time students. Students taking less than 12 credits are considered part-time students.

Students who demonstrate proficiency in Greek and/or German—for example, by having previously completed language courses at Gutenberg or another institution—may appeal to have their language requirement waived. Students who have had their language requirement waived but who are otherwise taking all credits required of their grade level shall be considered full-time students even if the number of credits they are taking falls below 12.

ABILITY-TO-BENEFIT STUDENT

An ability-to-benefit student is one who may not meet all of Gutenberg's regular admissions criteria but is admitted on a provisional basis and provided the opportunity and assistance to succeed. Homeschooled students and others without a traditional high school diploma or a GED certificate may be considered ability-to-benefit students. The admissions director will send a note to ability-to-benefit students with their acceptance letter informing them of their status and what special assistance is available to them.

NON-DEGREE BOUND

Students taking courses but who have not been accepted into the four-year degree program are non-degree bound students.

NOT ACTIVE

Any student who is no longer taking classes but is not yet degreed is considered to be a not-active student.

DEGREE REQUIREMENTS

At Gutenberg College, all students take the same courses. There are no majors and no electives, although there are occasionally optional courses. All students must successfully complete every required course in order to graduate. The total number of credits required for graduation is 184.5. (One credit hour equals one hour of in-class work plus two hours out-of-class work, or the

equivalent.) Courses are described on the Gutenberg College website and in the Gutenberg College Catalog.

To receive a bachelor's degree from Gutenberg College, students must fulfill the following requirements:

- Complete all required courses with a passing grade.
- Pass all qualifying exams.
- Earn a cumulative grade-point average of 2.3 (C+) or higher.
- Pass the senior thesis.

Upon completion of these requirements, the student receives the degree of Bachelor of Arts (B.A.) in Liberal Arts as authorized by the State of Oregon.

ACADEMIC STANDING

A bachelor's degree from Gutenberg College represents an outstanding achievement. It is not granted lightly. To obtain a degree, a student must show proficiency in the liberal arts. The tutors at Gutenberg College feel a responsibility to help each Gutenberg student to attain this goal.

Because of the cumulative nature of the curriculum and the full-time commitment it requires, students will find it difficult to make up work in areas where they fall behind. Furthermore, it is difficult to continue without first mastering the preceding material. Therefore, it is in students' best interest to maintain good academic standing throughout their tenure. (See below: "Good Standing" Defined.)

To ensure that students are prepared for each portion of the curriculum, Gutenberg College has adopted the following policies: "Progress-Toward-Degree Notice" and "Academic Probation."

PROGRESS-TOWARD-DEGREE NOTICE

At the end of spring quarter each year, students will be informed as to what requirements toward a degree they have failed to meet at that point in the curriculum.

Unfinished Requirements

Unfinished requirements are incompletes which have not been finished by the first day of classes in the fall quarter of an academic year, a failed class that has not been retaken, or a failed two-year exam. If a student has more than two unfinished requirements, he will not be able to enroll as a full-time student. He can continue on a part-time basis until the unfinished requirements have been completed. The student will work with the academic dean to determine the student's course schedule. (See also "Evaluating Progress: Grades: Grades for Incomplete Courses and Unfinished Requirements.") No senior who has an outstanding unfinished requirement on the first day of his senior year may participate in the graduation ceremony at the end of the year.

ACADEMIC PROBATION

If a student's cumulative grade-point average drops below 2.3 (C+), he will be placed on probation as follows:

1. The academic dean will ask the student to meet with the dean to determine how best to address the problem.
2. At the meeting, the dean will compose a list of requirements the student must meet to continue in the college, often including the requirement that students reduce their workload to part time.
3. Students who fail to meet the requirements will be notified to leave the college.
4. Students may petition for a review of the requirements set by the dean or the notice to leave the college.
5. The academic dean and one tutor of the student's choice will make the review.

“GOOD STANDING” DEFINED

EVALUATING ACADEMIC PROGRESS

GRADES

The Gutenberg College faculty recognizes grades as blunt instruments for evaluating a student's achievement. What students learn in class is always complex and multifaceted. Sometimes a student will learn important skills or lessons having nothing to do with the content of the course. Nevertheless, the tutor must assess the student's work with a grade for the quarter. Grades, however imperfect, are the universally recognized measure of a student's progress and are necessary for students who wish to attend graduate or professional school or to transfer to another college.

Grades will be compiled and then sent to each student after the conclusion of each quarter. An official transcript is kept in each student's file in the business office, and a student may request to see his records at any reasonable time.

Grades for Completed Courses

- Letter grades (A, B, C, D, or F) will be awarded at the end of every quarter in each course, except for classes provided on a pass/no pass basis. The grading system is based on a 4.0 scale, and it may be qualified by a “+” or “-” worth 0.3 grade points. A minimum grade-point average of 2.3 is required for graduation.
- Any letter grade higher than an F+ is a passing grade.
- Grades will be given based on the coursework turned in by the end of the quarter unless extension arrangements have been made between the student and the tutor.
- If a student does not officially withdraw from a course on or before the withdrawal deadline listed on the Academic Calendar, then a grade will be given for the course based on the work done and not done.
- Academic grades appear on report cards and transcripts.

Grades for Dropped Courses

Withdrawals made by the first Friday of the quarter will not appear on the student's transcript. The last day to withdraw from classes is three weeks before the last day of the

quarter. (See the Academic Calendar at gutenberg.edu/academics/.) Students who want to withdraw from (drop) a class must petition for the change by completing a Class Change Request form and submitting it to the college office. If a student withdraws from a course on or before the “last day to withdraw from classes” on the Academic Calendar, his transcript will show a ‘W’. If a student withdraws less than three weeks before the last day of the quarter, a grade for the course will be given based on the work done and not done unless the student requests an incomplete grade by completing an Incomplete Grade Request Form. These policies for dropped courses also apply to students who withdraw from the college.

Grades for Incomplete Courses and Unfinished Requirements

If a student will not be able to complete course work by the end of the quarter, he must contact the tutor responsible for the class and request an incomplete grade (‘I’). Incompletes will only be granted in the case of unusual circumstances. If the tutor believes the request is warranted, the student must initiate the incomplete process by completing an Incomplete Grade Request form. The academic dean will then review the student’s request to determine if it meets the “unusual circumstances” requirement. ***The incomplete process must be complete by Friday of exam week.***

To prevent students from accumulating a number of incompletes, Gutenberg has instituted the following policies:

1. Any incompletes received during the academic year must be completed by the first day of class the following academic year (fall quarter)—that is, incompletes must be made up over the summer. (If an incomplete course is completed by the first day of fall quarter, there will be no additional tuition charged.) If the student does not complete the class by the first day of fall quarter, the ‘I’ will remain on his transcript permanently without the credits counting toward his GPA. (An incomplete Senior Thesis is an exception. See below.)
2. If an incomplete is not made up over the summer, the student will need to re-register for the class (and pay any consequent tuition). The requirements for the retaken class will be determined by the tutor responsible for the class. The repeated class will appear as a separate class on the student’s transcript.
3. Unfinished requirements are incompletes which have not been finished by the first day of classes in the fall quarter of an academic year, a failed class that has not been retaken, or a failed two-year exam. If a student has more than two unfinished requirements, he will not be able to enroll as a full-time student. He can continue on a part-time basis until the unfinished requirements have been completed. The student will work with the academic dean to determine the student’s course schedule. (See also “Academic Standing: Progress-Toward-Notice: Unfinished Requirements.”)
4. No senior who has an outstanding unfinished requirement on the first day of his senior year may participate in the graduation ceremony at the end of the year.

Exception for Incomplete Senior Thesis

If a student will not be able to complete the Senior Thesis by the end of his senior year, he may request an incomplete grade ('I') by completing an Incomplete Grade Request form. Students who receive an incomplete on the Senior Thesis have seven years from the date of the incomplete to finish their thesis. If the Senior Thesis is completed during that time, the incomplete is removed and replaced by a grade assigned by the thesis adviser. During that seven-year period, students do not have to re-register to receive a grade.

Grades for Repeated Courses

A student must pass all classes in order to graduate. If the student fails to pass a required course by the first day of class the following academic year (fall quarter), or if an incomplete is permanently recorded on his transcript, the student must petition to retake the class. In cases where retaking the class is impractical, the student must complete an individual curriculum equivalent to the course work. The class tutor will review the petition and will either agree to re-enroll the student in the class or will outline an individual curriculum to take the place of the class. Limitations and effects on quarterly cumulative grade-point average will apply to repeated courses as follows:

Courses Passed

Courses passed (with grades A to D) on the first attempt may be repeated only once. If a course is passed and repeated while not degree-bound, or passed and repeated when degree-bound, the higher grade received in the two attempts is used in the calculation of quarterly and cumulative grade-point averages. If a course is passed while a student is not degree-bound but repeated when he is degree-bound, the grade received while degree-bound is used in the calculation of quarterly and cumulative grade-point averages.

Courses Failed

If a student is unable to pass a course, he may repeat it, regardless of matriculation status, until a passing grade (A to D) is earned. After the first non-failing grade is earned, a student has the option of repeating the course once to improve his grade. The higher grade earned after the course is repeated once is used in the calculation of quarterly and cumulative grade-point averages. (See below for examples.)

Non-degree-bound student repeats a course once.

A non-degree bound student earns the grade of D at his first attempt of the three-credit course MTH 101. The student decides to repeat MTH 101 while he is non-degree bound, and he earns a grade of B- on his second attempt. The higher grade, B-, will be used in the calculation of the quarterly and cumulative grade-point average for the student.

Degree-bound student repeats a course once.

A student is matriculated and in his first quarter at the college. He earns the grade of C+ at his first attempt of the three-credit course MTH 101. He

decides to repeat MTH 101, and he earns a grade of D+ on his second attempt. The higher grade, C+, will be used in the calculation of the quarterly and cumulative grade-point average for the student.

Student takes course while non-degree bound and repeats it when degree bound.

While non-degree bound, a student earns the grade of C- at his first attempt of the three-credit course MTH 101. The student decides to enroll at the college, and after matriculation he repeats MTH 101 and earns a grade of D on his second attempt. The second grade, D, earned after matriculation, will be used in the calculation of the quarterly and cumulative grade-point average for the student.

Student repeats a failed course until passed and repeats same course to improve passing grade.

A student fails the three-credit course MTH 101 at the first attempt, and he repeats the course but is still unable to pass it. On the third attempt, the student passes MTH 101 with the grade of D, but he decides to take the option of repeating the course once more to improve on the passing grade he earned. On his final attempt, he earns the grade of C. The higher passing grade, C, will be used in the calculation of the quarterly and cumulative grade-point average for the student.

Grades for Waived Language Courses

Students for whom language courses have been waived because they have demonstrated proficiency will receive a “pass” for all quarters in which they would have taken the language classes. They will receive credits for the classes, but the ungraded classes will not be included in the grade point average on their transcripts.

Attendance and Grades

Tutors may take unexcused absences and tardies into account in assigning grades as they see fit. However, a student may miss 10% of the class time each quarter without penalty. (See “Attendance” below.)

Generative AI and Grades

The purpose of generative AI is to produce a result quickly without requiring the human skill to produce that result. By contrast, the goal of all classes at Gutenberg is to help students develop skills. Because of this, the use of generative AI is not allowed in any classes at Gutenberg. If a student uses generative AI in an assignment, tutors may lower the course grades as they see fit, and the disciplinary process for plagiarism may be invoked.

Challenging Grades

A student may challenge any grade within one year from the date the grade is posted on the student’s transcript by completing a Grade Challenge form and submitting it to the

academic dean. The academic dean will examine the petition with the tutor who assigned the challenged grade and will communicate his decision to the student. The registrar will make any authorized changes in the student's transcript and place a copy of the petition in the student's academic file.

A student may ask to see his transcript, which is kept in the student's file in the business office. If a student finds an error in the record, he should notify the college. A student may write a rebuttal (not to exceed 500 words) of any information in his file, and this statement will be included in the student's file.

