## Important Phone Numbers

**AREA CODE 907**

<table>
<thead>
<tr>
<th>Department/Center</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students</td>
<td>564-8287</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>564-8280</td>
</tr>
<tr>
<td>Admissions</td>
<td>564-8248</td>
</tr>
<tr>
<td>ASAPU (Student Government)</td>
<td>564-8283</td>
</tr>
<tr>
<td>Bookstore</td>
<td>564-8218</td>
</tr>
<tr>
<td>Business Administration Dept.</td>
<td>564-8234</td>
</tr>
<tr>
<td>Campus Life Office</td>
<td>564-8238</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>564-8888</td>
</tr>
<tr>
<td>Career Services</td>
<td>564-8345</td>
</tr>
<tr>
<td>Climbing Wall/Weight Room</td>
<td>564-8614</td>
</tr>
<tr>
<td>Consortium Library</td>
<td>786-1848</td>
</tr>
<tr>
<td>Counseling and Wellness Center</td>
<td>564-8232</td>
</tr>
<tr>
<td>Education Dept.</td>
<td>564-8378</td>
</tr>
<tr>
<td>Environmental Sciences Dept.</td>
<td>564-8207</td>
</tr>
<tr>
<td>Food Services</td>
<td>564-8389</td>
</tr>
<tr>
<td>Information Technology</td>
<td>564-8350</td>
</tr>
<tr>
<td>Liberal Studies Dept.</td>
<td>564-8291</td>
</tr>
<tr>
<td>Mailroom</td>
<td>564-8218</td>
</tr>
<tr>
<td>Marine Biology Dept.</td>
<td>564-8207</td>
</tr>
<tr>
<td>Moseley Sports Center</td>
<td>564-8314</td>
</tr>
<tr>
<td>Outdoor Studies Dept.</td>
<td>564-8207</td>
</tr>
<tr>
<td>Psychology/Human Services Dept.</td>
<td>564-8225</td>
</tr>
<tr>
<td>RA Cell Phone</td>
<td>244-7955</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>564-8210</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>564-8341</td>
</tr>
</tbody>
</table>
### Calendar Dates for 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20, 2015</td>
<td><strong>Residence Halls open at 9 am for All Students</strong> — check in will be in the courtyard/lobby of the Atwood Center</td>
</tr>
<tr>
<td>Aug 21-23, 2015</td>
<td><strong>New Student Orientation:</strong> Get to know APU — more information available online through the Dean of Students Office — 907-564-8287</td>
</tr>
<tr>
<td>Aug 24, 2015</td>
<td><strong>1st Day of Fall Block</strong></td>
</tr>
<tr>
<td>Sept 7, 2015</td>
<td><strong>Labor Day Holiday</strong></td>
</tr>
<tr>
<td>Sept 21, 2015</td>
<td><strong>Last Day of Fall Block</strong></td>
</tr>
<tr>
<td>Sept 23, 2015</td>
<td><strong>1st Day of Fall Session</strong></td>
</tr>
<tr>
<td>Nov 25-27, 2015</td>
<td><strong>Thanksgiving Holiday:</strong> Residence Halls &amp; Dining Services will remain open for students — meals will be on the weekend schedule</td>
</tr>
<tr>
<td>Dec 11, 2014</td>
<td><strong>Last Day of Fall Session</strong></td>
</tr>
<tr>
<td>Dec 12, 2014</td>
<td><strong>Winter Break starts:</strong> Halls Close at 5 pm. <em>The Residence Halls are officially closed during Winter Break. Students wishing to stay on campus for all or part of the break must make special arrangements with the Campus Life Office to</em>*</td>
</tr>
<tr>
<td>Jan 7, 2016</td>
<td><strong>Residence Halls Open at 8 am:</strong> For all new students- check in by calling the Resident Assistant (RA) Phone 244-7955</td>
</tr>
<tr>
<td>Jan 4, 2016</td>
<td><strong>1st Day of Spring Block</strong></td>
</tr>
<tr>
<td>Jan 18, 2016</td>
<td><strong>Martin Luther King Day Holiday</strong></td>
</tr>
<tr>
<td>Jan 29, 2016</td>
<td><strong>Last Day of Spring Block</strong></td>
</tr>
<tr>
<td>Feb 1, 2016</td>
<td><strong>1st Day of Spring Session</strong></td>
</tr>
<tr>
<td>Mar 13-18, 2016</td>
<td><strong>APU Spring Break:</strong> Residence Halls &amp; Dining Services will remain open for students — meals will be on the weekend schedule</td>
</tr>
<tr>
<td>Apr 22, 2016</td>
<td><strong>Last Day of Spring Session</strong></td>
</tr>
<tr>
<td>Apr 23, 2016</td>
<td><strong>Spring Graduation — Halls close at 5 pm for all students.</strong></td>
</tr>
</tbody>
</table>

All students must be checked-out of their residence hall by a member of the Campus Life Staff. Failure to do so will result in an improper checkout fee. *Any student needing housing after April 27th must apply for **Summer Housing** during the Spring Semester*

### About Campus Life...

- **Housing Requirement**
- **How to Apply for Housing**
- **Your Guide to Life On Campus**
- **Community Expectations**
- **Campus Life Staff**
- **Residential Housing Areas**
- **Room Assignments**
- **Living with Roommates**
- **Residence Hall Activities**
- **Residence Hall Council**
- **Day to Day Living On Campus**
- **Meal Plan Information**
- **Information Technology & Computer Labs**
- **Campus Life Policies and Guidelines**
- **Contract Terms and Conditions**
- **Student Conduct Process**
- **Campus Map**
- **Safety Tips for Students**
- **Life in the Wilds of Alaska**
- **Calendar Dates for 2012-13**
- **Important Telephone Numbers**
Housing Requirement

Research on the residence experience indicates that students living on campus tend to earn higher grades, express more satisfaction with their college experience, are less likely to drop out, are more involved in campus activities, and experience greater personal growth. In short, the residence experience contributes significantly to a student's education.

For this reason, APU has made living on campus part of its educational design. All incoming freshman under 21 years of age are required to live on campus their first two years. This also applies to incoming transfer students who have fewer than 32 credit hours. Early Honors students who elect to live in the Residence Halls will also be held to a similar housing standard and expectation.

Students who are married, are living with their family, have dependent children living with them, or have certain physical/psychological limitations are exempt from this requirement. All exceptions must be approved by the Campus Life Office.

Freshman students at APU traditionally reside in South Atwood. All students living in South and North Atwood are provided a meal plan that is included with the cost of housing. Returning students and upperclassmen transfer students may apply to live in North Atwood, University Village, or Segelhorst Hall on a space available basis.

How to Apply for Housing

1. Review the information in this Handbook
2. Apply online (priority deadline June 15th)
   http://www.alaskapacific.edu/explore-apu/student-life/housing/application-process/
3. Send a $400 housing deposit (Check, Money Order, or Credit Card Number). A $35 Residence Hall Council fee will be charged to your account when you are assigned a room.

   Please mail to the following:
   Alaska Pacific University
   Campus Life
   4101 University Drive
   Anchorage, AK 99508

   If you have any further questions please contact the Campus Life Office at (907) 564-8238 or via email at housing@alaskapacific.edu. For updated information, check our Website: http://www.alaskapacific.edu/explore-apu/student-life/housing/

Winter Travel and Expeditions

Many students who come to APU are interested in the vast array of outdoor adventures that can be experienced in Alaska — everything from backcountry skiing, mountaineering, sea kayaking, white water rafting, ice climbing, and glacier travel. Though you may have a great deal of outdoor experience elsewhere in the world, you must keep in mind that the Alaskan outdoors presents a wilderness that is typically more remote, that presents harsher climates, and that offers more technically challenging terrain.

