



2020-2021

APU Campus Life



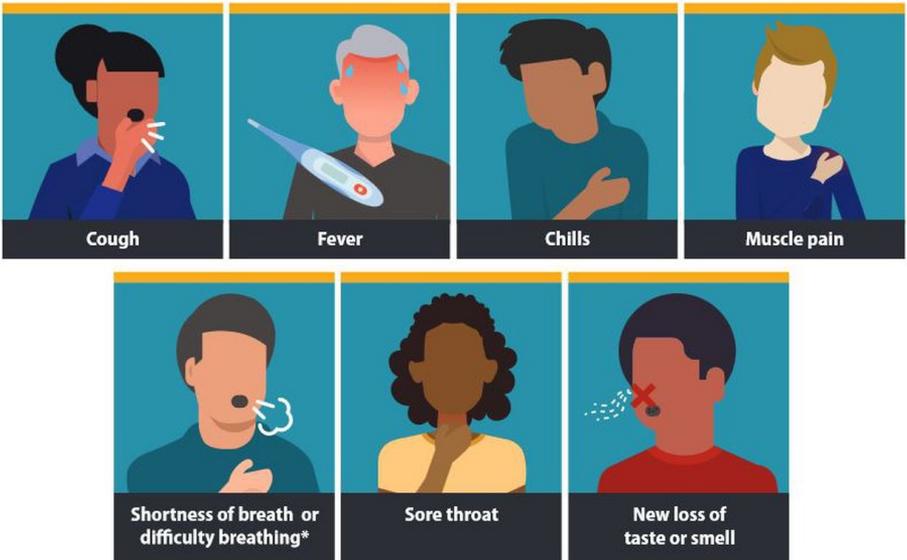
CAMPUS LIFE'S RESPONSE TO COVID-19

Campus Life at Alaska Pacific University is doing all it can to be proactive in its response to the Covid-19 Pandemic. Policies and procedures have been adapted for the health and well-being for all persons living on campus. Staff members are constantly evaluating the pandemic and reviewing their procedures to adapt them to the most relevant needs.

For more details about current adapted policies, please Appendix C on page 89.

If you have questions or concerns, email us at housing@alaskapacific.edu

Know the symptoms of COVID-19, which can include the following:



Frequently Used Phone Numbers and Emails

Campus Safety	(907) 564-8888
Resident Assistant (RA) On-Call	(907) 244-7955
Academic Support Center (ASC)	(907) 564-8280
Admissions	(907) 564-8248
ASAPU Office	(907) 564-8283
Campus Life	(907) 564-8299
Campus Store (Base Camp)	(907) 564-8218
Career Services	(907) 564-8345
Climbing Wall	(907) 564-8308
Dean of Students	(907) 564-8287
Dining Services	(907) 564-8389
Gear Room	(907) 564-8614
Ground Theory (Coffee Cart)	(907) 564-8688
IT Help Desk	(907) 564-8350
Moseley Sports Center	(907) 564-8314
Registrar	(907) 564-8210
SFS (Financial Aid)	(907) 564-8341
Student Accounts	(907) 564-8352
Student Activities	(907) 564-8238