ORAL EVALUATIONS

To communicate student progress, Gutenberg College relies on what the faculty considers a better, more valuable form of evaluation than grades. Three times during the first two years each student will meet with a group of tutors to discuss the student's strengths and weaknesses, and together they will work out a strategy for addressing any weaknesses. These evaluations, held at the beginning of winter and spring quarters the first year and winter quarter the second year, are intended to be constructive sessions that will encourage the student to do his best work. During the last two years, meetings with tutors are arranged based on the needs of the student.

PROGRESS REPORTS FOR FRESHMEN

Gutenberg College particularly wants to monitor the progress of first-year students. The Gutenberg curriculum is very full, and if a student begins to fall behind in the early months of his studies at Gutenberg, it can be difficult to catch up. To identify as soon as possible which students are having difficulties, tutors will submit written progress reports for each first-year student in each course at the end of the third and sixth weeks of the fall and winter quarters.

QUARTERLY EXAMS/EVALUATION

Years One and Two

During the first two years, exams are given at the end of each quarter to measure a student's progress. At the end of the spring quarter of the second year, a portion of the second-year qualifying exams (see below) focuses on the spring quarter's material and thus serves as the basis for the spring-quarter grade. The purpose of the exams is to help students evaluate their progress and identify their strengths and weaknesses.

Years Three and Four

There is some basis for evaluation in every course for all four years. In the third and fourth years, however, German is the only course for which students take in-class exams. Progress in other courses is measured by term papers, term projects, or end-of-term assignments.

Dead Week

Gutenberg College reserves one week prior to the beginning of final exams for students to prepare for their exams and to finish their term projects. Tutors will not give any additional assignments to be due during this week. Friday discussions in Western Civilization and Great Conversation will continue during dead week.

Exam Week

Final exams are held Thursday and Friday of the last week of each quarter. German exams for Juniors and Seniors may be held earlier during exam week.

Second-Year Qualifying Exams

At the end of the second year, students must pass qualifying exams in order to advance to the final two years of the program. The exams, designed to determine the student's mastery level of basic learning skills and necessary background material, cover the content of all their courses during the first two years.

During Freshman Orientation, students will be told what they can expect on the exams so that they can devise strategies to be preparing for the qualifying exams as they do their daily work.

At the beginning of each spring quarter, the academic dean will meet with the second-year students to discuss the qualifying exams, and he will schedule exams for each student.

All qualifying exams are graded pass/no pass. A student must pass three of the four qualifying exams before he can begin his third year. A student must pass all exams before he can graduate from Gutenberg.

Description of Qualifying Exams

- A written math exam focuses on the student's ability to think mathematically and problem solve.
- An oral science exam focuses on the nature of science.
- A written-and-oral Greek exam consists of translating a selection and defending it before a panel of tutors.
- An oral Western Civilization exam gives students ample opportunity to demonstrate what they have learned. Administered individually to students by a panel of tutors, the exam consists of a wide range of questions covering the whole scope of history.

SENIOR THESIS

The best measure of a student's mastery of skills is his ability to use those skills. Therefore, to graduate from Gutenberg College, each student is required to write a senior thesis. The senior thesis is written under the guidance of a tutor (a student's thesis advisor) and must be successfully defended before a panel of tutors. Senior theses are graded "pass," "pass with distinction," or "no pass." Specific instructions for the senior thesis, including deadlines, will be included in a senior thesis syllabus, which the academic dean will distribute to students in winter of their junior year. Copies of all senior theses are maintained in the college library.

TIME IN CLASS

Time spent in class each week varies during the four years at Gutenberg. On average, students spend nineteen hours in class during their first and second years and fourteen hours in class their

third and fourth years. A sample first-year, fall schedule is published in the Gutenberg College Catalog.

ATTENDANCE

Because participation is such a key component to the learning environment at Gutenberg College, class attendance is mandatory. Regular attendance enhances the learning of both the student and his classmates.

The college recognizes that circumstances sometimes make it impossible to attend class, and therefore some absences will be allowed each quarter. While each student should strive to attend all of the classes, the college allows a student to miss up to 10% of the classes in a given course per quarter. If the student misses more than 10%, his grade may drop a full letter grade, and it may drop an additional letter grade for each additional 10% of classes he misses.

In the same spirit, if a student misses more than ten minutes of class, either due to being late or leaving during the class, then the student will be counted tardy, and three tardies will constitute an absence.

In unusual situations, the tutor may relax this attendance policy. Students are responsible to see that they do not exceed the non-attendance limits.

RIGHT TO ACADEMIC WORK

A student's work belongs to the student. A tutor may retain possession of a student's work only with the student's consent. A tutor may discard work that a student fails to pick up within four weeks.

SYLLABI

For each course, tutors will create and distribute a syllabus that states the title of the course, the tutor's name and contact information for out-of-class advising, the textbooks to be used, the requirements for the course, and the basis for the course grade.

STUDY ABROAD

Gutenberg College partners with Global Education Oregon (GEO), a study abroad program provider located at the University of Oregon (UO), to give Gutenberg students access to more than 250 academically rigorous and thematically diverse study abroad programs.

Gutenberg students interested in availing themselves of a study abroad opportunity can explore programs and courses at <https://geo.uoregon.edu/>.

Students interested in studying abroad while at Gutenberg should first contact the Gutenberg College registrar to determine if a desired program will fulfill a graduation requirement.

Students may also contact the GEO office at the University of Oregon with questions about specific programs.

Address: Global Education Oregon (GEO)
333 Oregon Hall 5209
University of Oregon
Eugene, OR 97403

Phone numbers: 541-346-3207; 800-654-2051

24/7 Emergencies: 503-764-4146

Email: geoinfo@uoregon.edu

SECTION THREE: BUSINESS AFFAIRS

This section of the Student Handbook deals with the non-academic “business” of Gutenberg College that pertains to students.

TUITION & FEES

Gutenberg does not want to burden its graduates with heavy student-debt. We are strongly committed to being affordable. See our financial aid options in the Financial Aid section on Gutenberg’s website.

TUITION

For the 2022-2023 academic year, tuition is \$14,500 per year.

COST PER COURSE FOR INDIVIDUAL COURSES/AUDITING

Gutenberg College allows a limited number of students who are not enrolled as full-time students to audit or to attend for credit individual courses. Tuition for non-matriculated (non-degree) students is charged by the credit-hour. Tuition for audited (no credit) courses is \$250 per credit-hour. Tuition for courses taken for credit is \$400 per credit-hour. In addition, there is a charge for books.

For credit-hours assigned to each course, see “Core Curriculum” under Course Requirements in the Academics section of the Gutenberg Catalog. For tuition and book costs, see “Cost per Class for Part-Time Attendance & Auditing” in the Tuition & Fees section of the Gutenberg Catalog. For more information about auditing, see “Part-Time Attendance & Auditing” in the Admissions section of the Catalog.

FEES

Fees are subject to change without notice. They are assessed as follows:

Books-and-Fees Charge

The books-and-fees charge covers the cost of books and includes a fee to help underwrite basic student services.

At Gutenberg, students use few traditional textbooks (foreign language study and some background reading may require them); rather, their “textbooks” are the books that have shaped Western civilization. Students are encouraged to study these books thoroughly and to make notes in them. Experience has proven that students are best able to study and discuss from their own copy of a new book with pagination that matches their classmates’ books. Thus, Gutenberg requires that each student own his own new copy of each book and that this copy be identical to his classmates’ books.

Gutenberg College packages a set of all required books for each student, and the books-and-fees charge pays for this package. Since the books are not sold individually but as a package, adjustments will not be made. The books-and-fees charge varies per year as follows:

- Years 1 & 2: \$650.00
- Year 3: \$500.00
- Year 4: \$450.00

Matriculation Fee

When a student's application for admission is accepted, the student is required to pay a \$450 non-refundable matriculation fee. One hundred percent of this fee is credited toward the fall books-and-fees charge due on the first day of classes.

Library Card Fee-Credit

All Gutenberg students are required to have a University of Oregon (UO) library card. As an incentive to get this card, students who show proof at the Gutenberg office of having obtained the library card will be credited \$30 toward their winter books-and-fees charge. (For instructions on how to obtain a UO library card, see "Library Services" in the Student Life section.) This offer is only valid if students submit their proof before the end of the fall quarter. The UO library card must be renewed each year, and Gutenberg students are eligible to receive the \$30 credit each year.

Damage Fee

No deposit is required for damage to or loss of college property, nor for other minor mishaps, but each student will be held financially responsible for such losses and must pay for them upon request.

TUITION & FEES PAYMENT

Each quarter's tuition and fees are due the first day of the quarter, with a four-day grace period for payment. Payments will be considered late on the fifth day after the due date.

Loan Agreements

Students must sign any loan agreements by the fifth business day of the quarter.

Alternative Tuition Payments

In the event that a student will not be able to pay tuition by the end of the grace period, the student must petition for an alternative arrangement and have that arrangement approved prior to the end of the fifth business day of the quarter.

Fee Payment

Payment for fees is not eligible for an alternative payment arrangement. Students will not receive the quarter's books until their books-and-fees charge is paid, and therefore they should pay it as early as possible.

Late Payments

Students who have not paid tuition or made other satisfactory arrangements by the fifth day of the quarter will be charged a \$5-per-day late fee until the Monday of the fourth

week of classes, whereupon the student will be involuntarily withdrawn from all courses for which tuition has not been paid. Students may not be reinstated until tuition and fees due up to the date of withdrawal are paid.

TUITION & FEES REFUND POLICY

Gutenberg College's refund policy applies to both voluntary withdrawal and involuntary withdrawal. No refunds will be made for any fees, including the \$450 matriculation fee. Students who withdraw from the program before the fifth week of the quarter must submit a written request for a refund to the chief financial officer. Withdrawing during a quarter does not release students from any alternative tuition payments agreed upon between the school and the students.

Tuition will be refunded according to the schedule listed below, except for withdrawal for substantial medical reasons. Tuition refunds for substantial medical reasons will be prorated by the day to the date of notice of withdrawal.

If a withdrawing student owes money to the college, or if the student has been advanced money on loan or grant programs, then any tuition refund will be reduced by the amount owed or advanced. If the student is entitled to a refund, then the Gutenberg College bookkeeper will first apply that refund to any outstanding Gutenberg College loans and notify the student of when his next payment is due.

Tuition Refund Schedule

- Before the week of Freshman Orientation: 100%
- Before the end of the first week of the quarter: 91%
- Before the end of the second week of the quarter: 82%
- Before the end of the third week of the quarter: 73%
- Before the end of the fourth week of the quarter: 64%
- Before the end of the fifth week of the quarter: 55%
- Before the end of the sixth week of the quarter: 45%
- After the end of the sixth week of the quarter: no refund.

FINANCIAL AID

A Gutenberg education is well worth the tuition the college charges. However, we want our classrooms populated with diligent, eager students; and we recognize that many such students do not have the resources to pay the full amount. We therefore strongly encourage every student who is interested in a Gutenberg education to apply for admission to the college. Gutenberg will do its best to make its education affordable for hard-working students who understand the kind of education the college provides and are highly motivated to take advantage of it. Over 90% of students receive financial aid from Gutenberg.

Financial Aid at Gutenberg College is different from what one finds at most colleges and universities:

- To preserve the freedom and identity of our institution, Gutenberg does not participate in any government-sponsored financial aid or loan programs, for example, the Title IX federal financial aid programs. Instead, Gutenberg College offers private financial assistance to worthy students pursuing bachelor's degrees.
- Gutenberg is committed to not burdening its graduates with heavy student-debt.
- Gutenberg views financial aid as a partnership between the college and the student's family to cover the costs of the student's education.

FINANCIAL AID REQUIREMENTS & APPLICATION

Student/Family Responsibility

Gutenberg College assumes that each student and his family have the primary responsibility to pay for the student's college education and that this education is a high priority meriting sacrifice on the part of the student and the family.

Part of the student's responsibility is to investigate financial aid from non-Gutenberg sources. Students are encouraged to apply for academic, merit, service, or need-based scholarships from other institutions. Potential providers include, but are not limited to, the following: private corporations, charitable foundations, clubs and associations, and community service organizations; religious organizations; military units; state agencies; and governmental agencies. Students can explore the following on-line sources for advice and information regarding scholarship application and availability: www.fastweb.com and www.finaid.org.