If you are preparing to head out on a trip, please keep these things in mind:

- **Go with someone who has experience.** If you are new to an activity or sport, consider signing up for a trip or clinic sponsored by experienced trip leaders through the APU Outdoor Programs Office.
- **Get the right information & gear.** There are many resources available on back-country travel at APU. Talk with the staff with the Outdoor Programs Office regarding routes, recommended gear, and so forth, before heading out.
- **Make a trip plan.** Whenever you go out, make sure to leave an outline of your trip, including your route, and when you expect to be back, with the Dean of Students Office.
Life in the Wilds of Alaska

Alaska is truly unlike any other place on earth, and as such, poses some unique aspects to daily living and travel that are important to be aware of.

Alaskan Wildlife

One of the most unique aspects of life on the Alaska Pacific University campus is the ability to experience nature in a relatively pristine state. This experience routinely involves interactions with those “other” campus residents. APU really IS a place where the wild things are. Humans, as a part of this community, have a responsibility for stewardship of the natural environment and the critters that call our backyard their “home”. Some animals that you may encounter on campus include the following:

- **Moose:** Moose are perhaps the most frequent wildlife visitors to the APU campus. Though not normally aggressive; moose can be very aggressive in winter when they are hungry; tired of walking in deep snow; or harassed by people, dogs, and traffic. Always be sure to stay a safe distance from moose you see on campus. If they are blocking your path, it is best to find an alternate route to where you are going.

- **Bears:** Alaska is home to both Brown Bears (also known as Grizzly Bears) and Black Bears. Both types of bears live in the Chugach State Park close to Anchorage, and Black Bears have been spotted on the APU campus in the past. The safest places to see bears in Alaska is at the Alaska Zoo and the Alaska Wildlife Conservation Center.

- **Fox:** Though not unique to Alaska, the red fox is one animal that we have been known to see on APU’s campus in the past. As with other wildlife, it is best to observe from a safe distance.

Some general guidelines offered by the Alaska Department of Fish & Game for appropriate interaction with wildlife in Alaska are as follows:

- **Let animals eat their natural foods.** Sharing your sandwich may get animals hooked on handouts; it may even harm their digestive systems. These animals may eventually lose their fear of cars, campers, or even poachers.

  **5 AAC 92.230. FEEDING OF GAME.** A person may not intentionally feed a moose (except under terms of a permit issued

Your Guide to Life On Campus

Welcome to APU! We hope that your stay with us will be pleasant and comfortable. The Campus Life Staff strives to make the residence halls a "home away from home" for our students. We are dedicated to the social and mental well-being of our residents as well as their physical comfort while living on campus. We are pleased to provide a safe environment conducive to the educational, social, and overall developmental growth of residents. We work to promote the concepts of wellness and community to those living within our halls as well as to the university as a whole. It is our hope that you will spend time getting involved in your new community, getting to know your neighbors, and gaining friendships that will last a lifetime.

This handbook and guide to living on campus is full of information to assist you in developing a strong community base here at APU. The information will provide you with ways to get involved, meet staff members, and take care of this great community. The guidelines in this book are here to help you create a living and learning community where your rights, lifestyle choices, and efforts as a student are valued and encouraged.

The guidelines are meant to keep you safe, comfortable and healthy, as well as aid you in being a successful student! Read it carefully and keep it for reference.

You will be responsible for the information contained within this handbook. The policies outlined in this handbook are the official policies of the Campus Life Office. In your housing contract, you have pledged to abide by them. This handbook does not replace that agreement, which contains the terms & conditions of living here in our community. However, this handbook attempts to expand on and explain your agreement more fully.

Again, welcome to APU. We look forward to getting to know you and having you be a part of our APU Community!

~The Campus Life Staff
Community Expectations

The Campus Life Office of Alaska Pacific University strives to provide a safe environment conducive to the educational, social, and overall developmental growth of residential students. We work to promote community to those living within our halls as well as to the university as a whole.

We believe the success of every APU residential student rests on adherence to this principle of community. This principle provides the foundation for interaction between and among all members of the University. We encourage the members of this residential community to contribute to the following principles:

**Educationally Purposeful** - a place where faculty, staff, and students share academic goals and strengthen active learning on campus.

**Open** - a place where free speech is protected and civility is equally affirmed.

**Just** - a place where each person is honored and where diversity is pursued.

**Disciplined** - a place where individuals accept their obligations to the community and where well defined governance guides behavior for the common good.

**Caring** - a place where the well being of each member is supported and where service to others is encouraged.

**Celebrative** - a place where the heritage of APU is remembered and where tradition and change are practiced.

We encourage every resident to be mindful of these principles as they pursue their own interests as part of Alaska Pacific University’s residential campus.

10. When walking around campus in the evenings, or at times when there are fewer people on campus, travel in pairs or utilize the Safety Escort program by contacting Campus Safety at 564-8888.

11. Do not prop open any doors or windows to buildings. Also, be sure to report any broken latches or other facility concerns immediately to through a maintenance request online with Facilities Management.

12. Report any crimes or violence immediately to Campus Life and Campus Safety.

13. If you are staying in the residence halls during a break period (before/after/ during a semester) be sure to register with the Campus Life Office to sign the appropriate paperwork.

14. Don't over extend the usage of your electrical outlets in your residence hall room.

15. Know your emergency exits from the residence hall and vacate the hall each time you hear the Fire Alarm, unless instructed by the Campus Life Office to do otherwise.

16. Keep a flashlight and a small first aid kit in your residence hall room in case of an emergency.

17. If a medical emergency arises contact your Resident Assistant or Campus Safety. University staff members can assist with making phone calls to family members or for medical assistance.

18. Not only is alcohol and drug use against APU policy, but it can place your health in danger. If you ever suspect that you, or a friend, are at risk of being ill as a result of drug or alcohol use, don’t worry about “getting in trouble”; contact a Resident Assistant or Campus Safety immediately for assistance.

19. Register your vehicle with the Campus Safety Office to obtain a parking pass and park in designated parking areas to avoid tickets or damage to your vehicle. Also, keep your car locked and secured all times. Don't leave keys or valuables in your car; if necessary, store them in the trunk or take them to your room.

20. Report any threatening or harassing behavior to Campus Life or Campus Safety. Report any vandalism or theft to Campus Safety immediately.

*Your safety is very important to us. Don't take your personal safety lightly and remember to use your common sense in all situations.*
APU is a small, close-knit community, but there are no barriers that protect us from the “real world.” Crimes take place in our society at large and the problem does not magically disappear at the edge of college campuses. The majority of incidents on college campuses can be avoided if students recognize that they can become victims and take basic precautions. At the very least, please follow these 20 steps towards guarding your personal safety:

1. Keep your doors locked and do not give your keys to anyone. This is the single most important bit of advice to protect both yourself and your property. APU is not responsible for theft or damage to your property while you reside on campus.

2. Protect your belongings by engraving your name on all valuables. Keep a record of your valuables that includes a description, serial number, and identifying characteristics. You can keep this with the Campus Safety Office which also has an engraver to label items.

3. Check to see if you can get your own insurance coverage (or coverage through your family’s policy). Renter’s insurance is relatively inexpensive and can be added through almost any insurance provider.

4. Report any strangers on campus or in the residence halls that you feel are suspicious to Campus Safety or the Campus Life Office. We’re all responsible for each other and need to question any situation that doesn’t seem quite right.

5. Talk to your roommates about safety. Discuss locking your door and not allowing unescorted visitors into your suite or house.

6. Let someone know when you are leaving and when you’ll be back.

7. Never allow anyone into the residence halls that is not a resident. All guests are to be escorted by their host and may not enter the building without a resident student host. Courtesy Phones are available to contact hosts.