Admissions: admissionsoffice@alaskapacific.edu

ASAPU: asapu@alaskapacific.edu

Campus Life: housing@alaskapacific.edu

Campus Safety: campussafety1@alaskapacific.edu

Dean of Students: dosoff@alaskapacific.edu

Facilities and Maintenance: maintenance@alaskapacific.edu

IT: ithelpdesk@alaskapacific.edu

Moseley Sports Center: moseley@alaskapacific.edu

Outdoor Programs: OP@alaskapacific.edu

Registrar: regoff@alaskapacific.edu

SFS: sfs@alaskapacific.edu

Student Accounts: studentaccounts@alaskapacific.edu

Student Activities: studentactivities@alaskapacific.edu

Table of Contents

APU Statements	Pg. 6
Welcome! Your Guide to Life on Campus	Pg. 7
Resident's Rights & Responsibilities	Pg. 8
Housing and Meal Plan Requirement	Pgs. 9-10
How to Apply for Housing	Pg. 10
Community Expectations	Pg. 11
Campus Life's Educational Focus	Pg. 11
The Campus Life Staff	Pgs. 12-16
Professional Staff	Pgs. 12-14
Resident Assistants (RAs)	Pgs. 14-16
Resident Activity Programmers (RAP)	Pg. 17
Residential Housing Areas w/ Floor Plans	Pgs. 18-23
What to Bring	Pg. 24
Room Assignments	Pg. 25
Living with Roommates	Pgs. 25-26
Roommate Conflicts	Pg. 27
Residence Hall Activities	Pg. 28
Dining Hall Information	Pgs. 29-31
Information Technology (IT)	Pg. 32
Campus Life Policies & Procedures	Pgs. 33-54
Title IX Compliance Policy	Pgs. 34-40
Title IX Reporting	Pgs. 34-35
Retaliation and Title IX Investigation Timeline	Pgs. 35-36
Sexual Misconduct	Pg. 36
Resources for Sexual Harassment	Pg. 36
Policy Definitions	Pgs. 37-39
Other Sexual Misconduct	Pg. 39
Workplace Relationships	Pg. 40
Health & Safety	Pg. 41
Room Entry & Door Opening Policies	Pg. 41
Health & Safety Inspections	Pg. 41
Room Searches	Pg. 42
Performance of Duty	Pg. 42
Maintenance Requests and Repairs	Pg. 42
University Village Boiler Rooms	Pgs. 42-43
Appliances and Cooking Policy	Pg. 43
Open Heating Elements	Pg. 44
Bicycles	Pg. 44
Disorderly Conduct	Pg. 44
Pet Policy (not Service or Assistance Animals)	Pg. 44
Smoke and Tobacco Free Policy	Pg. 45
Resident Hall Alcohol Policy	Pg. 45
Exempt Suite Policy	Pgs. 45-46
Drug Policy	Pg. 46
Noise and Legitimate Educational Purpose	Pg. 46
Gambling	Pg. 47

Table of Contents

Physical Violence_____	Pg. 48
Firearms, Knives, and Weapons_____	Pg. 48
Fire Safety Equipment_____	Pg. 48
Smoke Detectors_____	Pgs. 48-49
Sprinkler Systems_____	Pg. 49
Fire Alarms and Emergency Evacuations_____	Pg. 49
Guests an Overnight Visitors_____	Pg. 49
Windows and Roof Access_____	Pg. 50
Janitorial Service_____	Pg. 50
Garbage and Recycling Policies_____	Pgs. 50-52
Resident Storage_____	Pg. 53
Parking on Campus_____	Pg. 53
Heat_____	Pg. 53
Laundry_____	Pg. 53
Room Decorations_____	Pg. 54
Keys_____	Pg. 54
Recreation & Fitness_____	Pg. 54
Base Camp Store and Mailroom_____	Pgs. 56-57
Service and Assistant Animal Policy_____	Pgs. 58-60
Property Loss and Damage_____	Pg. 61
Student Conduct Process_____	Pgs. 62-66
Safety Tips for Students_____	Pgs. 66-68
Alaskan Wildlife_____	Pgs. 68-69
Winter Travel and Expeditions_____	Pg. 70
Campus Emergency Alerts_____	Pg. 70
Housing and Meal Plan Contract_____	Pgs. 71-73
Calendar Dates for 2020-2021_____	Pg. 74
Campus Map_____	Pg. 75
Driving Directions to Campus_____	Pg. 75
Frequently Asked Questions (FAQ)_____	Pgs. 76-81
Appendix_____	Pgs. 82-89
Appx. A—Getting to Know Your New Roommate_____	Pgs. 82-83
Appx. B—Campus Life Cleaning & Assess. Charges_____	Pgs. 84-88
Appx. C—Covid-19 Campus Life Policies_____	Pg. 89

APU Statements

Vision:

A leading active learning community igniting personal passion, self-discovery, and deep learning.

Mission:

A small private liberal arts and sciences university providing personalized, experimental, hands-on instruction “in the field” with Alaska as its primary classroom.

Values: ALASKA

Applied research projects; faculty working collaboratively with students in relevant real world settings.

Leadership, moral character, creativity, responsibility, and self-direction.

Abilities: think critically, reason analytically, solve problems creatively, work in teams effectively.

Student engagement, student-centered.

Knowledge to spark personal, moral, and spiritual growth.

Acknowledging and honoring the commitment to serve Alaska Native peoples.

Core Themes

- ◆ Academic Excellence in all programs and services. (AE)
- ◆ People Focused for students, staff, faculty, and trustees. (PF)
- ◆ Unique Learning Environment employing experimental and applied learning in Alaska using small, personal classrooms. (ULE)
- ◆ Sustainability of the triple bottom line—people, profit, and planet. (SP3)



Your Guide to Life on Campus

Welcome to APU! We hope that your year 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 all 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 life 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, encourages, and supported.