Oregon students may explore over 600 privately funded scholarships and apply for up to 40 with just one application, and there is no cost to apply. Students must apply online at OregonStudentAid.gov and submit a completed OSAC scholarship application and all other required materials by March 1 at 5:00 PM. Scholarship funds are available for graduating high school seniors, college undergraduate and graduate students, GED® and homeschooled students, community college and vocational school students, single parents returning to school, and more. Details on all available scholarships can be found in the OSAC Scholarship Catalog at OregonStudentAid.gov/Catalog.

Assessing the ability of a family to contribute toward a student's education is difficult, since everyone's economic circumstances are unique and complex. Furthermore, the family itself is the best informed regarding those circumstances. Therefore, instead of collecting a lot of financial information, we ask the applicant to do the following:

- Supply some basic financial information about yourself and your family.
- Tell us how much your family can contribute.
- Describe all other factors your family thinks are relevant to determining its ability to contribute.
- Explain why this amount is a good faith effort on your part to do as much as you can to cover the cost of your education.

Financial aid from Gutenberg is available to assist, but not to replace, the family's resources and/or financial aid from other sources. It is only applicable to tuition.

How to Apply for Financial Aid

To apply for Financial Aid, both new and returning students must complete the Financial Aid Application on Gutenberg's website, gutenberg.edu/financial-aid/. The deadline for returning students to complete their application is March 1. Financial aid responses will be sent on April 1

Supporting Gutenberg College

Gutenberg College is not sponsored by any church or association. To pay its expenses, this independent college relies on volunteer time and contributions of money from individuals, businesses, charitable foundations, and faculty to supplement income from student tuition.

Gutenberg is happy to be able to offer students a financial aid package. We want them to be able to pursue their studies at Gutenberg College without excessive financial worries and without going deeply into debt. Sometimes students and their families decide that they are able and want to contribute more toward their education than Gutenberg charges them for tuition. (For example, the families of students who receive financial aid packages from Gutenberg may feel that they can contribute a little more, or families who can well afford full tuition may want to contribute more.) If this is something you would like to do, please consider donating that "extra" to the college. (Donations may be tax deductible.) Such donations benefit other students and help the college become stronger financially. If you can help in this way, please know that the faculty and staff of Gutenberg College would greatly appreciate your additional support for the college's unique endeavor.

LOANS & NEED-BASED GRANTS

All financial aid from Gutenberg College is made available from the college's own resources in the form of loans and grants. It is only applicable to tuition. To apply for loans and need-based grants, complete the Financial Aid Application on Gutenberg's website, gutenberg.edu/tuition-aid/financial-aid/.

Gutenberg Loan (0% interest)

Because Gutenberg is committed to helping its students graduate with as little debt as possible, the college offers zero-interest loans limited to \$3600 per year. Borrowers are not required to begin repaying until six months after they graduate or leave the school. Gutenberg encourages borrowers to repay their loans as soon as possible; but under our standard repayment plan, borrowers will pay a fixed monthly amount (\$150 minimum) for a loan term of up to ten years. Depending on the amount of the loan, the loan term may be shorter than ten years.

In any month that the borrower is enrolled as a full-time student in any accredited or state-approved vocational or college-level degree-granting program, Gutenberg loan payments will be suspended. Loan payments will resume the month after the borrower is no longer enrolled.

Gutenberg Need-Based Grant

Gutenberg determines the amount of funds it grants a student based on the student's needs not funded by any other resources.

For more information on grants, see individual grants listed in the Financial Aid section on the Gutenberg website.

PARTNER GRANTS

See the Financial Aid section of the Gutenberg website for grants Gutenberg offers qualifying students of Gutenberg partners. These grants are in addition to other financial aid Gutenberg might provide, and they may be renewed for up to three years if a student meets academic requirements.

WORK-STUDY/EMPLOYMENT

Mastery of the material covered at Gutenberg College is a full-time activity. We recommend that students work no more than ten hours per week while classes are in session. On-campus employment opportunities are very limited; however, students have been successful in finding employment off-campus.

REGISTRATION

Students must register the first week of every quarter.

REGISTRATION FORM AND COURSE LIST

On the first day of each quarter, students receive a Gutenberg College Student Registration form, which includes the following: (1) student identification and contact information that the college uses to publish an institutional directory and to bill students; (2) parent contact information; (3) emergency contact information; and (4) a list of the curriculum's standard courses in which the students are enrolled for the quarter.

New Students

New students complete the registration form during Freshman Orientation.

Returning Students

Returning students must review their registration form and, if necessary, update information and/or complete sections of the form. Students must complete and return their forms to the office before the end of the first week of classes.

Petitioning for Course Changes

New or returning students who want to change classes must petition the academic dean by the end of the first week. Students who want to add or drop a class must petition for the change by completing a Class Change Request form and submitting it to the college office.

STUDENT ID CARD

Entering students will have their picture taken during Freshman Orientation and will be issued a photo identification card. Care should be taken to keep possession of the ID card and not allow it to fall into the hands of others for misuse. A \$10 fee will be charged to replace a lost ID card.

BOOKS

All required textbooks are included in the books-and-fees charge. Students can get each quarter's books from the Gutenberg College Bookstore after they pay their books-and-fees charge.

CERTIFYING ENROLLMENT

Students who need proof of enrollment or good grades should contact the registrar at Gutenberg College to request a copy of their report card or transcript. If the registrar must write a letter to certify full-time enrollment, then the student should list the specific information that the letter must provide. If the registrar must complete a form to certify enrollment, then the student should bring or mail the form to the Gutenberg College office with further instructions.

Mailed forms should be addressed to the registrar at this address: Registrar; Gutenberg College; 1883 University Street; Eugene, OR 97403.

RECORDS & RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Gutenberg's policies on student records and privacy, as described below, are in accordance with FERPA. For more information about FERPA, see the U. S. Department of Education website.

RECORD MAINTENANCE

Gutenberg College will maintain student records permanently. Gutenberg College will maintain complete records of all formal complaints, including resolution, for five years.

ACCESS TO STUDENT RECORDS

Enrolled students, present and past, have a right to examine at any reasonable time records originated by the college regarding the student's education and related activity. Students may not take the records out of the office.

These records will not be made available to any other person(s) without the student's consent, except for the following: college personnel in the discharge of their duties, representatives of a court, and professionals in confronting an emergency or medical situation.

ERRORS AND CHANGES IN STUDENT RECORDS

If a student finds an error in his record, then he should notify the college, and the college will correct it. If the college fails to correct the alleged error, or if the student wants to rebut any information in his record, then the student may write a rebuttal (not to exceed 500 words) and request that the rebuttal be added to his file. Any rebuttals or requests for record changes regarding a particular class should be made in writing within one year from the date the class ends.

FINANCIAL AID RECORDS

Financial aid records may be released without student consent to parents who legally claim students as dependents for income tax purposes (under section 152 of Internal Revenue Code 1986) after the Financial Aid Office has received a copy of the first page of the parental federal income tax return and a letter specifying the request. Students who wish to release information in their financial aid records to any other individuals or agencies may do so by submitting a completed Authorization for Information Release form to the Financial Aid Office.

DIRECTORY INFORMATION

In compliance with the Family Education Rights and Privacy Act, Gutenberg College retains the right to publish at its discretion the following information about each student presently or previously attending the college: the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student. The college provides this public notice of its intention to publish such directory information in compliance with the Act. Students have a right to inform the college within a reasonable period of time that any or all of this directory information should be withheld. Gutenberg College will respect any such request.

STUDENT IMAGES (PHOTOGRAPHS)

Students will be photographed during their time at Gutenberg. These photographs include ID photos, freshman- and senior-class photos, classroom photos, event photos, and general photos of student life at Gutenberg. Gutenberg may publish these photos in various publications (for example, Gutenberg's quarterly newsletter, handbooks, catalog, and brochures about the college) and/or on social media (Facebook, Instagram) representing the college. Any student who does not wish to appear in published photographs should inform the office; and, as a courtesy, the student should inform the photographer and remove himself or herself from the area *before* the photograph is taken.

WITHDRAWAL FROM THE COLLEGE

Any full-time student who withdraws from the college is asked either to write a statement listing reasons for withdrawing or to submit to an interview with the president or academic dean to state his reasons for withdrawing.

FINANCIAL OBLIGATIONS

Students who withdraw from the program before the fifth week of the quarter must submit a written request for a refund to the chief financial officer (CFO). Withdrawing during a quarter does not release students from any alternative tuition payments agreed upon between the school and the students.

Students who withdraw from classes before the end of the fifth week of the quarter will have any Gutenberg College loan amounts advanced for the quarter reduced on the same schedule as tuition is refunded. (See "Tuition & Fees Refund Policy" above.) This reduction will not be considered as payment toward outstanding loans.

If a student who withdraws is entitled to a refund, then the Gutenberg College bookkeeper will first apply that refund to any outstanding Gutenberg College loans and will then notify the student of when his next payment is due.

EFFECT ON TRANSCRIPT

The last day to withdraw from classes is three weeks before the last day of the quarter. (See the Academic Calendar at gutenberg.edu/academics/.) Students who want to withdraw from (drop) a class must petition for the change by completing a Class Change Request form and submitting it to the college office. If a student withdraws from a course on or before the “last day to withdraw from classes” on the Academic Calendar, his transcript will show a ‘W’. If a student withdraws less than three weeks before the last day of the quarter, a grade for the course will be given based on the work done *and* not done unless the student requests an incomplete grade by completing an Incomplete Grade Request form.

READMISSION

Students who have withdrawn or have been discharged prior to completing their degree may petition for readmission to the program. The Admissions Committee will determine whether a student will be accepted and what requirements the student must meet for readmission. Contact the admissions director.

TRANSFERRING CREDITS

TRANSFERRING CREDITS INTO GUTENBERG COLLEGE

In rare cases (usually language courses), course work completed at other colleges may be accepted as completion of work towards a degree from Gutenberg College.

Students wishing to transfer credits into Gutenberg College must petition the college. The academic dean is responsible for evaluating transfer of credit. He will consider the student’s petition and determine what, if any, requirements will be waived or appropriate credit granted. The college will notify the student promptly of that determination.

No tuition adjustments will be made for waived requirements.

TRANSFERRING CREDITS FROM GUTENBERG COLLEGE

Transfer of credit from one college to another is always at the discretion of the receiving school and generally depends on comparability of curricula and may depend on comparability of accreditation. Gutenberg College will do what it can to help students transfer credits for their Gutenberg College work when entering another college.

Course Equivalents

Gutenberg College students do not make progress toward a degree by merely amassing credits; they make progress toward a degree by successfully completing all the required courses in the core curriculum. The workload of the Gutenberg courses has been expressed in credits for several reasons, one of which is to aid students who wish to transfer credits to another college.

While several of Gutenberg’s courses will have clearly equivalent courses at other colleges, other Gutenberg courses do not “translate” so well. The following chart lists approximate equivalents for three of Gutenberg’s unique courses:

	Gutenberg Course	Course Equivalent	Percentage
Years One & Two	Western Civilization (WCIV 101-203)	History	25%
		Art History	15%
		Philosophy	35%
		Literature	20%
		Political Science	5%
	Microexegesis (MXG 101-203)	Philosophy	50%
		Theology	35%
		Poetry	15%
Year Three	Great Conversation (GCON 301-303)	History	25%
		Literature	25%
		Philosophy	25%
		Theology	25%
	Microexegesis (MXG 301-303)	Philosophy	100%
Year Four	Great Conversation (GCON 401-403)	Literature	33%
		Social Science	33%
		Philosophy	33%
	Microexegesis (MXG 401-403)	Theology	100%

TRANSCRIPTS

An official transcript is kept in the student’s academic file in the Gutenberg College office. Upon written request by the student, Gutenberg College will prepare and forward a transcript of the student’s record. Contact the registrar at Gutenberg College.

Transcripts are sent free of charge within one week of the request. Rush requests and expedited shipping may be available, but there will be a charge for these services. Requests can be made by mail or in person at the Gutenberg College office. All requests must include the student’s full name, a statement requesting a transcript be issued, the address to which the student would like the transcript sent, and a release signature.

DIPLOMA REPLACEMENT

Alumni will be charged \$20 to replace a diploma. Alumni who need a replacement diploma should contact the Gutenberg office.