8. Watch out for each other! Take responsibility for yourself, but also be a good roommate and keep an eye out on each other.

9. Always be alert to your environment. Personal safety begins with taking notice of your surroundings and responding appropriately to it.

Safety Tips for Students

Campus Life Staff

Campus Life Office

From the day you move on campus, we hope that you will find the Campus Life Office, Resident Resource Room and our staff to be a helpful resource to you. We strive to make our residence halls more than a place to sleep, but rather work to facilitate the development of a thriving campus community. All staff members have special training and experience in counseling and the issues associated with succeeding in college. Our full-time professional staff as well as student staff members are here to make your life on campus safe, educational, exciting and fun!

Director of Campus Life: The Director of Campus Life has primary responsibility for the supervision and management of the Residential Life program. The Director’s goal is to provide an environment conducive to academic excellence and an appropriate social living environment. The Director also coordinates all resident student discipline and conduct violations. The Director can be reached at x8299 or by stopping by the Campus Life Office. She is available during posted office hours to respond to the needs of students. In addition, the Director lives on campus in the University Village and can be reached there in case of an emergency.

Assistant Director, Student Programs & Activities: The Assistant Director of Campus Life for Student Programs & Activities has primary responsibilities in community development, educational and social programming, and working with the Resident Assistant staff, as well as advising Residence Hall Council. The Assistant Director can be reached at x8238 or by stopping by the Campus Life Office. He is available during posted office hours to respond to the needs of students. In addition, the Assistant Director lives on campus in North Atwood and can be reached there in case of an emergency.

Assistant Director, Campus Safety: The Assistant Director of Campus Life for Campus Safety has primary responsibilities supervising the Campus Safety staff and office functions. The Assistant Director can be reached at x8311 or by stopping by the Campus Life Office. He is available during posted office hours to respond to the needs of students. In addition, the Assistant Director lives on campus in University Village and can be reached there in case of an emergency.
Resident Assistants

Resident Assistants (RAs) are student staff members who aid in the operation of "student life on campus." RAs are student members of the Campus Life staff, and are selected on the basis of leadership and other personal qualities that enable them to assist students in obtaining the maximum benefits from residence living. Their primary responsibility is to facilitate the development of a responsible community atmosphere among the students in their community.

There is an RA "on-duty" between the hours of 5pm and 8am (Monday-Friday) and 24 hours a day on weekends and holidays. An RA can be reached by calling their cell phone: (907) 244-7955 during those hours.

RA responsibilities include:

- Actively assisting in the transition and success of new students to APU and the residence halls.
- Planning events and fun activities.
- Answering questions, making friends, and developing COMMUNITY!

What you can not expect from your Resident Assistant (RA):

- To patrol the halls for violations -- if things are too loud, it is your responsibility to ask other floor members to quiet down.
- To always be on the floor -- they have other obligations (like class, clubs, and friends) away from the residence hall.
- To look the other way on policy violations -- you will be responsible for your actions.
- To never make mistakes -- we are all human.

If we miss you at the Campus Life Office, you may also reach us through the following contacts:

Phone: (907) 564-8238
Fax: (907) 564-8806
RA Cell Phone: 244-7955 (answered 24/7)
Email: housing@alaskapacific.edu

Campus Map

Driving Directions to Campus:

From North, West or South:

- Take 36th Avenue East, past Lake Otis (36th becomes Providence Drive, then University Drive).
- Remain on Providence Drive past Providence Hospital - cross Elmore Street (3 way stop) and you are on University Drive and the APU campus.

From Northeast (Eagle River) or Southeast:

- Take Tudor Road to Elmore Street.
- Head North on Elmore Street approx 3/4 mile 'til road ends at 3 way stop; turn right and you are on the APU campus.
Factors Considered in Disciplinary Sanctions

In determining appropriate sanctions at APU, the Director of Campus Life and/or the Dean of Students take into consideration a multitude of factors, including, but not limited to:

- The student’s testimony during the disciplinary meeting
- Information provided through incident report(s)
- Testimony of witnesses
- Accepting responsibility for ones’ alleged actions
- A student’s present and past disciplinary record
- The nature of the offense
- The severity of any damage, injury, or harm resulting from the prohibited behavior to self, property or others
- The severity of potential endangerment to self or others
- Cooperation with APU officials during an incident
- Civility with APU officials throughout the disciplinary process
- Involvement as a host of guest who allegedly violate policies
- Evidence of disruption to community
- Specific to alcohol and drug policy violations see information in APU Student Handbook

Residential Housing Areas

At APU we strive to give residents options in where and how to live. We have several different housing options, including a variety of suite style residences and multi-bedroom duplex houses. All student rooms are fully furnished and come with a variety of beds, desks, lamps, chairs and dressers.

Atwood Complex

The Atwood Complex is composed of North and South Atwood Residence Halls and the Atwood Student Center. Atwood Center is also home to many Administrative Offices:

- Dean of Students Office
- Counseling and Wellness
- Student Activities
- Campus Life
- Career Services
- Food Service & Cafeteria
- Campus Safety
- Weight Room & Climbing Wall
- ASAPU Office (Student Government)

The first floor also houses the Campus Bookstore and Mail Room and the Art Center. The second floor of the Atwood Center is also home to the Academic Support Center Computer lab and student lounge.

Room / Suite Size in the Atwood Complex

The Residence Halls in the Atwood Complex were last remodeled in 2000, and have some of the most spacious suites available in the nation.

Every suite has its own bathroom and most have a living room in addition to the bedrooms. Bedrooms vary in size depending on location.
South Atwood Hall: First Year Students

South Atwood is a three-story building composed of twelve suites. Ten suites have three bedrooms, a living room and a large bathroom. Two suites have two bedrooms, a living room and a large bathroom. Historically, South Atwood residents form the strongest and most enduring community on campus.

Freshmen and a few returning students (Resident Assistants) make up the population of South Atwood. Based on previous school years, students in South Atwood should expect to have 4-6 students per suite from all walks of life and ethnic backgrounds. The average double bedroom in South Atwood is 10’ x 20’. The average single bedroom in South is 10’ x 14’.

**Disciplinary Probation:** A student is given the opportunity to demonstrate they can be a responsible and important member of the APU community by agreeing in writing to abide by the Code of Conduct and remain a student with restrictions on activities.

*Examples include:*
- The student may not serve in student leadership roles or represent the situation at meetings, conferences, or other formal events;
- Students may be given specific guidelines governing student activities or restriction to certain areas of campus.

**Suspension from Residence:** Serious infractions or repeated violations of university regulations, rules, and guidelines may lead to revocation of a student’s ability to live on-campus. The sanction letter specifies the amount of time allowed before a student is required to leave campus. The housing contract/agreement is typically cancelled and payment for room and meal plan is not returned. Residence Hall Council fees are not refundable and housing deposits may be withheld.

**Suspension from the University:** A student suspended from the university is no longer an APU student and may not participate in any university-sponsored event/activity/class or in activities sponsored by university recognized entities such as student organizations and ASAPU. In addition, he/she is denied all other rights and privileges accorded to students in good standing including access to facilities. APU I.D. cards are voided. Grades are determined in accordance with established withdrawal policies. Fee refunds are determined on the same basis as a semester voluntary withdrawal (exceptions noted above). A meeting with the Dean of Students is required before a student can be re-admitted to the university.