These guidelines are meant to keep you safe, comfortable, and healthy, as well as aid you in being a successful student and community citizen. Read it carefully and keep it for reference. You are responsible for knowing the information contained on these pages.

The policies outlined in this handbook are the official policies of the Campus Life Office. This guide is an extension of your housing contract with Campus Life, and an addendum to the Student Handbook. It is your responsibility to familiarize yourself with this information. **You will be responsible for the information contained within this handbook and will be expected to adhere to the guidelines set forth within it, as well as the guidelines in the Student Handbook, and the terms of your Housing Contract (see pages 70-71 for more information).**

This handbook does not replace the agreement of your housing contract you signed, which are the terms and conditions of living on-campus and in the community. However, this handbook attempts to expand on them 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 outstanding community!

~The Campus Life Staff

Residents' Rights and Responsibilities

All residents in housing regardless of gender, gender expression, gender identity, sexual orientation, race, ethnicity, age, ability, economic status, religion, military or veteran status, or culture have the rights and responsibility to:

All residents have the right to:	All the residents have the responsibility to:
Have access to information about Campus Life policies, procedures and amenities.	Read one's Housing Contract, Campus Life Handbook, and APU Student Handbook.
Sleep, read, and study, free from undue interference in one's room, pursue individual interests, make friends, and have fun. Unreasonable noise and other distractions that inhibit this right.	Be aware of one's personal noise level and any distractions one may cause a suitemate, roommate, or other community member.
A clean environment in which to live.	Contribute to creating a clean environment, meeting the standards of Campus Life and Campus Safety's Health & Safety Inspections, and adhering to one's Housing Contract and Campus Life Handbook.
Have access to one's room and facilities.	All residents are responsible for their student ID and key to gain access to their building/unit and room.
Personal privacy.	Respect others' personal privacy and maintain the safety of one's personal belongings.
Address grievances.	Address conflict, either personally or by contacting a Campus Life staff member to assist in settling any conflict.
Be free from physical and verbal harassment, fear, intimidations, physical harm, and/or emotional harm.	Be aware of how one's words, actions, and beliefs impact others.

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 these reasons, APU has made living on-campus part of its educational design. **All incoming freshman under the age of 21 years of age are required to live on campus their first two years.** This also applies to incomings 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 meeting the following criteria may submit an exemption request and may be approved upon receipt and review of a complete "Request for Exemption of Housing Requirement" form and any required supporting documents:

- ◆ Students who are at least 21 years old prior to the first day of classes of their first term at APU.
- ◆ Married students and/or students with dependent children.
- ◆ Students with a documented medical hardship.
- ◆ Students who have earned 32 or more credit hours from an accredited college/university.

Other requests will be considered on a case-by-case basis. All exceptions must be approved by the Campus Life Office.

Is on-campus living really a better value than renting off-campus?

When compared with off-campus rentals, on-campus living is often less expensive and more convenient. On-Campus living fees include the cost of all utilities, shared dish network (North and South Atwood), internet service, 24-hour on-call assistance, and exclusive in-hall entertainment, with no additional deposits, connection, service, or cancellation fees. In addition, on-campus students don't have the hassle of subletting or paying needless rent for an empty space during the summer.

Meal Plan Requirement

All on-campus students are required to have a meal plan that is already included in the cost of their housing. Students living in North and South Atwood are placed on the Gold Meal Plan. Students in Segelhorst Apartments and University Village are placed on the Silver Meal Plan. Students on the Silver Meal Plan may elect to upgrade to the Gold Meal Plan within the first two weeks of the semester.

Meal Plan Requirement Continued

Gold Plan (North and South Atwood)

19 Meals a week (“all-you-care-to-eat” style), at the dining hall plus a declining balance of \$50.00 that can be used at the dining hall, coffee cart, and Farmer’s Market (when open).

Silver Plan (Segelhorst and University Village)

A declining balance of \$500.00 that can be used at the dining hall, coffee cart, and Farmer’s market (when open).

How to Apply for Housing

1. Review the information in this handbook.
2. Apply online (priority deadline is May 30th)
<https://ssl.alaskapacific.edu/housing/housing.aspx>
3. Pay the \$400 housing deposit (credit card, check, or money order). Due by August 1 (fall move in) and December 15 (spring move in). A \$35 Residence Hall Council (RAP) fee will be charged to your student account when you are assigned a room.