SECTION FOUR: STUDENT LIFE

This section of the Student Handbook deals with student services and the non-academic life of students at Gutenberg College.

STUDENT SERVICES

COUNSELING SERVICES

Gutenberg College does not have a dedicated counseling office, but tutors are available for consultation with respect to academic, career, and other issues.

Career

Gutenberg provides a Career Development Program designed to help students identify their strengths, skills, and opportunities, as they contemplate post-college life. The student services director organizes various talks and panels on a regular basis. Students can also arrange to meet with a tutor to talk about career issues. (See also [gutenberg.edu/student-life/career and calling/](https://gutenberg.edu/student-life/career-and-calling/).)

Continuing Education

Tutors serve as advisors concerning education after Gutenberg, including graduate school, law school, etc. They also periodically arrange for panels of people who have successfully completed advanced degrees, particularly alumni, to answer questions. (See also [gutenberg.edu/student-life/career and calling/](https://gutenberg.edu/student-life/career-and-calling/).)

Personal

Tutors, the student services director, and the Residence Program manager(s) are available to help students with personal issues; they can provide lists of local resources to students who need help or services Gutenberg College cannot provide.

Spiritual

Tutors are always ready to come alongside students to help them make choices about how to express and pursue their faith. Tutors, staff, and other students who are familiar with churches (of various worship styles) within and outside the Eugene area are a valuable resource for new Gutenberg students looking for a church to attend while they are at the College.

Peer Counseling

When any Gutenberg College student interacts with other students and receives advice or support for personal concerns, Gutenberg College makes no representation as to the maturity, wisdom, or judgment of any student in the school. Students are responsible for their own life decisions.

Legal Counseling

Gutenberg students who have experienced any form of sexual assault can obtain free legal services from Student Survivor Legal Services at the UO School of Law. Go to law.uoregon.edu/ssls.

HEALTH SERVICES

Gutenberg College does not provide health facilities, medical services, or psychological counseling to its students as a part of its program. Students in need of medical services may contact whomever they choose to provide those services. When requested, the student services director will provide a list of medical service providers available in the local area and assist students in locating their desired medical service.

Gutenberg College faculty and staff members are encouraged to suggest two or more names of physicians or counselors to any students who express a need for these services.

Referral lists are made available to entering freshmen during Freshman Orientation, and they are available at any time in the college office. Inclusion on the referral lists does not indicate Gutenberg College endorses these services. Students are responsible for their own medical and psychological care.

Health Insurance

Gutenberg College does not offer health insurance to students. Most students, however, are covered by their parents' health insurance as long as they attend school full time. Students should check with their parents' agent for complete details. Gutenberg's curriculum is full time; if a student needs documentation for insurance, he should request it at the Gutenberg office.

Required Health Information

Students must complete a Health History form before matriculating into Gutenberg College. They must also submit a Certification of Measles Immunization form or sign a religious or medical exemption before attending their first class in order to comply with Oregon State law that requires all college students in the state of Oregon either to be immunized for measles or to sign a religious or medical exemption.

At the beginning of each quarter, students shall review and/or provide emergency contact information on their Gutenberg College Student Registration form. New students complete the registration during Freshman Orientation. All other students are required to complete and return their forms to the office during the first week of classes.

LIBRARY SERVICES

Gutenberg College Library is a small reference library. Its main purpose is to provide Gutenberg students with background and supplemental texts to enrich their understanding of their assigned Great Books readings. The primary library for student use is the University of Oregon Library, which allows public use and is located within walking distance of campus. The University of Oregon's six libraries house more than 2.8 million books. (See "University of Oregon Libraries")

below.) Students also have access to the library collections of the Eugene Public Library and the Springfield Public Library.

GUTENBERG COLLEGE LIBRARY

Gutenberg College owns a small library of books and employs a part-time librarian. The books are cataloged and available for search and check-out by eligible patrons. The following policies are intended to maximize the availability and location of all books with minimal inconvenience to users of the library.

Eligibility

Members of the faculty, staff, current student body, current residents, and Board of Governors are free to check out books from the library. Other members of the community will have to apply with the college for library privileges.

Collections

There are two categories of books: the reserve collection and the general collection. The reserve collection is located on shelves outside the library in the foyer of the building. The general collection is located in two rooms: the library on the first floor and the loft on the third floor.

General Collection Circulation

Patrons may check out books from the general collection for one month at a time. At the end of that time, they must return the book to the library. Patrons who present the book physically to the librarian may check the book out for another month.

Reserve Collection Circulation

Only faculty and current Gutenberg students may check out books from the reserve collection for *two days* at a time. At the end of that time, the faculty and students must return the book to the library. If there are extra volumes of a reserve book, then faculty and students may present the book physically to the librarian and check the book out for another two days.

Reading Rooms

Patrons may remove books from the shelves to read them as long as the books remain in a “reading room.” The reading room for loft books is the loft. The reading room for the books in the library room is the library, classroom, and living room. Books may not be taken beyond “reading rooms” without checking them out.

Check Out

To check out a book, take a photo of the barcode of the book and text or email it to the librarian. The contact information for the librarian is located in the loft and the library. If you cannot take a photo, please carefully copy the bar code number and book title, and send it to the librarian.

Reshelving

To return a checked-out book, place it in either of the library return boxes. One box is in the loft, and the other is in the computer room off the first-floor library. For books that have not been checked out but removed from the shelves, there is a special shelf in each of the two rooms for reshelving.

Fines

To make sure that we can keep track of our collection fines will be charged under the following circumstances:

General Collection Books

There is no late fee for a late return of a book in the general collection. However, if after a month, a patron does not present the book to the librarian when asked, the book will be considered lost. See fines for lost books.

Reserve Collection Books

Books in the reserve collection that are not returned on time will be charged a late fine of \$2 per day.

Improper Book Removal

Patrons who remove books from the shelf and take them beyond the reading rooms and have not checked out a book will be charged a \$20 fine. Basically, don't do it.

Lost or Damaged Books

The fine for losing or damaging a book is equal to the price of replacement. In the event that the book is not replaceable or a similar volume cannot be found, a fine of \$50 will be charged.

Library Conduct

Users of the library's first-floor room should observe the following conduct policies:

- Computers used in the library should have their sound muted.
- If no one else is in the library when a library user leaves, then he should close the windows, turn out the light, and shut the door.

Library Hours

The library is largely a self-service library and therefore has very flexible hours. Gutenberg students have access to the first-floor library room and the reserve collection from 8:00 AM to 10:00 PM. The library in the loft is closed to off-campus students after 6:00 PM, unless an off-campus student is accompanied by a resident. Students in the Residence Program have access to all areas of the library, including the loft, 24 hours a day, except when they are being used for classes and other business of Gutenberg College. Current class and meeting schedules are posted in the Gutenberg office.

UNIVERSITY OF OREGON LIBRARIES

Gutenberg students have access to the University of Oregon's (UO's) six libraries, which house more than 2.8 million books, and Gutenberg has a Reciprocal Borrowing Agreement with the UO. Students are trained in library services at UO during orientation and during freshman writing courses.

Gutenberg College requires every student to have a UO Oregon Card, which allows the student to check out books from UO libraries. As an incentive to get this card, students receive a \$30 credit toward their winter books-and-fees charge if they can show proof of having set up their UO library account during fall quarter. The card is valid at the following UO libraries:

- Architecture & Allied Arts (346-3637)
- Knight (346-3065)
- Law (346-3088)
- Mathematics (346-3023)
- Map & Aerial Photography (346-3051)
- Science (346-3075)

Procedure to Obtain a UO Oregon Card: Option 1

Students can use a bar-coded library card from any other Oregon public library. This option costs nothing, but students cannot access their accounts online. (Students can obtain a Eugene Public Library card by taking a document with their signature on it and a piece of mail delivered to their current local address to the city library at the corner of Olive and 10th avenues.) To set up a UO account using a public library card, students must take the following documents to the Knight Library circulation desk (located just inside the front doors):

- A completed account application (available at the circulation desk);
- Photo ID and proof of age (passport, driver's license, student ID);
- A piece of mail delivered to the student at his current Oregon address within the last two weeks;
- An Oregon public library card (Eugene's, for example).

Procedure to Obtain a UO Oregon Card: Option 2

Students can buy a UO Oregon Card from the library. This option will cost \$5.00, but it allows students to check their accounts online. To obtain this kind of card, students must take the first three documents listed above to the Knight Library circulation desk along with \$5.00 (exact cash or check).

STUDENT EVENTS AND EXTRACURRICULAR ACTIVITIES

STUDENT EVENTS

At Gutenberg College, community involvement in events planning and coordinating is a matter of principle. Events are produced with student and volunteer energy and involvement. There are several traditional events each year for which students provide the labor and love as hosts. The student services director oversees student events in coordination with the events coordinator for Gutenberg College.

Welcome Tea

This event takes place just before Freshman Orientation. Its purpose is to welcome new students and their parents to Gutenberg College.

Qualifying Tea

This event takes place in the fall quarter and is hosted and organized by the senior class. Its purpose is to honor the juniors who passed at least three of their four second-year qualifying exams.

President's Dinner

This event takes place during winter quarter and is hosted by the president of Gutenberg College. Its purpose is to provide students with a fun social event during the winter months.

Student Art Show and Performance

Gutenberg encourages its students to participate in the Annual Student Art Show and Performance. This event usually takes place in March or April. Its purpose is to showcase the visual and performance art produced by Gutenberg students as well as other students in the Gutenberg community. Visual art is exhibited in Gutenberg College's Puccinelli Art Gallery.

Baccalaureate Dinner

This event takes place at the end of spring quarter on the Thursday before graduation and is hosted and organized by the junior class. Its purpose is to bring together seniors and tutors before the seniors graduate.

Graduation

This event takes place at the end of spring quarter and is open to the public. The event is planned by the senior class. Its purpose is to honor those students who have completed (or will soon complete) their Gutenberg College requirements.

EXTRACURRICULAR ACTIVITIES

Student Services coordinates student activities to ensure they are beneficial to the student body and to Gutenberg College culture. In consultation with students, the student services director appoints students to organize such extracurricular activities as are judged by the director not to

conflict with the general purposes and program of the college. Residents at Gutenberg College who are not Gutenberg students are invited to participate in many student activities and events.

Activities have included the following: an *a capella* gospel choir, co-ed recreational-league indoor soccer, and holiday parties (Halloween, Christmas).

Responsibility for Student Activities

Student activities may be initiated by any individual student or faculty/staff member. The interested initiator should verify with Student Services personnel that the activity would benefit the student body. The activity initiator, after having received verification from Student Services personnel, is responsible for coordinating the activity. The initiator is encouraged to receive support and encouragement from college personnel and/or fellow students.

Funds to help with student activities are the responsibility of the initiator and/or student group. Funding for student activities is not provided by the college.

A faculty advisor for student activities will be involved in the scheduling and logistics of extra-curricular activities that fall under the auspices of Gutenberg College.

STUDENT MISSION AND SERVICE OPPORTUNITIES

A variety of opportunities for student service are available in the Eugene/Springfield area. The following are recommended ministry organizations. (Descriptions are from the websites of the various ministries.)

CATHOLIC COMMUNITY SERVICES, [HTTP://WWW.CCSLC.ORG/](http://www.ccslc.org/)

Catholic Community Services (CCS) takes an individualized, one-on-one approach to helping persons in poverty become better able to support themselves and their families. CCS staff members become familiar with the specific strengths and unique needs of each family, use that knowledge and trust to help the family get connected with available resources, and then support them as they take positive steps forward.

EPISCOPAL CAMPUS MINISTRIES, [HTTP://WWW.UOECM.ORG/FOOD-PANTRY.HTML](http://www.uecm.org/food-pantry.html)

Episcopal Campus Ministry (ECM) is a community grounded in worship, prayer, service, and hospitality for the students, faculty, and staff of local colleges and universities. Current UO, LCC, GC, or NCU students with ID are eligible to come to The Pantry (Food Pantry: 1329 E. 19th Street, Eugene, OR) on every distribution date. We are always looking for volunteers to help with stocking the shelves on Wednesdays and distributing the food on Thursdays.