**Dismissal:** Serious or repeated violations of the Student Conduct Code or the rules governing alcohol at Alaska Pacific University can lead to dismissal from the university. All tuition paid is forfeited, the student is removed from university housing (if applicable) and prohibited from entering the campus. The ex-student suffers the other losses imposed for suspended students, and is not eligible to apply for admission at any time.
Step 4: If you disagree with the result of your disciplinary meeting or think that a sanction is inappropriate for the situation, you will have five business days to appeal the decision. Appeals of decisions/sanctions must be submitted in writing to the Dean of Students Office, and must include a specific, recognized basis for the appeal. Appeals can be made on the following grounds:

- New relevant information or evidence not previously available at the original hearing
- A flawed disciplinary process.
- An excessive disciplinary sanction

All appeals are then handled by the University Appeals Board, as described in the APU Student Handbook.

Sanctioning Guidelines

In determining appropriate sanctions at APU, a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The University reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate. The following are examples of sanctions that may be imposed:

**Warning:** A verbal or written warning designed to explain and clarify expected conduct with a stipulation that further, similar or related behaviors will result in disciplinary action.

**Disciplinary Reprimand:** A written notification from a University official to a student that is kept on file in the Dean of Students office. Further violations of the Code of Conduct will result in additional consequences.

**Monetary Sanction:** A fine or requirement for repayment may be imposed. Charges will be placed on the student’s account.

**Educational Sanction:** The student may be required to complete an activity or attend a related event in the campus community to become more educated on a particular subject. Examples include enrollment in an anger management course for cases involving violence or an online alcohol education course for cases involving the abuse of alcohol. The cost associated with creative sanctioning will be placed on the student’s account.

North Atwood Hall: Upperclass & Graduate Students

North Atwood is located directly across from South Atwood and is a three-story building consisting of 20 suites of upperclass students. There are a variety of suites available in North Atwood, ranging from one-room singles to spacious multi-bedroom suites. Historically, North Atwood is home to returning, transfer, and graduate students. Doubles in North average 10' x 16' and singles average 11' x 11’.
Students who violate or are otherwise at variance with the APU Student Code of Conduct, State Law or Campus Life Policies can expect disciplinary action. The steps outlined below explain the Informal Conduct Process used by the Campus Life Office:

**Step 1:** When an individual is confronted for a suspicion of violating a policy, an Incident Report will be written outlining the facts of the situation, how it was dealt with, and any other relevant factual information. This document is not a judgment of innocence or guilt, but rather it is description of the situation and an outline of the events as observed by the individual who reported it. In some instances, an incident report is filed electronically with the Campus Safety Office and forwarded to the appropriate office.

**Step 2:** Once an incident report is filed, a disciplinary meeting will be held with the Director of Campus Life no later than **one week** from the date the incident report was filed. Failure to respond to a meeting request within the appropriate time frame will indicate that you waive your right to participate in the hearing and that a decision will be made without your presence.

**Step 3:** Once scheduled, this meeting will serve as an opportunity for the individuals involved to explain the situation in their own words, and discuss the event with the Director of Campus Life. The outcome of this meeting will result in one or more of the following:

A. The student will be found “not in violation” of breaking the policy.

B. The student will be found “in violation” of the policy, at which point a sanction will be given that must be completed within the given timeframe.

C. In severe cases, the meeting will result in a formal hearing and meeting with the Dean of Students under the Student Conduct process outlined in the APU Student Handbook.

Failure to complete a sanction within the specified time will result in a violation of the noncompliance conduct code as noted in the Student Handbook on pages 49 through 51. A finding of “in violation” for noncompliance results in automatic student housing probation and may result in the immediate termination of your housing contract.
If not, your deposit will be returned in full to the forwarding address provided, as long as your university account is paid in full and there are no outstanding charges. If your deposit is being forfeited for any reason (charges for damage, cleaning, etc.), these will be deducted from your deposit with the remainder, if any, returned.

**University Village: Upperclass & Graduate Students**

The University Village was remodeled in 2008 and is composed of five 2-story duplex homes with a total of 10 living areas located a short distance from the Atwood Center. Each house is fully furnished and has one dining room, kitchen, coin-op laundry, living room, and two bathrooms. Students living in University Village should expect to have 3 or 4 housemates.

The University Village, commonly referred to by students as “the Row”, houses returning students and graduate students. They are designed to accommodate more independent students not wishing to live in a traditional style residence hall. Students living in University Village are not required to purchase a meal plan.
Segelhorst Apartments: Upperclass & Graduate Students

The newest of our residential facilities on campus, Segelhorst Hall first opened for residents in August 2007 and was designed to expand housing options available for upperclass and graduate students. Named for philanthropists N.E. "Knobby" and Mary Ellen Segelhorst, Segelhorst Hall features six fully furnished apartments, each with four private bedrooms. Because these apartments include full-kitchens, students living in Segelhorst are not required to purchase the campus meal plan.

Each furnished apartment features a living room, full kitchen, two bathrooms and four private bedrooms. The two-story, wood frame residential facility is arranged around a central corridor, with a coin-op laundry room and extra available storage space. Each apartment measures approximately 28 feet wide by 40 feet long.

- You are withdrawing, transferring, or otherwise leaving school
- You are relocating back with parents or moving in with a spouse

Requests for other exemptions to the cancellation fee may be made to the Director of Campus Life but they are rarely granted.

The contract may be terminated upon notice given by the University or notice of cancellation given by the student. All cancellation notices must be in writing. Failure to follow appropriate cancellation or move out procedures may obligate the student for room and board charges. If a first time contracted student has not moved into the residence halls, he or she may cancel the contract by contacting the Campus Life Office in writing. After June 1, the cancellation fee prior to occupancy for first time contracted students is the $400 deposit. The fee does not apply if the student is not admitted to APU. If a student on a returning student contract has not moved into the residence halls, he or she may cancel the contract by contacting the Campus Life Office in writing. The cancellation fee for returning student contracts is a $500 fee regardless of the cancellation date.

Property: The University is not responsible for loss, theft, or damage to personal property. Residents are encouraged to purchase their own personal property insurance. Charges for property loss or damage to University owned property will be assessed by the Campus Life Office and be taken out of the student’s housing deposit. Charges in excess of $400 deposit will become bills owned to Alaska Pacific University.

Checkouts: Any time a student moves out of a room/suite/house they are responsible for checking out with a Campus Life staff member or Resident Assistant and following the standard checkout procedure. These steps are as follows:

1. Schedule a checkout appointment at least 24 hours in advance with a staff member.
2. Clean your suite or house, including your share of the public areas. This includes vacuuming, dusting, and trash removal.
3. Meet with the staff member at the scheduled time for the room inspection, turn in all keys to the staff at this time, and sign the completed check out form. All personal items must be removed from the building prior to checkout.
4. Complete the forwarding address portion of the checkout sheet.

An improper checkout fee will be assessed for any personal belongings left behind or if any of the above procedures are not followed. Additionally, any student who fails to check out of his/her residence by the closing date and time will also be subject to late checkout charges.

If you are returning to housing at a later time, your deposit will be held.
Payment: All payments for Room and Board costs must be made through the Student Financial Services office in Grant Hall. The student must pay the appropriate fees as published by Campus Life or provide proof of Financial Aid deferment prior to occupancy. If the student fails to pay the appropriate housing fees according to this agreement, the student will be assessed all costs associated with the collection of this debt. The student will be unable to enroll in future semesters at APU until the account is paid in full or a payment plan is set up with Student Financial Services.

Refunds: Refunds for room and board charges for residents who move out of the Residence Halls before the end of the contract period are prorated based on the check out date. Upon request, the $400 deposit, less any deductions for charges or damages, will be returned to the student approximately eight (8) weeks after the end of the student’s final agreement session. If a student has outstanding financial obligations to the university, this deposit may be held or applied to any balance.

Behavior: Residents are required to observe the Student Conduct Policy and Campus Life behavior policies as outlined in this handbook or be held liable for sanctions levied through Campus Life and/or the Dean of Students Office. Residents’ contracts may be terminated for cause of behavior code violations and are therefore subject to contract cancellation provisions and charges.

Meal Plan: The Meal Plan begins on move in day and ends on the last day of class during the contract period. Students residing in North and South Atwood are given a standard meal plan that is included with the cost of their room. Changes in the meal plan can only be made during the first week of Block or the first week of Session for that portion of the semester. Meal service is not available for the period between semesters. Those not on the Meal Plan may opt to purchase a meal card. Any unused meals left on meal cards remaining at the end of the semester will not be reimbursed. Meals may not be transferred to any other person. The Meal Plan allows “to go” meals for students unable to eat during regular meal times if advance notice is given to Dining Services. Students living in University Village or Seghelhorst are given $500 a semester to spend at the dining hall, coffee cart, and farmers market.

Cancellation: If a student has moved into the residence halls and intends to cancel his/her contract before it ends, termination notice must be given in writing to the Campus Life Office. Students moving off campus after occupancy are subject to a $500 cancellation fee and prorated room and board charges. Charges are not prorated during the first or last ten days of a term. Cancellation fees will be waived under the following conditions:

- You have completed your academic program

What’s in a typical student room at APU:

- Regular twin-size bed
- Desk with chair
- Phone jack
- Central Heat system
- Living rooms with sofas and chairs
- Some suites may have additional furniture

What to bring with you to APU:

You may consider bringing a computer, but we do have computer labs on campus in case you’re on a tight budget. Some other suggestions to bring or purchase upon arrival are:

- Bed linens and pillow (regular twin size)
- Bathroom towels
- Shower caddie
- Hand soap and shampoo
- Laundry basket & laundry detergent
- School soap and shampoo
- Mirror for your bedroom
- Alarm supplies
- CD or MP3 player
- Cooking clock
- Clothes hangers
- Surge protected power strips
- Phone (most cell phones do get service in Alaska, please check with your provider)
- Flashlight in case of a power outage (Use of candles is not permitted in the residence halls)

What NOT to bring to APU:

- Pets (fish are permitted in a tank 10 gallons or less)
- Alcohol (APU is a dry campus even for those 21 & over)
- Weapons or ammunition of any kind
- Illegal drugs
- Appliances with open heating elements (toasters, hot plates, etc.)
- Candles, incense or other materials that can create an open flame
Room Assignments

Students will be assigned rooms provided they are fully admitted full-time students in good standing (academically, financially, and with the Dean of Students Office) at the time room assignments are made. Students must maintain full-time status to reside on campus or receive approval from the Director of Campus Life. Assignments cannot be made without first receiving a completed Housing Contract and the $400 housing deposit. Housing priority is given to students based on the date the contract and deposit were received.

Students who have submitted their Housing Applications by the priority housing deadline of June 15th will be sent room assignment and roommate contact information between July 15 and August 1.

All students interested in a room change should contact the Campus Life Office directly to begin the process.

Living with Roommates

Roommate/Suitemate Matches

All roommate matches are done by hand using the information provided in the housing application and placement questionnaire. It is important that your housing questionnaire honestly reflects your lifestyle.

We recommend that you contact your roommate/suitemate after you receive your roommate assignment letter to discuss what you will be bringing and to begin the process of getting to know one another.

Due to the fact that there are a limited number of single rooms available at APU, many students at APU find that living with a roommate or suitemate to be an important part of the housing experience.

Roommates/Suitemates can be some of the most important people in your on-campus living experience. He or she can be the source of either deep friendship or extreme aggravation, depending on how well you get along. A critical element for roommate survival is mutual respect. Be aware of your own rights while also being sensitive to your roommate’s.

A few other suggestions are listed below that may help you to have a positive experience with a roommate or suitemate.

1. Spend time with your roommate and talk about your similarities and differences. Your RA can help you walk through a “Roommate Agreement” at the beginning of the term. It will assist you in getting to know one another and setting the ground rules for your living with roommates.

Contract Terms and Conditions

Alaska Pacific University offers residence hall accommodations in accordance with the guidelines set by the University. The University does not discriminate against any applicant on the basis of race, sex, color, disability, national origin, religion, creed, age, marital status, change in marital status, sexual preference, citizenship or authorized alien status, veteran or disabled veteran status or Vietnam veteran status or any other classifications protected by law.

The Housing Contract: Students may select contracts for a single semester or for the academic year but no month-to-month contracts are offered. Students may not sell or lease any portion of their contract/room to another individual. The contract becomes effective with the assignment of a room and the issuing of the room assignment letter. The contract term commences on the opening date of the academic term you marked on your contract OR the day you move into the residence hall if you sign up and move in after the first ten days of an academic term. Charges are not prorated during the first or last ten days of a term.

Security Deposit: A $400 security deposit is due with the contract. The purpose of the deposit is: (1) faithful performance of the agreement, and (2) for damages beyond normal wear and tear. The $400 deposit does not represent the maximum liability for fees associated with damages or violating terms of this agreement.

Room Assignments: Students will be assigned rooms provided they are fully admitted full time students in good standing (academically, financially, and with the Dean of Students office) at the time room assignments are made. Assignments will not be given to students with a felony conviction unless approved by the Dean of Students. Students must maintain full time status to reside on campus or get approval from the Director of Campus Life. Assignments cannot be made without first receiving a completed contract and the $400 housing deposit (unless special arrangements are approved by the Director of Campus Life). Housing priority is given to students returning to the housing program and then to new students based on the contract and deposit dates.

Room Changes: Changes in room assignments may be requested through the Campus Life Office. All changes must be approved by the Campus Life Office. The University reserves the right to reassign students either temporarily or permanently for safety, administrative, or disciplinary reasons with 48 hours notice. The University is not responsible for paying any of the fees associated with the required changes.
accepts responsibility or is found to be responsible for the damage OR,
2) The residents of a room or suite where the damage occurred. Students will be assessed a charge based on the cost to repair or replace the damaged item(s).

Common Area Damages: A common area is defined as any space other than individual student rooms. Common areas also include the shared areas within each suite (when applicable) such as the bathroom, hallway and living room. Charges for damage to common areas in a University residence may be the responsibility of 1) Any individual who accepts responsibility or is found to be responsible for the damage OR 2) All the residents of the particular wing, floor, or building where the damage occurs.

Legitimate Educational Purpose

Residents are expected to be considerate of other students at all times. This means respecting the rights of those students to sleep, study and generally not be disturbed. Any behavior that does not contribute to the goals of the university or Campus Life department and/or adversely affects other residents is considered inappropriate.

Courtesy & Quiet Hours: Courtesy hours are always in effect 24 hours a day, meaning that the sound level should be confined to an individual's room only and not be heard by others who are trying to study or sleep. Courtesy Hours mean that if at any time community or staff members ask you to lower the noise level, it is to be done immediately. Additionally, specific quiet hours are as follows:

- Sunday—Thursday: 11:00pm to 8:00am
- Friday—Saturday: 12:00am to 9:00am

Students being disturbed by noise from other residents should ask the resident(s) making the noise to stop. If the noise is persistent, the resident should call the RA on call or contact an RA with their name and the location of the noise. A student may also file a formal complaint with the Campus Life Office.

Gambling: All forms of gambling for money are prohibited for all persons while on university owned or controlled property.

2. Set up guidelines for sharing. Is it okay to borrow his possessions? May I use her computer? Would he mind if I ate some of his crackers? Some roommates don’t mind these things and others do. Find out how your roommate feels and make sure to let him or her know how you feel as well.