EUGENE MISSION, [HTTP://WWW.EUGENEMISSION.ORG/](http://www.eugenemission.org/)

The Eugene Mission is a wellness shelter providing meals, safe shelter, clothing, social services, and the restorative message of God's love for homeless men, women, and children of the Eugene and Lane County communities.

HOPE RANCH, [HTTP://HOPE-RANCH-MINISTRIES.COM/ABOUT-US/MISSION-AND-VISION-STATEMENTS/](http://HOPE-RANCH-MINISTRIES.COM/ABOUT-US/MISSION-AND-VISION-STATEMENTS/)

Hope Ranch Ministries is a faith-based fellowship committed to providing safety, healing, and hope for survivors of human trafficking and intensive sexual trauma. We endeavor to provide a voice for those rendered mute by the horror of sexual exploitation. We honor every human being as a unique creation worthy of dignity and love.

HOSEA YOUTH SERVICES, [HTTP://WWW.HOSEAYOUTH.ORG/](http://WWW.HOSEAYOUTH.ORG/)

Hosea Youth Services exists to provide youth an alternative to chronic homelessness and unemployment.

JUBILEE JAIL AND PRISON MINISTRY, [HTTP://JUBILEEJAIL.ORG/](http://JUBILEEJAIL.ORG/)

Jubilee Ministries is a faith-supported, non-denominational, non-profit ministry, dedicated to demonstrating God's love to prisoners and their families all over the world—presenting them with the Good News of the Gospel—that there is a lasting freedom and an eternal pardon available through a personal relationship with our risen Lord, Jesus Christ.

LOVE, INC., CENTRAL LANE COUNTY, [HTTP://WWW.LOVEINCCLC.ORG/INDEX.HTML](http://WWW.LOVEINCCLC.ORG/INDEX.HTML)

Love INC of Central Lane County is partnering with local churches and Christian volunteers from those church bodies who actively engage in verified service opportunities to show Christ's love by practically helping people in need and transforming lives through building relationships. Love INC coordinates, clarifies, and verifies client requests to offer churches the opportunity to participate in God's amazing work of touching and impacting lives in a local mission field while partnering with local assistance agencies. They serve in these general areas: prayer, meals, rides to appointments, yard work, packers, movers, stocking pantry shelves as folks transition from homelessness.

ST. VINCENT DE PAUL, [HTTP://WWW.SVDP.US/ABOUT-US/MISSION-HISTORY/](http://WWW.SVDP.US/ABOUT-US/MISSION-HISTORY/)

St. Vincent De Paul assists the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, we know that any charitable work that advances those goals is within the mission of St. Vincent de Paul. St. Vincent de Paul is Lane County's largest nonprofit human services organization. Founded in 1954, the agency helps over 84,000 individuals and families each year. St. Vincent de Paul is committed to providing comprehensive programs to alleviate poverty and help all individuals find a path out of poverty and into self-sufficiency.

GOVERNMENT OF STUDENTS

Government of the students is solely in the hands of the college officials assigned with such responsibility.

STUDENT CONCERNS

Students are given an opportunity to voice opinions, feedback, and concerns about all aspects of their college experience through Student Evaluation Interviews (focus groups). Student focus groups are conducted at the end of the quarter by a faculty or staff member. The frequency of

interviews and number of students in the interview is set to allow students to participate two or three times during their four years. After the interview is done, students are encouraged to add any further comments in a one-on-one setting or in writing.

CONDUCT OF STUDENTS

Gutenberg College has adopted a Code of Student Conduct code and procedures for disciplinary action. These are published below, in the Gutenberg College Catalog, and on the Gutenberg College website. Before matriculating, all students must indicate their agreement to the Code of Student Conduct by signing the Code of Student Conduct Agreement.

CODE OF STUDENT CONDUCT

To be a Gutenberg College student is to avail oneself of a unique educational opportunity. To benefit fully from the program, a student must work hard and be a cooperative member of the Gutenberg community. Therefore, every student must agree to be respectful of other students, residents, faculty, and staff, cognizant of the fact that in a small community the actions of one affect everyone else.

Our rights, privileges, restrictions, and freedoms are derived from our relationship to the community in which we live. Freedom properly exercised is expanded. When it is improperly exercised, it is reduced. Discipline is the community's process of responding to the abuse of rights, privileges, and freedoms. It includes helping the offender understand the way his action is not acceptable in the community and how his place in the community can be restored through mature acceptance of responsibility. Discipline is fundamental to education, a major purpose of which is to help people make a reasoned use of freedom and thereby acquire more.

Loss of privilege, restitution, suspension, or expulsion may be imposed on any student whose conduct on or off the campus disturbs the peace or diminishes the reputation of the college community. The kinds of misconduct that will bring discipline are as follows:

- Conviction for violation of any federal, state, or local laws;
- Dishonesty, such as giving false information, alteration or misuse of documents, plagiarism (which includes the use of generative AI), cheating in schoolwork, impersonation, and other forms of fraud;
- Theft, misuse, unauthorized use, or unauthorized entry of college or public property;
- Illegal use, sale, or possession of stimulants, intoxicants, drugs, or tobacco products and vapes;
- Use of marijuana in any capacity (even though legal in Oregon);
- Storing or consuming alcohol on campus (except for administratively sanctioned events), providing minors with alcohol, consuming alcohol if under the legal-drinking age;
- Willful failure to comply with the authorized directions of any college official, staff member, or tutor acting in the performance of his duties;
- Obstructing or forcibly disrupting college activities;

- Abuse, intimidation, or harassment of another person by physical force or threat of physical force;
- Deliberate or careless endangerment to another person, such as the following: tampering with safety equipment, violation of safety regulations, and use of firearms, knives, explosives, or other weapons on campus.
- Receipt or transmission of any material in violation of any state or federal law, including the receipt or transmission of any unauthorized copyrighted material or any threatening or obscene material via the Internet or any other means.

DRUGS AND ALCOHOL

Drugs

Students and residents may not use any illegal drugs. Although marijuana is now legal in Oregon, Gutenberg College requires students and residents not to use marijuana in any capacity, on or off campus. We believe that it is not in keeping with the Gutenberg project.

Alcohol

Gutenberg College wants to encourage students and residents to have a healthy attitude towards alcohol, one that is based on responsibility and respect. The Gutenberg campus is an alcohol-free zone. Except for administratively sanctioned events, no alcohol may be stored or consumed on campus, and no underage drinking or providing minors with alcohol is allowed. Students and residents who are of legal drinking age should refrain from drunkenness at all times, on or off campus.

HONESTY STATEMENT ON EXAMS

The Survey of Western Civilization exams will include an honesty statement that students must sign when they take the exam.

GENERATIVE AI

Generative AI is not allowed in any classes at Gutenberg College. “Generative AI” includes any use of artificial intelligence that generates text, graphics, or other products in place of the student generating them out of his own skills and knowledge. It is acceptable for a student to use spelling or grammar checkers—that is, artificial intelligence that merely alerts a student to potential issues and suggests alternatives, requiring the student to exercise skill and knowledge in deciding whether and how to respond.

DISCIPLINARY PROCESS

Anyone may call student misconduct to the academic dean’s attention, and any allegation of misconduct that the academic dean deems worthy of investigation will be pursued as follows:

1. The academic dean will initiate an inquiry to establish the truth or falsity of allegations of misconduct.

2. If, after the inquiry, the academic dean believes that the student has acted in such a way that discipline is in order, the academic dean will appoint a Disciplinary Committee. The Disciplinary Committee will include the president, the academic dean, and two other members selected by the academic dean from the faculty and/or staff, depending on the nature of the infraction. The Committee will recommend whether further action is warranted, and the academic dean (or his designee) will write a summary of the Committee's meeting and recommended course of action.
3. If the Disciplinary Committee recommends further action, one of two processes described below will be followed, depending on whether the misconduct is **less serious** or **more serious**.

Copies of all correspondence with the student and all written documentation and summaries relating to the disciplinary process will be placed in the student's personal file. Copies of any grievance the student expresses in writing during the disciplinary process will be placed in the student's personal file and in the general Student Grievance file. Gutenberg College will maintain complete records of all disciplinary-process events and grievances, including resolution, for five years. These records will be kept in secure storage in Gutenberg's business office.

Less Serious Misconduct Process

(Possibility of suspension, expulsion, or restitution over \$500 does not exist.)

1. The academic dean will designate a time for the student to appear before the Disciplinary Committee. The academic dean (or his designee) will clearly explain to the student what misconduct has been reported, and the student will be given an opportunity (during the interview with the Disciplinary Committee or at a later time if the student chooses) to explain what happened.
2. Within five days after hearing the student's explanation, the academic dean (or his designee) will inform the student in writing of one the following determinations:
 - Whether legal proceedings should follow
 - Whether disciplinary action should be taken, and if so, what action
 - Whether no further action is warranted
3. Within five days after learning of the determination, the student can request by a written letter delivered to the academic dean that the whole matter be reviewed by two tutors, one named by the academic dean and one named by the student.
4. Within fifteen days after the academic dean receives the student's letter, the two-tutor review will take place.
5. Within five days after the review, the tutors will submit a summary of their review to the academic dean, who will give a copy to the student.
6. If the review of the two tutors disagrees with the determination of the academic dean (or his designee), then the two tutors who conducted the review will meet with the Disciplinary Committee to discuss any disagreements, and the president will make a final determination and communicate it to the student.

More Serious Misconduct Process

(Possibility of suspension, expulsion, or restitution over \$500 exists.)

1. The academic dean will cause a letter to be sent to the student informing the student of the reported misconduct and asking the student to respond within five days in one of the following ways at the student's option:
 - Write a letter fully explaining what happened and the student's part and intentions in it.
 - Make an appointment to meet with the Disciplinary Committee to explain fully what happened and the student's part and intentions in it, after which a written summary of the explanation will be made.
 - Write a letter to the academic dean asking for an opportunity to come before the academic dean (or his designee) and tell what happened and bring others to tell what they know about the alleged misconduct, after which a written summary of what was reported will be made.
 - Do nothing within the five days.
2. Within five days after one of the four steps above has been completed, the academic dean (or his designee) will inform the student in writing of one of the following determinations:
 - Whether legal proceedings should follow
 - Whether disciplinary action should be taken, and if so, what action
 - Whether no further action is warranted
3. Within five days after receiving this information, the student may request that the whole matter be reviewed by the college governing board.
4. At least ten days before the review takes place, the student will be notified in writing of the time and place of the review.
5. At the review, the student may be present and accompanied by an advisor, and a written summary of the review will be made.
6. After the review, the board may make any determination that the president could have made, and it will notify the student in writing of its determination within five days following the review.

STUDENT GRIEVANCES/COMPLAINTS

Gutenberg's small size fosters a community atmosphere in which students and tutors interact on a daily basis, and students are encouraged to talk to the tutors about whatever concerns they may have. But Gutenberg also has formal processes for students to register grievances or appeal decisions with which they disagree.

Gutenberg's formal process for evaluating allegations of student misconduct is described above under "Student Conduct: Disciplinary Process" and in the Catalog under "Student Conduct: Disciplinary Process" in the Student Life and Housing Section.

In addition, Gutenberg College has the following petition process designed to address any unusual circumstances that may arise:

1. If a student would like to have a rule waived or modified due to special circumstances, or if a student has a grievance of any kind, the student may complete a Student Petition form (available from the Gutenberg office) and submit it to the academic dean.
2. Within fifteen days after receiving a Student Petition, the academic dean and two tutors will review the petition and determine what action, if any, should be taken.
3. Within five days after reviewing the Student Petition and determining what action should be taken, the academic dean will complete the lower part of the Student Petition form, make copies of the form for the student's personal file and the general Student Grievance file, and return the original form to the student.

Students can file complaints with the State of Oregon or TRACS (Gutenberg's accrediting agency). In this Student Handbook, see Section One: About Gutenberg: "Gutenberg's Authorization to Grant Degrees" and "Gutenberg's Accreditation Status." On the Gutenberg website, see "Degree Authorization" and "Accreditation" at gutenberg.edu/about/school-profile/.

Gutenberg College will maintain complete records of all disciplinary-process events and formal complaints, including resolution, for five years. These records will be kept in secure storage in Gutenberg's business office.