3. Spend some time talking about cleanliness and how you want the room or suite to be maintained. Dirty dishes and sweaty clothes left around the room often cause feuds that could easily be avoided.

4. Coordinate your study schedules. Do you study during the day or late at night? Can he study with the radio or TV on or does it need to be completely quiet?

5. Talk about visitors coming to your room or suite. How does your roommate feel about you staying up late talking to friends? Does he or she socialize during the week or only on weekends? When can guests visit?

6. Keep the lines of communication open. Let your roommate know when something is bothering you. Chances are that he or she doesn’t even realize there is a problem. Be respectful and remember that your roommate is human.

7. Meet other people. Don’t depend on your roommate to meet all of your social needs.

Roommate Conflicts

All roommates experience some conflict. Conflict can be healthy and if dealt with openly can also be a valuable learning experience. In situations when you are having trouble working things out with your roommate, it is often less a question of who is right or wrong and more an issue of communication and compatibility. Sometimes it takes someone who is not directly involved to assist in the process.

The Campus Life staff have been trained in conflict mediation and are there for you to use as a resource to help you work through difficulties. RAs and professional staff are very much aware of what residence hall living is all about and can be of great assistance in working things out between roommates.

If a room change is requested, you and your roommate will be asked to go through a mediation process. Not all room change requests are granted.
One of the greatest advantages of living in a residence hall is the fact that there always seems to be something happening! Designed to supplement your educational goals, there are all sorts of social, recreational, and cultural activities. Movies, outings, special entertainment and events are offered throughout the year. Volunteers are always needed to help with the activities.

Interested in finding out what’s going on campus? Talk to an RA or stop by the Campus Life Office to see what’s happening on campus!

Examples of past hall programs & events include the following:

- Weekly shopping trips
- Live Music
- "Newly Roommate" Game
- Volunteer & Service Activities
- Annual Student Leadership Retreat
- Casino Night
- Alyeska Ski Trips
- Pool Tournaments
- Ice Cream Socials
- Alaska Aces Hockey Games
- Ice Skating
- Iron Chef APU
- Super Bowl Parties
- Running with the Reindeer
- End of Block Party & Bonfire
- Murder Mystery Nights
- Game Night
- "Cave" Exploration
- Spring Break trips
- Banff Mountain Film Festival
- Roller Skating
- Bowling Trips
- Opera and Theater Trips
- What’s On Wednesday?
- And so much more!!

Residence Hall Activities

Furniture: University furnishings are not to be removed from assigned locations within student housing. Lounge/common area furniture is intended for the use of all students and should not be moved to individual suites/rooms. Students must get prior approval from the Campus Life Office before building loft beds or similar structures in their room. Water furnishings such as waterbeds or hot tubs are not permitted.

Damage: Residence Hall damages are one of the more unnecessary student expenses. Damage may lead to curtailment of services, loss of ability to make repairs, and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, the University has established the following measures of accountability for damage incurred to University residences:

- Students are expected to behave in a manner that is respectful of the environment in which they live and which reduces the risk of damage occurring.
- Damage includes any occurrence which necessitates surplus and/or unreasonable custodial and/or maintenance services.
- Room occupants are required to complete a room inventory form when they check in. The inventory form should be completed accurately as it will be used to assess the condition of the room during or after the checkout process. The cost of repair or replacement of University property damaged since the completion of the inventory form will be charged to the room resident(s). Students who fail to sign a check in form may be held liable for any damages found in the room upon check out.
- Students are liable for all damages to University residences resulting from negligence, vandalism, accidents or misuse. In the case of malicious damage, judicial action, as well as financial restitution, may be initiated.

Charges for damage, misuse or loss of items within individual student rooms or for suites will be the responsibility of 1) The student who
Property Loss and Damage

The University does not insure private property and cannot accept responsibility for student property that is stolen. It is necessary for all residents to take reasonable precautions in securing and identifying their property, especially items such as bicycles, stereos, and computers. Students can register their valuable items with the Campus Safety Office. We strongly urge all residents to keep their rooms locked whenever they are out and while sleeping.

Keys: Students will be issued keys, which they are expected to use responsibly, taking into consideration the safety, security and privacy of other residents. Keys are for personal use only, and students are not to loan them to others at any time. Students are responsible for reporting lost or stolen keys to the Campus Life Office immediately. Students may incur a $25 cost for key-card replacement and a $50 fee for a hard-key replacement.

Rooms and Decorations: At APU we believe it is important that you personalize your space. Posters, plants, bedspreads and a throw rug can help make your room feel more like home. The interior of your room is your own. Any use/decoration of that space, within established guidelines, is permitted as long as it is intended to enhance the interior of the room. We recommend "Magic Mount Removable Poster Mounts", available in the Campus Life Office.

Space beyond the interior of one's assigned room (e.g., window's and door exteriors visible from the outside of your room) is considered to be public space, and therefore is maintained under the jurisdiction of Campus Life Office. Residents have the right to approach anyone who displays a decoration which they believe to be offensive or obscene to discuss their concerns and ask for its removal if it is offensive.

In an effort to maintain an environment that is safe and free of potential fire and other health hazards, residents are asked to adhere to the following decoration guidelines within the residence halls and houses:

General Requirements for Decorations:

- We advocate a LEAVE NO TRACE philosophy when it comes to your decorations. Please avoid doing things that may damage or alter the walls or the woodwork. For example, duct tape and transparent tape are almost impossible to clean off.

- No decorations may be hung from the ceiling or placed in rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations or flyers shall be placed in building

Residence Hall Council

Involvement with people is just as much a part of college as going to class, and we encourage students to get involved in the organization they belong to as a resident: Residence Hall Council (RHC).

RHC is the governing body representing each living space in the residence halls. They are independent of the Campus Life Office and designed to be a self-governing body of the residence halls. Hall Council helps keep students involved in the campus community and helps to serve as a link between on-campus students and staff members in addressing issues that affect the daily lives of students.

Hall Council also serves as the resident student programming board in sponsoring and conducting fun activities and events. In addition to these special events, Hall Council also maintains many game or media items in the Resident Resource Room, featuring hundreds of DVDs, Board games, as well as the Pool Tables in North & South Atwood. Your $35 Hall Council fee goes to fund these activities.

Past Activities Include:
- Halloween Party
- Midnight Breakfast
- Bingo!
- Slip n Slide
- Down Town Adventures
- Paint Ball

Be sure to check out RHC and get involved!
Day to Day Living On Campus

- **Room Decorations:** At APU we believe it is important that you personalize your space. Posters, plants, bedspreads and a throw rug can help make your room feel more like home. We advocate a LEAVE NO TRACE philosophy when it comes to your decorations: please avoid doing things that may damage the walls or woodwork like painting or using duct tape or other hard-to-remove adhesives.

- **Keys:** The outside doors of the residence halls are all locked 24-hours a day. Upon arrival you will be issued an outside door/suite key and a room key and can come and go as you choose. It follows that you and your fellow residents bear responsibility for maintaining security of the building by not letting strangers into the building, propping outside doors, or giving keys to friends.

- **Mail:** APU has its own post office and each student is assigned a post office box. Students are welcome to ship personal belongings prior to their arrival. If you plan to do this, mail them to:

  YOUR NAME  
  ALASKA PACIFIC UNIVERSITY  
  CAMPUS LIFE  
  4101 UNIVERSITY DRIVE  
  ANCHORAGE, AK 99508.

  Questions about mail delivery should be directed to the APU Mail Office.

- **Internet Access**— Residents of North and South Atwood, as well as Segelhorst have a physical network connection available (using your computers built-in ethernet card) and wireless network availability. University Village Houses are limited to wireless network access.