DISABILITY POLICIES

ACCESS BY PEOPLE WITH DISABILITIES

All structures owned by Gutenberg College shall comply with all applicable state and federal laws regarding access to those structures by people with disabilities.

NONDISCRIMINATION POLICY

Gutenberg College does not discriminate based on disability in the admission to, access to, treatment in, or employment in its programs and activities. Persons who need information about accommodations for disabilities should contact the disability officer.

Any person hindered from gaining access to a college sponsored event by reason of a disability should, at least five days in advance of the event, inform the disability officer about the nature of the access problem. The disability officer will find a way for the person to have access to the event.

PROVISION OF REASONABLE ACCOMMODATIONS

Gutenberg College shall provide reasonable accommodations for persons with disabilities.

Accommodations, modifications, or adjustments to a course, program, service, or activity may enable a qualified individual with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to similarly situated individuals without a disability.

Common academic accommodations may include, but are not necessarily limited to nor guaranteed, the following: admissions modifications, alternate formats, exam

modifications/adjustments, course assistants, assistive computer technology, course modifications/substitutions, reduced course loads, part-time enrollment, early syllabus, time extensions, recorded lectures, or classroom relocations.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES: PROCEDURE

1. A student interested in receiving accommodation for his disability should first contact the disability officer.
2. A plan will be made for the student to provide documentation of the disability from a qualified professional in order to verify the presence of the disability and its impact in an educational setting.
3. The disability officer will review the documentation and supporting materials to certify eligibility for services. If the initial documentation is older than three years, incomplete, or inadequate to determine the extent of the disability and appropriate accommodations, the disability officer may require supplemental assessment of the disability. Students pay any cost of professional verification of disability.
4. Following these steps, the disability officer and the involved faculty will meet with the student to determine academic adjustments and/or accommodations.
5. When a qualified individual with a disability requests an accommodation, the college will make a reasonable effort to provide an accommodation that is effective for the individual. Admissions decisions, course examinations, and other measures of achievement will be appropriately modified to ensure that the evaluation reflects actual achievement rather than the impact of the disability.

EMPLOYMENT

Mastery of the material covered at Gutenberg College is a full-time activity. We recommend that students work no more than ten hours per week while classes are in session. On-campus employment opportunities are very limited; however, students have been successful in finding employment off-campus.

MARRIED STUDENTS

Both being married and being a student at Gutenberg are challenging in that both take a lot of time and work. Combining the two will be stressful unless the married student works very hard to balance the two enterprises. Married students are strongly encouraged to share with spouses what they are learning at Gutenberg and how their thinking is developing. Similarly, it is helpful if the student's spouse also reads the material being studied so that the couple can discuss it. Spouses of students are encouraged to visit a discussion early in the year to better understand the educational process.

AFTER GRADUATION

What do students do after graduation? A Gutenberg education is not designed to prepare students for a particular career, but rather to cultivate their thinking and communication skills. Thus, while the occupational pursuits of Gutenberg graduates are as varied as the students who attend, their education helps them to be thoughtful and creative in those pursuits. Gutenberg's Career

Development program helps highlight these strengths and provide students with assistance in preparing for the work environment.

Because the love of learning is deeply instilled into Gutenberg students, many graduates go on to teach at private elementary and middle schools. Other graduates are currently pursuing careers in higher education, journalism, law, healthcare, landscaping, marketing, and non-profit organizations. Graduates have also worked as cooks, administrative assistants, retail supervisors, and baristas.

Gutenberg College graduates have been admitted to some of the finest master's and doctoral programs, including international programs. For a list of schools that have accepted Gutenberg students pursuing advanced degrees into their graduate programs, please see “Graduate School & A Liberal Arts Degree” under “Career and Calling” in the Student Life section of Gutenberg’s website, gutenberg.edu/student-life/career-and-calling.

SECTION FIVE: CAMPUS ACCOMMODATIONS & POLICIES

This section of the Student Handbook describes the Gutenberg College campus, the services available on campus, and policies relating to student use of campus facilities and services.

CAMPUS

The Gutenberg College campus consists of one building located at 1883 University Street. The building—also referred to as the “House”—serves as the primary facility for the Gutenberg College Academic Program and the Residence Program. It also houses the Puccinelli Art Gallery.

BUILDING RESTRICTIONS APPLICABLE TO STUDENTS

To maintain the campus building and to be considerate of its various users, students are asked to observe the restrictions below. Additional restrictions, which are listed in the Gutenberg College Resident Handbook, will apply to students who reside on campus.

1. No animals are allowed in the Gutenberg College building except in circumstances involving approved, documented disabilities and needs. Residents may not keep pets on Gutenberg premises.
2. Bicycles may not be brought into the building. Non-residents may lock their bikes to the rack by the back patio.
3. Skateboards may not be used on indoor floors and carpets.
4. Students may not use outside the kitchen or kitchenette any device or thing that is designed to burn or whose purpose is to generate heat—with the exception of hair dryers, curling irons, electric rollers, electric blankets, and heating pads. This prohibition includes, but is not limited to, candles, coffee makers, heaters, incense, potpourri pots, hot plates, and microwave ovens.
5. Gutenberg College has a non-smoking campus. Smoking is not permitted anywhere on the property.
6. At the discretion of the tutor, food and drinks are allowed in the classrooms during regular Gutenberg College classes, but the privilege may be revoked at any time that eating and/or drinking disrupt the class. Individuals who bring food or drink into the classroom or any other part of the Gutenberg Building are responsible to remove any dishes after use and to clean up any messes resulting from their eating and/or drinking, including for example, wiping the table and cleaning the floor. Individuals are encouraged to use spill-proof containers when bringing drinks into carpeted areas.
7. Weapons, such as firearms and knives, are not allowed in the building or on the building grounds.

BUILDING MAINTENANCE PROBLEMS

Students who notice maintenance problems, such as an overflowing sink, that are beyond the scope of general upkeep should inform Gutenberg office staff or Facilities Department staff. It is

very important to bring to the staff's attention maintenance problems that present safety or security hazards or that could lead to further damage to the building.

COMMON SPACES

Except when official events have been scheduled in rooms, common spaces (defined below) may be used by all Gutenberg College students and Residence Program residents according to the limits stated below.

COMPUTER LAB

Gutenberg College has a computer lab with printing capabilities located in the library. Students and residents may use that lab during campus hours on a first-come, first-served basis. Students and residents with laptops should be aware that the building is old and has few electrical outlets.

KITCHENETTE

A microwave, small refrigerator, and pantry area are provided for tutors and off-campus students to store and prepare food and drinks during the day. All items should be stored in sealed containers and will be subject to disposal.

FOOD AND DRINK IN THE GUTENBERG BUILDING

At the discretion of the tutor, food and drinks are allowed in the classrooms during regular Gutenberg College classes, but the privilege may be revoked at any time that eating and/or drinking disrupt the class. Individuals who bring food or drink into the classroom or any other part of the Gutenberg Building are responsible to remove any dishes after use and to clean up any messes resulting from their eating and/or drinking, including for example, wiping the table and cleaning the floor. Individuals are encouraged to use spill-proof containers when bringing drinks into carpeted areas.

HOURS OF USE FOR COMMON SPACES

Between 8:00 AM and 6:00 PM

The entire first floor and the Loft on the third floor of the Gutenberg building are defined as "common spaces" and are open to all Gutenberg College students and residents in the Residence Program.

Between 6:00 PM and 12:00 midnight

Off-campus (non-resident) Gutenberg students may use the following areas only:

- Dining/living room
- Library and computer lab
- First-floor classroom
- Kitchenette
- First-floor bathrooms

Off-campus students may use other common/resident spaces if invited and accompanied by a resident. Residents may use all common areas.

Between 12:00 midnight and 8:00 AM

The building is closed to off-campus Gutenberg students unless an off-campus student is accompanied by a resident.

PRIORITY OF USE FOR COMMON SPACES

Common spaces are open to all on a first-come, first-served basis. For example, someone playing the piano may play until he is finished, and he may ask that other activities that interfere with his piano playing not be pursued. Similarly, if the first person in the room would like to study without the piano being played, the studier has priority over the piano player. Sharing spaces requires students and residents to evaluate what is kind and then try to act on that understanding.

Common spaces may not be reserved except by permission of the student services director or the Residence Program staff.

Any Gutenberg College or other event scheduled through the student services director or the Residence Program staff has priority over student or resident use of the space.

MAINTAINING COMMON SPACES

Furnishings in common spaces should remain in their places. When students are finished using a common space, they should return any item they used to its proper place, remove all their personal belongings, check that windows and doors are locked, and turn out the lights.

Personal items remaining in common spaces at the end of the day will be removed and placed in the Lost & Found. Keeping the common spaces clear of personal items is another way to be kind and thoughtful to others who use the space.

HOUSING FOR STUDENTS/RESIDENCE PROGRAM

Instructions on how to apply for residence at Gutenberg College are below. Before applying, however, please read all the information below.

Gutenberg College is unique and so is its student housing. The Gutenberg College Residence Program offers housing and food services to Gutenberg College students and also welcomes, as space allows, other young adults who either attend other colleges in Eugene or work in the community and who are interested in participating in Gutenberg community activities. A Gutenberg student who chooses to live on campus becomes part of a community—living, studying, and sharing meals with fellow students.

Gutenberg students are not required to live in student housing, and acceptance for residence is separate from acceptance as a student at Gutenberg College. See the Resident Handbook at gutenberg.edu/student-life/residence-program for more information about the Residence Program.

HOW TO APPLY TO THE RESIDENCE PROGRAM

March 1 is the deadline to apply for fall housing. Housing is limited and fills up quickly. Qualified applicants are admitted in the order in which they apply, although preference is given

to Gutenberg College students, who are urged to apply early. Applicants for whom no room is available are placed on a waiting list. Although students are urged to apply by March 1, the Residence Program accepts applications throughout the year, and rooms occasionally become available. These vacancies are offered first to people on the waiting list and then made available to new applicants.

APPLICATION PROCESS

1. Applicants are required to read the Resident Handbook before applying to the Residence Program. It is available online at gutenberg.edu/student-life/residence-program.
2. After reading the Resident Handbook, applicants should complete the Application for Residence online at gutenberg.edu/student-life/residence-program. Applicants will be asked to provide the names of two personal references, people who know the applicant well and can address the question of how the applicant might contribute to, benefit from, and be challenged by the Residence Program.
3. A \$20 application fee is required when applying for residence, and applicants will be asked to pay the fee online. (The application fee is waived for students also applying to Gutenberg's undergraduate program.)
4. After the application and fee have been received, Residence Program staff will schedule an interview. The purpose of this interview is to allow both the applicant and the Gutenberg staff to determine whether the applicant's residence at Gutenberg would be mutually beneficial. Because of the cooperative nature of the living situation, residents must be responsible, tolerant, and considerate in order to participate in the Gutenberg College Residence Program

PARKING

Limited parking for faculty, staff, students, and residents is available in the lot behind the Gutenberg College building. This parking is provided on a first-come, first-served basis. If parking is unavailable, drivers must use curb-side street parking, much of which is zoned for two-hour parking on Monday through Friday, 8:00 AM to 5:00 PM. Because the time limit for street parking is strictly enforced, drivers are encouraged to move their cars every two hours or to park in unzoned areas, which may be many blocks away. Parking tickets issued by the City of Eugene are \$16 each.

Any unauthorized car parked in the Gutenberg lot is subject to towing, but only the Gutenberg or Residence Program staff may call the towing company. Students who suspect that an unauthorized car is parked in the lot should inform the administrative secretary or Residence Program staff.

RESIDENT-STUDENT PARKING

Students who reside on campus are permitted to park one car only in the Gutenberg lot. Double-parking will be allowed for loading and unloading only and for a maximum of 15 minutes.

Residents are not permitted to keep non-working cars on the premises for more than five days. Car repairs and maintenance may be performed on the premises only with the prior approval of Residence Program staff.

A limited number of residents who own cars while residing at Gutenberg may obtain a parking permit, available for \$180 per quarter (\$60/month) from Diamond Parking. The permit allows for unlimited parking on Zone A streets near Gutenberg. (Zone A parking is noted on the “2-Hr Parking” signs.) To obtain a permit, residents must take the following to Diamond Parking, 1297 High Street (13th & High): \$180, car registration, photo ID (e.g., driver’s license), and a bill or lease with the resident’s Gutenberg street address printed on it.

COMMUNICATION SERVICES

BULLETIN BOARDS

Information and notices for tutors, students, and residents are posted on bulletin boards inside the college office, in the Gutenberg lobby, and at the entrance to the resident halls.

EMAIL

Every full-time and auditing student will be issued a “gutenberg.edu” email address by the Gutenberg College IT manager, who can also help set up the email account. For more details, contact the college office. Students should check their email regularly for statements, announcements, and assignments from tutors.

INTERNET ACCESS

High-speed Internet connection is available to students through Gutenberg College’s wireless Internet network, accessible throughout the Gutenberg College building.

Restrictions on Internet Use

Gutenberg makes available the use of the Internet to its board members, employees, students, and residents to further its academic mission. As a condition of use, users must not violate any law, including federal copyright laws or any policy of Gutenberg. Receipt or transmission of any material in violation of any state or federal law is prohibited, including the receipt or transmission of any unauthorized copyrighted material or any threatening or obscene material via the Internet or any other means. Violation of the law or any Gutenberg policy may result in termination of the privilege, other disciplinary measures, and possibly civil and/or criminal sanctions. Gutenberg reserves the right to deny, revoke, suspend, restrict, condition, close, or otherwise limit any user’s account or access. No user should have an expectation of privacy while using Gutenberg’s system. Users may not share their login or password with any other user or use any other person’s login or password.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to

\$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

MAIL

Mail is received Monday through Friday at the Gutenberg College business office.

Resident Students

Residents may receive mail or packages at the business office (except Oregon ballots).

Non-Resident Students

Non-resident students may also receive mail at the school address, which will be delivered to their campus mailbox. (**Exception:** Oregon ballots must be mailed to the student's place of residence).

Campus Mailboxes

Every full-time and auditing student will be issued a mailbox on campus, and mail processed by the office will be delivered to that box. Boxes are located on the landings at the top of the stairs on the first and second floors. Correspondence, returned schoolwork, and announcements will be delivered to this box.

Student Address

Student mail should be addressed as follows:

Student's/Resident's Name
1883 University Street
Eugene, OR 97403.

Forwarding Mail

The Gutenberg College business office will forward mail to a student during absences longer than one week if that student gives the office the dates of his absence and his forwarding address.

Persons who no longer reside on the Gutenberg College campus must notify the office of their forwarding address in order to have mail forwarded to them. Former residents must also directly notify all businesses and personal contacts of their address change. The post office will not forward mail or notify senders of address changes for students or residents. If a forwarding address is provided, the Gutenberg College business office will forward first-class mail to students and former residents for one year. If no forwarding address is provided, or if mail comes after one year, the office will return the mail to the sender.

TELEPHONE

Students are encouraged to have their own cell phone. Gutenberg does not offer any phone lines for student use, and students may not list the Gutenberg College office as a number where they may be reached.

COPY MACHINE

Students may use the copy machine located in the business office for personal use to make *small* numbers of copies at the cost of five cents per page. To prolong the life of the machine, students are asked to use a copy or print shop to make more than ten copies at one time.

CAMPUS SECURITY

SECURITY AND EMERGENCY PROCEDURES

Gutenberg College has established both emergency procedures and procedures to help ensure the security of the students and the campus. (See below.)

In case of emergency when Gutenberg College staff are not available, students should call either the Eugene Police Department's non-emergency number, 682-5111, or 911. In case of extreme emergency, students should call 911.

DOORS AND WINDOWS

All outside doors should remain locked at all times except during business hours (Monday–Friday, 8:00 AM to 5:00 PM). The back door in the stairwell and the bike-room door should be locked *at all times*, even during business hours.

Doors to the fire escape on the north side of the building should be closed at all times. They do not lock, but they have no handles on the outside. They do not close easily, however; therefore, anyone closing the doors should make sure they “click” shut.

First-floor windows may only be left open during the day if supervised by nearby students or residents. If no one else is around, the last person leaving a room with open windows should close and lock the windows.

PERSONAL SAFETY

Students are asked to be responsible for their own safety and the safety of their belongings. The neighborhood surrounding the Gutenberg campus is a typical college neighborhood; everyone should be aware of his surroundings at all times.

When students encounter strangers on campus, they should politely inquire as to the person's identity and purpose in the building. If a student has reason to believe that a person should not be in the building, he should contact a tutor or staff person or, in extreme cases, the police at 911.

FIRE SAFETY

Faculty, staff, students, and residents are asked to familiarize themselves with the locations of fire call boxes, fire extinguishers, and escape routes from the Gutenberg building in case of fire. The fire escape on the north side of the building is not to be used except in case of fire.

IN CASE OF FIRE

1. If a fire alarm sounds throughout the building, then everyone should assume there is a fire and exit the building immediately, congregating on the front lawn of the Gutenberg building to facilitate a head count.
2. If an alarm sounds in one room only, the occupant(s) of that room should attempt to determine if there is indeed a fire in that room and how big it is.
3. If the fire is small, then the occupant(s) should extinguish it.
4. If the fire is not small or manageable, the occupant(s) should trigger a building-wide alarm at a fire call-box and exit the building.
5. When a building-wide alarm sounds, the fire department is called automatically.

FIRE EMERGENCY PROCEDURES

If you discover a fire inside a building

1. If possible, activate the fire-alarm system.
2. Immediately exit the building, closing doors behind you.
3. Call 9-1-1.

If you discover a fire outside a building

1. Call 9-1-1.
2. Do NOT activate the building fire-alarm system.

If the fire alarm sounds

1. Feel the door or doorknob of the room you are in with the back of your hand. If it feels hot, do not open it—the fire may be on the other side of the door.
2. If the door is not hot, open it slowly. If the area outside the room you are in is clear of smoke, walk to the nearest fire exit and exit the building.
3. Close doors behind you.
4. Notify arriving fire or police personnel if you suspect someone is trapped inside the building, and tell them where the person may be located.
5. Gather outside on the front lawn of the building, and do not attempt to re-enter the building until instructed to do so by Gutenberg personnel or the Fire Department.

If trapped or otherwise unable to leave a room

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary, as outside smoke may be drawn into the room.

If caught in smoke

1. Drop to hands and knees, and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose, and use a filter such as a shirt or towel.

If forced to advance through flames—a last resort

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

USING A FIRE EXTINGUISHER

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires (no larger than a wastepaper basket).

Firefighting efforts must be terminated within 15 seconds or when it becomes obvious that there is risk of harm from smoke, heat, or flames—whichever comes FIRST.

P.A.S.S. Method of Using a Fire Extinguisher

1. Pull the safety pin from handle.
2. Aim the extinguisher at the base of fire.
3. Squeeze the trigger handle.
4. Sweep across the base of the fire from side to side.

ACTIVE SHOOTER

Faculty and staff are familiar with procedures for readily acting in the case of an active shooter on school premises. This scenario is reviewed annually during a meeting.

ACTIVE SHOOTER PREPAREDNESS

The staff and faculty meet to review the procedures for an active shooter on campus annually. This prepares all employees to know what series of actions to take in order to increase the likelihood of the safety of everyone present on campus.

IN CASE OF ACTIVE SHOOTER

1. The first priority is to notify as many people on campus as possible. The goal is to provide a clear description of the shooter's position and movement in order to allow each person to make individual decisions based on this information and their own proximity to what is happening.
2. Persons should dial 911 and notify the authorities.

3. Each person must make smart decisions based on their environment and the proximity of the shooter. Though the decision must be based on the situation, the first priority is to encourage everyone to flee the premises if possible. Running away from the situation is urged.
4. If leaving campus is not possible due to the proximity of the shooter or for some other reason, the second-best choice is to hide in a room. If time allows, lock and barricade the door so that it is as difficult as possible to enter the room. The person or persons should then hide and remain quiet.
5. If the shooter should gain entrance to a room with people in it, those in the room must attempt to incapacitate the shooter. Any common items in a room, whether it be office supplies or books, should be thrown to overwhelm the shooter's orientation and then those in the room should make a best effort at confrontation.
6. All persons should stay away or hidden until an authority arrives and assesses that the situation is no longer a threat.

ACTIVE SHOOTER RECOVERY

Should the campus undergo any form of intrusion by an active shooter, the president will determine when the campus should reopen for classes. Appropriate action will account for physical damage, psychological and emotional trauma, and services provided for those in need.

EXTREME WINTER WEATHER

In the case of extreme winter weather that results in unsafe road conditions, such as ice or snow, the college may decide to cancel classes. The following outlines the procedures taken.

WINTER WEATHER DECISION

1. The president of the college will decide when the college should remain closed due to winter weather. This decision is up to the president's discretion and will account for road conditions, keeping in mind faculty and student safety.
2. In the case that the campus does not have classes due to winter weather, an email will be sent out to all faculty, staff, and students and an announcement will be posted on the Gutenberg College website by 7:30 AM.
3. Make-up classes will be mandatory at the discretion of the president based on the length of campus closure.

SECTION SIX: COMMUNITY RESOURCES & RECREATION

Gutenberg College maintains the intimacy of a small community environment while accessing a variety of resources within short distances. Opportunities abound for educational experiences, cultural entertainment, sporting events, recreational activities, outdoor excursions, and good cups of coffee. This section of the Student Handbook describes some of those resources.

BOOKSTORES

All textbooks are included in the books-and-fees charge and can be picked up—after fees have been paid—from the bookstore located in the Gutenberg College office.

Additional resources can be specially ordered through the Gutenberg College Bookstore. A student who wants to order a book must provide the administrative secretary with the ISBN and title of the book before textbooks are ordered each quarter. The administrative secretary will try to accommodate such orders as time allows.

A full-service bookstore of the University of Oregon is located at 895 E. 13th, and other books (new and used) may be purchased at Windows (199 W. 8th), Smith Family Bookstore (525 Willamette Street), Barnes and Noble (Valley River Center), and other bookstores in the area.

CITY OF EUGENE & ENVIRONS

The City of Eugene, the home of Gutenberg College, and its close environs provide numerous cultural and recreational opportunities. In addition to movie theaters, indoor pools, athletic facilities, bowling alleys, and an ice-skating rink, students will find the following in the Eugene area:

CHURCHES

Over 300 churches in the Eugene area provide students with a wide variety of church-activity options. Tutors and staff members are a good source of information when looking for a church.

Central Lutheran Church, located one block from Gutenberg College, is famous throughout Eugene for its love of music. Liturgical church services and performances throughout the year incorporate a choir, a Baroque-style organ, a Steinway grand piano, and over sixty hand bells. Twice a year, the church's choir and orchestra perform a sacred choral masterpiece. Students interested in the church's musical offerings are encouraged to inquire about joining the choir or orchestra. Concerts given by professional and local musicians are posted on the church's website at www.welcometocentral.org; just click "Events": "Concert Schedule."

GARDENS

Hendricks Park and Owen Rose Garden display world-class rhododendrons, azaleas, and roses.

HULT CENTER FOR THE PERFORMING ARTS

The Hult Center, which offers student discounts, features a 2,200-seat concourse and hosts national and international musical and performing artists. Each year, the Bach Festival attracts an international audience.

OUTDOOR RECREATION

Opportunities include miles of running and hiking trails in addition to ninety-eight miles of paved bicycle paths that wind along the Willamette River and through numerous parks. Rafting, canoeing, and fishing areas abound in and around Eugene, and nearby reservoirs provide plentiful boating opportunities. The climate is mild year round, with average temperatures of 75° in the summer and 45° in the winter.

SHOPPING

Three large malls offer traditional shopping experiences, while the Saturday Market and Fifth Street Market offer the creations of local artisans and good food, including freshly grown produce.

OREGON POINTS OF INTEREST

Eugene is located in Oregon's beautiful Willamette Valley. From here, students can travel easily to many points of interest in Oregon. The scenic Oregon coastline, the mountainous terrain along the McKenzie River, and the bountiful farmlands beside the Willamette River are within an hour's drive. Day trips can take students to Crater Lake in southern Oregon, Mount Hood in northern Oregon, Mount Bachelor and Willamette Pass ski resorts in the Cascade Mountains, the Columbia River gorge, Multnomah Falls, the Portland Rose Festival, or the renowned Ashland Shakespeare Festival.