- **Laundry**—Coin-operated laundry facilities are provided in the basement of the Atwood Center, Segelhorst Hall, and University Village for residents to use 24-hours a day. The cost is $1.25 to wash and $1.25 to dry per load.

- **Pool Tables**—1st floor lounges for North & South Atwood feature pool tables and are free for resident use.

- **Television Lounges**—Both North and South Atwood have relaxing lounge areas with couches, tables, satellite television & DVD players.

- **Recreation & Fitness**—On campus residents enjoy easy access to APU’s **Weight Room & Climbing Wall** located in the basement of the Atwood Center. This fitness center features Free Weights, Weight-lifting Machines and Aerobic Machines as well as the bouldering wall area. Students can also rent outdoor camping & adventure gear from the Outdoor Programs Equipment Room.

  **Pets:** Pets are not permitted in University residences, including student rooms/suites. Fish in an aquarium no larger than 10 gallons are the only exception. Additionally, animals may not “visit” suites or houses, even on a temporary basis. Visiting pets must be on a leash and left in vehicles or outside with supervision. If any unauthorized pet is kept in a resident’s room, judicial action will be taken, and a cleaning and fumigation fee may be charged to that resident. Service animals are permitted with prior approval.

- **Physical Violence:** Residents have the right to live in a safe and secure environment, free from the threat of physical harm, malicious aggravation or personal affront. Physical violence will be considered an act against the entire residence hall community. Intimidation and coercion of any type will not be tolerated.

- **Room Entry:** Students shall be free from unreasonable search and/or seizure regarding their person and their personal property. However, university officials, including Resident Assistants, are authorized to enter, search, and/or inspect student rooms, suites and public rooms in the small group living units under certain circumstances. There are three common occasions when room entry may be necessary:

  - **Health & Safety Inspections:** Routine and mandated inspections may be necessary to verify the following: acceptable standards of safety and hygiene, observance of University residence policies and procedures, University regulations and requirements of public law, and for the maintenance and repair of equipment. Whenever possible, the time and date for building inspections will be posted 24 hours in advance.

  - **Room Searches:** Searches of student rooms by University officials shall be authorized and conducted under one or more of the following conditions: By the consent of the occupants of the room; upon reasonable cause to believe that there is a violation of the Code of Conduct; by warrant issued by an appropriate legal body/agent.

  - **Performance of Duty:** University officials reserve the right to enter a student room/suite, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards, and other similar emergencies or potential crises.

- **Windows & Roof Areas:** No person shall drop or throw things from windows, nor shall anyone enter or exit through a window unless it is an emergency. All roofs and outside ledges of buildings are closed to students. Other areas may be designated as “closed areas” and students should avoid these areas.
residence halls and garages. Fuel for camp stoves may be stored for students in the Moseley Sports Center.

**Fire Safety Equipment:** Fire extinguishers, smoke detectors and fire alarm systems are in place for the protection of residents and should be treated with the well-being of all residents in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors) should be used for emergency purposes only. Tampering with fire safety equipment is a misdemeanor and will result in University judicial action and possible civil action.

**Smoke Detectors:** All housing rooms are equipped with a smoke detector. Smoke detectors in student rooms are not to be disconnected under any circumstances. If you are concerned that your smoke detector might not be working, please notify the Residence Life Office.

**Sprinkler Systems:** When set off, sprinklers cause about $10,000 of damage a minute. It is important not to accidentally set off a sprinkler. Sprinklers are very sensitive to touch. Do not drape or hang items off the sprinkler heads or pipes as it could cause them to go off.

**Fire Alarms and Emergency Evacuation:** Every time the fire alarm sounds (or other emergency situation arises) it must be treated as a real threat, and students and their guests are expected to follow the building evacuation guidelines below:

1. Wear shoes and coat
2. Leave your room with the lights on, doors closed, windows closed, blinds open.
3. Proceed outside and meet in the designated area.
4. Remain outside the building until a return signal is given.

**Guests and Overnight Guests:** Guests must be escorted at all times and in all areas of the residence halls by his/her host. You are responsible for the conduct of your guest at all times, and guests are expected to abide by all hall policies. Guests who are acting inappropriately may be asked to leave the residence halls immediately.

Guests may stay overnight in resident rooms provided there is no roommate/suitemate conflict or displacement. The right of the suitemate to privacy supersedes the right to host an overnight guest.

All overnight guests must be checked-in with the Campus Life Office or the RA on Duty. Any stays longer than three nights must be approved in advance with the Director of Campus Life. Guests may not stay overnight more than 8 days total in a semester.

**Discrimination and Title IX:** Please refer to the APU Non-Discrimination Policy as found on the APU website. Residents who feel they have been discriminated against should contact the Campus Life Office. Please refer to the APU Non-Discrimination Policy as found on the APU website. Residents who feel they have been discriminated against should contact the Campus Life Office.

**Parking on Campus:** Parking is free to all students and visitors! All vehicles are required to have an APU Parking Sticker or temporary permit, and cars parked in non-designated spaces are subject to ticketing and disciplinary action.

**Storage:** Limited storage space is available to students in each residence hall. Summer storage is on a space available basis for students living on campus the next fall and all items must be clearly labeled. The University is not responsible for stored items.
Meal Plan Information

All students living in North and South Atwood given a meal plan that is included with the cost of their room. In the standard meal plan, you can enjoy an “all-you-care-to-eat” format at every regularly scheduled meal: continental breakfast (Mon-Fri), lunch and dinner. In addition, with advance notice, the dining staff can prepare “meals to go” for students who will be doing field work or otherwise cannot be in the dining room during the regular meal hours. Students living in University Village and Segelhorst are given $500 to spend at the dining hall, coffee cart, and farmers market. Other students may purchase either a full meal plan or a “14 meal” punch card directly from Student Financial Services or Dining Services.

Atwood Cafeteria Mealtimes

Weekdays
- Breakfast 7:30am-8:30am
- Lunch 11:30am-1:30pm
- Dinner 5:15pm-6:30pm

Weekends
- Brunch 10:30am-12:00pm
- Dinner 5:00pm-6:00pm

Campus Dining Expectations & Policies

- “Take what you want, but eat what you take.” That’s a motto we’d like you to consider as you make selections in the Atwood dining area. We want you to enjoy your experience with the dining service, but please try not to be wasteful while you are enjoying the all-you-care-to-eat-meals.
- The meal plan begins on the day the residence halls open and ends on the last day of class of each block or session. The housing and food contract does not include or require the provision of food during holidays or vacation periods.

Building Entrances: Propping open the main entry doors to residential areas at any time is prohibited. The Atwood Complex and Segelhorst are 24-hour secured buildings.

Electrical Appliances Guidelines: Individual microwave units of no more than 900 watts and refrigerators no larger than 5.0 cubic feet, 36 inches in height, and 1.5 amps are the only appliances permitted in student rooms.

For fire safety considerations, hot plates, ranges, toasters, toaster ovens, or anything with an open heating element are not permitted in student rooms/suites.

Space heaters, sun lamps, halogen lamps, and air conditioners are also not permitted. Approved space heaters may be checked out from the Resident Resource Room.

Firearms and Weapons: Firearms and weapons create a potential safety hazard. Therefore, the possession or use of these items is prohibited in university residences: firearms, ammunition, weapon parts, pellet guns, AirSoft guns, bows & arrows, machetes, martial arts weapons, knives with significant blades and other similar devices. Please refer to the campus wide Weapons Free Campus policy as found on the APU website.

Fire Safety Regulations: Fire is a serious threat to life, health, and property. Please be aware of the following:

Smoke Free Environment: There is to be NO SMOOKING in university residences at anytime. There are two designated smoking areas marked on campus and are located at the NE side of Atwood Center and the SW side of Carr Gottstein. Please dispose of cigarette butts & ashes in the appropriate receptacles.