UNIVERSITY OF OREGON

Gutenberg College's proximity to the University of Oregon (UO) provides many social and cultural opportunities for Gutenberg students, some of which are listed below.

CLASSES

Many UO departments allow community members to audit their lower-division classes at significantly reduced rates. Inquire at the department office for a list of such classes and their rates. Upper-division courses are also usually open to the public for credit at community rates if prerequisites have been met. Enrolling in classes at the community rate gives the Gutenberg student many benefits that a UO student has, including access to the Recreation Center, an Internet server, computer labs, tutoring, and student sports tickets. Access to the Health Center is not included.

ERB MEMORIAL UNION (EMU)

The student center is located three blocks from Gutenberg College. The EMU houses a food court, a bakery, a newsstand, a photocopy center, and more. Its Craft Center offers classes throughout the year on various arts and skills, such as weaving, woodworking, and pottery. These

classes are available to Gutenberg students at community prices, and they often provide the student access to expensive labs and equipment.

GERLINGER HALL

The Oregon Ballroom Dance Club holds a dance (open to the community) each Friday evening from 7:30 to 11:30 at Gerlinger Hall. During the first hour, a lesson is held for beginners and developing dancers. Many Gutenberg students have enjoyed this opportunity throughout the year.

HAYWARD FIELD

The UO's training field for many track-and-field world-record holders is located one block from Gutenberg College. The 2008 Olympic Trials for track-and-field were held at Hayward Field.

LIBRARIES AND MUSEUMS

The UO's six libraries house more than 2.8 million books. Also available are the Art Museum (located near the main library and open to the public free-of-charge on the first Friday of every month), the Museum of Geology (in Condon Hall), and the museum of Natural History (on 15th Street).

OUTDOOR PROGRAM

This cooperative program offers a wide variety of "at cost" outings. Outings are contingent on members organizing them, but in the past, they have included skiing, hiking, rafting, rock climbing, and biking. Non-UO students pay a \$15 membership fee per quarter to participate.

UNIVERSITY NEWSPAPER

The *Oregon Daily Emerald* informs students about events on campus, many of which are open to the public for free or for a nominal fee. Gutenberg students can use their student ID card to attend UO theater productions, concerts, and dance performances at student rates, or they can take advantage of free senior recitals or the University's open dance hall on Friday nights.

SECTION SEVEN: BIBLICAL FOUNDATION STATEMENT

Gutenberg College grew out of a campus ministry (McKenzie Study Center) that distinguished itself by its lively interchange of ideas and its willingness to question the unquestionable. The founders of Gutenberg College were scholars who participated in that dialog for many years. Individuals changed their minds on many issues over the years, but a consensus resulted from the dialog; a set of beliefs came to characterize this community of scholars, as it does the Gutenberg faculty today. The Gutenberg College Biblical Foundation Statement documents these beliefs.

GUTENBERG COLLEGE BIBLICAL FOUNDATION STATEMENT

This is a statement concerning the relationship between Gutenberg College and the biblical message. It is intended to clarify that relationship for Gutenberg personnel, students, and the public. All members of the board of governors, all faculty (except adjunct faculty), and all other Gutenberg employees and volunteers whose responsibilities entail setting policy for the college; overseeing the programs, departments, and offices of the college; and/or representing the college to oversight bodies are required to sign compliance to the Gutenberg College Biblical Foundation Statement. Gutenberg College does allow these individuals the freedom to disagree, in good conscience, with particular statements in Part Two, Doctrinal Statement, subject to review as prescribed in Gutenberg's Policy Manual. We do not require that students agree with this Biblical Foundation Statement; they are only required to read the Statement so that they understand the college's perspective.

PART ONE: THE BIBLE AND GUTENBERG COLLEGE

The Bible is at the heart of everything we do at Gutenberg College. This is true in at least three important ways.

The Biblical Text

We believe two things about the written books of the Bible: 1) that everything they assert to be true is in fact true, and 2) that they communicate these truths through normal human language. Now, we are well aware of the complexities involved with interpreting the Bible and discovering its truths. The Bible communicates in many ways, through narrative, parables, visions, poetry, and so on. And we know that the philosophers have raised good points about how people's presuppositions, cultural influences, and desires can impact how they interpret a text, especially a complex text like the Bible. Nobody gets it all right. But we reject the spirit of skepticism that insists that we cannot make progress in knowing the truths that the biblical authors are communicating. Those authors clearly believed that what they had seen, what they had been told, what God had given them to understand, could be communicated in words, and that through those words people could learn and lives could be changed.

Your word is a lamp to my feet
And a light to my path. (Psalm 119:105)

All Scripture is inspired by God and profitable for teaching, for reproof, for correction,
for training in righteousness... (2 Timothy 3:16)

So Jesus was saying to those Jews who had believed Him, “If you continue in My word, then you are truly disciples of Mine; and you will know the truth, and the truth will make you free.” (John 8:31)

Human language is not a perfect means of communication, but God gave us human language as the primary way to convey life-changing truths about God and His relationship to His fallen world.

This confidence that the words of the Bible can communicate truth has great implications for all the teaching at Gutenberg. Learning to be careful readers of difficult texts is one of our key goals. Learning to read well by paying attention to context, the original language, historical background, and one’s own biases applies not just to the Bible but to all texts. In all our reading at Gutenberg, and there is a lot of it, we seek to avoid both skepticism and arrogance. But the conviction that the truth is in the Bible, and that people have and will continue to make progress in understanding that truth, is central to everything we do.

The Biblical Worldview

We believe that in the Bible God has revealed the fundamental truths of human existence, the origins, purpose, and destiny of human beings. The Bible reveals these truths by telling of God’s dealings with the Jewish people and His sending of Jesus, the Messiah. That story in its outline, as we understand it, is this:

God created all things and all peoples, and He called them to love their Creator and to love each other. Those people, however, fell into rebellion against God and selfish conflict with each other. God intervened in His creation to save it by calling the nation of Israel into existence, requiring repentant faithfulness of them, and giving them great promises with implications for all humanity. Israel failed to be faithful, and God sent them into exile and judgment. But His prophets made clear that God would intervene once more by sending the Messiah. That Messiah was Jesus. As the incarnation of God entering into His creation, Jesus brought God’s salvation by a) being the High Priest to bring humanity to God, offering His own life as a sacrifice so that we could receive God’s mercy, b) pouring out the Spirit to bring about spiritual restoration that only God can provide, c) being the greatest of all prophets, calling us to be His students and learn from Him, and d) being the King of the Kingdom of God, which one day will come in its fullness and rescue the world from sin, futility, and death. Once again, it is repentant faithfulness that God calls for, believing in and submitting to the Messiah, Jesus, which can only come about through the restoring work of the Spirit.

This story and its implications undergird everything we do at Gutenberg College. We study many writings besides the Bible: books of philosophy, history, theology, science, and so on. But we view the intellectual journey of Western culture in the light of the biblical story.

The Biblical Call to Individual Choice

We believe that a biblical faith must be the choice of each individual, made without manipulation or coercion from anyone else. Only the Spirit of God can bring about the needed spiritual transformations in the human heart. This belief fosters a delicate but constructive tension at the heart of Gutenberg life. On the one hand, we firmly believe that the Bible is true and that one’s eternal destiny hinges on one’s belief in the truth of the Bible. On the other hand, we firmly believe that we should not try to pressure or manipulate our students into making that choice. We

want the discussions at Gutenberg to be marked by respect for the dignity of all participants, even as those participants believe strongly in the truth they are advocating for. It is not easy to marry strong convictions with respectful listening, but that is what we seek to accomplish.

We call on all involved at Gutenberg to respect the dignity of everyone else. For ourselves, we are committed to respecting each student, whether a student agrees with us on everything or not. For the students, we expect them to respect the place of the Bible in the Gutenberg project, whether they agree with us on everything or not.

PART TWO: DOCTRINAL STATEMENT

1. There is one and only one true God. He transcends the entire created order. He is the Creator of all that exists; and in accordance with His will, He transcendentally determines all that happens. He has revealed Himself to all of mankind through ongoing disclosure of Himself to the Jewish people through His prophets first, but especially and finally through a man from Nazareth, Jesus, the Messiah, the Son of God.
2. The one and only transcendent God is a personal being—having the essential attributes of a person. But, uniquely, He is eternal, unlimited in His power to do whatever is logically possible to do and to know whatever can be known. He is completely and utterly good with no trace of evil in His character. And, most importantly, He is utterly and unfailingly loving so that He is faithful and reliable to bring to pass all the good that He has promised to bring about in and for those whom He has chosen.
3. The Bible speaks of three divine persons: (1) Yahweh, the God of Abraham, Isaac, and Jacob; (2) Jesus of Nazareth; and (3) the Holy Spirit, the Spirit of God. These three divine persons are all one. They are all the one and only transcendent God Himself.
4. God has left the record of His disclosure about Himself and His will in the Holy Scriptures of sixty-six books of the Old and New Testaments. These Scriptures we hold to be fully, and uniquely, inspired by God in every aspect of what their authors intend and to be an unerring and true testimony of what God has objectively disclosed to His people through word and act.
5. Jesus Christ is God, the living Word, who became a human being through His miraculous conception by the Holy Spirit and His birth by a virgin. Accordingly, Jesus is both truly Deity and truly human at the same time. He lived a sinless life and voluntarily atoned for the sins of the human race by dying on the cross, having the wrath of God that every human being deserved poured out upon Himself in their stead. Thereby appealing to God for mercy, He accomplished salvation from death to Life for all who trust in God for their justification. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended bodily into heaven. He is now clothed with the glory of the Father Himself and has been “seated at the right hand of the Father,” having been qualified for and having assumed all the authority in heaven and earth that He was destined to be granted by God. He now makes intercession for His own.
6. Man was created in the image of God from the beginning of his creation. Man is not a product of random mutations and natural selection as portrayed in Darwinian evolution; rather, mankind is a product of the supernatural design and creation of God and distinct and qualitatively different from the animals. Man sinned by disobeying God, and consequently he was alienated from his Creator. Thus, by one man sin entered into the

world and death by sin, and so death passed to all men, for all sinned. Man's nature is corrupted, and he is thus totally unable to please God in the "flesh"—his natural-born humanity. Every man needs regeneration and renewal by the Holy Spirit. The salvation of humanity is wholly a work of God's free grace and is not the work, in any part, of human worthiness or goodness or of religious ceremony, practice, or discipline. In view of the work of Jesus Christ, God forgives the one who humbles himself and puts his faith in Christ alone for his salvation. From such a one, God withholds His wrath against sin and grants His righteousness.

7. The Holy Spirit is God Himself come into the world to make God known to the world, to reveal the Truth of God's purposes, to enlighten the mind of the believer and to open his heart to truth, and to convict the unbelieving world of the coming judgment. The evidence of the Spirit in a person's life is the seal of and down payment on his eternal inheritance.
8. Jesus Christ is the Head of the church, His body, which is composed of all believers, living and dead, who have been joined to Him through saving faith. He, however, has chosen to organize His body and direct it through enabled leaders who seek His wisdom and direction by the Holy Spirit and the Scriptures. They are called to be examples to the body in humility and service. The church is encouraged to come together and share their lives with one another through mutual encouragement and edification in the faith through the teaching of the Scriptures, the mutual example of authentic faith, and through mutual loving service to one another.
9. Jesus Christ will come to earth—personally, visibly, and bodily—to consummate history and the eternal plan of God. After physical death, believers will be resurrected to everlasting glory and blessing and will enter into eternal conscious reward. At that time they will share in the glory of Christ Himself. After physical death, unbelievers will undergo an eternal punishment and everlasting condemnation.
10. The Lord Jesus Christ commanded His apostles to proclaim the gospel throughout the world and to disciple men and women of every nation. The spreading of that gospel is ultimately the most important endeavor of the Church. Mature believers, pursuing righteousness and wisdom, will consider of utmost importance the proclamation of the gospel to unbelievers, of greater importance than any worldly and personal ambition.
11. Satan is real and personal and intent on frustrating the purpose of God.