Open Heating Elements and Open Flames: Candles, incense, potpourri burners, and items with an open heating element or flame are prohibited within residential living areas. Special approval for religious, cultural, social or honorary ceremonies may be obtained by petitioning the Director of Campus Life.

Explosives and other Flammable Materials: Use or possession of explosives, including firecrackers and other fireworks is prohibited. Flammable materials, such as fuel, camping fuel, and motorized vehicle fuel or corrosive chemicals are restricted from the agencies as well as be subject to University disciplinary action. Please refer to the APU Student Handbook for further explanation.

Fire Alarm System: In the event of a fire, leave the building immediately and proceed to the nearest exit. Do not use the elevators. Do not put on your shoes. Do not carry your keys. Do not re-enter the building.

Building Evacuation: In case of fire, you must evacuate to the nearest designated area. Do not re-enter the building. Do not allow anyone back inside the building.

Campus Safety: In case of an emergency, call 911 or the Campus Safety office at 970-248-1111. Do not give out your room number or floor number.

Smoke Alarms: Smoke detectors are installed in all residence halls. In case of fire, evacuate the building immediately.

Campus Dining Expectations & Policies

- “Take what you want, but eat what you take.” That’s a motto we’d like you to consider as you make selections in the Atwood dining area. We want you to enjoy your experience with the dining service, but please try not to be wasteful while you are enjoying the all-you-care-to-eat-meals.
- The meal plan begins on the day the residence halls open and ends on the last day of class of each block or session. The housing and food contract does not include or require the provision of food during holidays or vacation periods.
There are three principles, or community interests, that Campus Life policies and guidelines are designed to support:

- **Health and Safety** – maintaining the physical, mental, and emotional health or safety of either the group or the individual.
- **Property Loss and Damage** – care and protection of community and personal property.
- **Legitimate Educational Purpose** – avoiding behavior that does not contribute to the educational purpose of the University or Residence Life program.

The regulations and policies contained in this document should not be regarded as a comprehensive code of appropriate conduct; rather they describe the most common situations encountered on campus.

By forming a code of ethics and rules and regulations, the University does not absolve each student from accepting responsibility for his or her own behavior. Indeed, the University reaffirms the principle of student freedom coupled with an acceptance of full responsibility for individual action and the consequences of such action.

**Health and Safety**

It is the responsibility of each member of the community to respect the needs and rights of those living and working in the community. All behavior should contribute to fostering and encouraging a proper living and learning environment for every member of the community.

**Alcohol and Drugs**: Alaska Pacific University is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety, and welfare of all members of the University community. Possession, consumption, being under the influence of alcohol, or furnishing of alcoholic beverages on APU owned or controlled property, or at college sponsored or supervised functions, unless authorized by the President is prohibited. Offenders will be subject to University disciplinary action, legal prosecution or both. Similarly, use, possession, manufacture, distribution, or being under the influence of any illegal narcotic, controlled substance or intoxicant is strictly prohibited. All such cases or evidence will be referred to the appropriate law enforcement agencies.

- Meals on all non-class days will be on the Weekend Schedule of Brunch & Dinner — including breaks between Block & Session and Spring Break week.
- Generally, food must be consumed in the cafeteria. With the exception of to-go meals and sack lunches which should be requested at least two days prior, food may not be taken out of the dining room for later consumption or for giving to others. Un-used meals may not be transferred to any other person.
- Students are asked to return used dishes to the dish return shelves. Dishes, glasses, and utensils must not be taken from the dining room.
- Alaska Health Laws require that you wear a shirt and shoes in the Atwood dining areas.
- If you have a guest visiting you on campus, they are welcome to dine with you in the dining room, but guests must pay for their meals either with cash, credit card or check.
- Students not living on campus or living in Segelhorst or University Village may purchase either a full meal plan or a “14 meal” punch card directly from Student Financial Services or Dining Services.
- If you will be away from campus due to a course trip lasting more than three days, you may request a meal plan reimbursement from the Campus Life Office. If your request is approved, you will be reimbursed 50% of the total per diem meal plan cost. Your request must be made prior to the trip. Reimbursements will not be offered for any other reason when students are away from campus during the designated length of the housing & meal plan contract.

**Special Dining Events**

Because APU’s Dining Services is run directly by the University, our Kitchen & Cook staff often help put on many of the Student Activities and special events for students on campus throughout the school year.

Examples of such activities include:

- **Alaska Salmon Bakes**
- **Iron Chef**
- **Sushi Techniques**
- **Valentine’s Day Chocolate Making**
Information Technology

The APU Information Technology department (IT) supports APU-owned computers, printers, scanners, fax machines, phones, copiers, and the APU network. IT collaborates with the Academic Support Center to evaluate existing and emerging technologies, and provide technology tools, training and leadership for the APU community.

The best way to reach IT is by email, helpdesk@alaskapacific.edu. IT can also be reached by phone, 564-8350.

The IT department is on the first floor of Grant Hall on the APU campus, and is open Monday through Friday 8 AM to 6 PM.

Student Identification Cards

Need a Student ID Card? The IT department is the place to visit! When you go to get your photo ID made, let them know that you are an on-campus resident so you can have an ID card that will work as your keycard as well. Your APU ID Card is needed for entry to many educational and social programs associated with student life. It also serves as a bus pass for the Anchorage People Mover system and is needed to fully access resources of the Consortium Library.

Computer Labs on Campus

While all the campus residences provide students the ability for internet access, APU also offers students a main computer lab which provide students with Internet and printing access. The Academic Support Center on the 2nd floor of the Atwood Center is the main computer lab on campus, and houses both Macintosh and Windows-based computers. Wireless Internet is available in all classrooms, student areas, and most green spaces directly around university buildings. The system will allow you to connect to the “Student” wireless network using your APU login and password.

Student Email

Every student is assigned an APU email account. Your email account will be used for all official University communication. It is critical that you routinely check your APU email so as not to miss important announcements, deadlines and class correspondence from your faculty. In addition to checking your email, any university communications should be generated from your APU email account. Your email address is your APUusername@alaskapacific.edu.

Some Rules to Live by When Online

While sites like Facebook, MySpace, LiveJournal, and blogs are a great way to stay in touch with close friends and build your online presence, students across the country are being confronted with photos and information they have posted online. For some, it’s costing them jobs. Others have been arrested. And some are being stalked and harassed. Many students have had to face the consequences of a joke gone wrong or a momentary lapse in judgment. Before you have to face the consequences, take a moment to GET SMART and BE SAFE online. Here are a few guidelines to consider for when online:

1. If you wouldn’t post it on your front door, don’t post it online.
   Web transmissions aren’t foolproof unless they use secure forms of authentication and encryption. Posting something online is just as open and available to others as posting something on your door.

2. Use privacy settings to help control who can access your information.
   Many sites, including Facebook, allow you to restrict the availability of your profile to certain individuals. While these settings provide no guarantees, they can be a useful tool in gaining some control of your details and photos.

3. Your online profile may be the only impression someone has of you.
   While close friends may know you’re joking about something you’ve posted, another student, staff member, or faculty member who stumbles across your profile may only have that information to gauge who you are. Make sure the image you’re projecting online is one that accurately represents you. If your mom, your dad, your professors, the police, or the college would not approve, think twice before posting it.

4. Civility matters (even on the Internet).
   The web is a great way to connect with others and sites like Facebook, MySpace, and LiveJournal are great ways to join an ever-growing community. But remember that APU expects students to be positive members of the college community, and that community extends into cyberspace. The rules of civility still apply on the web. Be polite. Be honest. Be responsible.