Pay via credit card online at <https://www.alaskapacific.edu/payonline/>
Pay via credit card over the phone by calling (907) 564-8352.

Mail your check or money order to:

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) 564-8299** or via email at **housing@alaskapacific.edu**.

The Office of Campus Life

4455 University Drive
Anchorage, AK 99508

P: (907) 564-8299
F: (907) 564-8806

Hours of Operation: Monday-Friday, 9:00 AM-5:00 PM, excluding University Holidays

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.

Campus Life’s Educational Focus

The Campus Life staff is committed to student learning and development. Our staff and organizations provide opportunities for students to grow and realize their potential, not only intellectually, but also socially and emotionally. Programs stimulate and encourage academic, personal, and intellectual interest and achievement, expand knowledge, and highlight learning and growing as a vital component of daily living. Recreational and social activities can help students relieve stress, meet people, engage in social interaction, and build quality relationships. A student’s personal growth may come from relationships formed during participation in residence hall, area, and campus activities.

Campus Life Staff

The Office of Campus Life

From the day you move on campus, we hope that you will find the Campus Life Office, Resident Resource Room (R3), and our staff to be a helpful resource for you. We strive to make our residence halls more than a place to sleep. We work to facilitate the development of a thriving campus community. All staff members have special training and experience in counseling and working with 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! The Director and Assistant Directors are on call 24/7 for campus emergencies.

Director of Campus Life: The Director of Campus Life maintains the oversight and overall responsibility of all Campus Life operations. The primary responsibility is for the supervision and management of the Campus 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 (907) 564-8299 or by stopping by the Campus Life Office on the first floor of the Atwood Center. She is available during posted office hours to respond to the needs of students. In addition, the Director lives on campus in University Village and can be reached there in case of emergency. The Director supervises the Assistant Directors, Resident Assistants, and Office Assistants.



Manda Hill, Director

Manda (Hill) Burkhart came to Alaska in August of 2014 from Huntsville, AL. She is a graduate of Graceland University '09, with a B.A. in Psychology and The University of South Dakota '12, with an M.A. in Political Science, International Relations, and Higher Education. Manda spends a lot of time reading, practicing archery, gaming, volunteering, taking pictures, creating art, and finding new ways to expand on her favorite nerdoms. She is also taking her time to explore all the wonders that Alaska has to offer. Though she enjoys being in Alaska, Manda will try to make a trip home at least once a year to the small town of Perry, IA.

Assistant Director, Student Programs & Activities: The Assistant Director for Student Programs and Activities has primary responsibilities in community development, educational, and social programming, and working with the Resident Assistant Staff. The AD will work collaboratively with student groups and other departments to increase

Campus Life Staff

the variety and scale of activities provided to all students at APU. The AD can be reached at (907) 564-8238 or by stopping by the Campus Life Office on the first floor of the Atwood Center. He is available during posted office hours to respond to student needs. In addition, the AD lives on campus in North Atwood and can be reached there in case of emergency. The AD supervises the in-hall programming efforts of the Resident Assistants.



Chandler Stroup, AD

Chandler Stroup came to Alaska in June of 2017 from Cumberland, MD. He graduated from Frostburg State University with a Bachelor's Degree in Geology in 2012 and a Master's Degree in Education in 2014. When not working, Chandler enjoys running, hiking, playing/trying any sport, and watching movies!

Assistant Director, Campus Safety: The Assistant Director of Campus Life for Campus Safety has primary responsibilities overseeing the general safety aspects of the APU campus and office functions. The Campus Safety Office is also responsible for administering parking passes and safety notices to campus. The AD leads all Health and Safety inspections.

The AD can be reached at (907) 564-8311 or by stopping by the Campus Life Office on the first floor of the Atwood Center. He is available during posted office hours to respond to student needs. In addition, the AD lives on campus in University Village and can be reached there in case of emergency. The AD supervises the Nighttime Campus Safety Officer and Student Campus Safety Officers. The AD also advises the Resident Activity Programmers (RAP).



Sydney Deusenberry, AD

Sydney Deusenberry has been a member of the Campus Life staff since July 2018. She moved to Alaska in July 2013 from Morgantown, WV and graduated from the University of Alaska Anchorage in 2017, with a B.A. in Anthropology and will complete a Bachelor's in Natural Sciences in 2019. In her free time she enjoys traveling, hiking, kayaking, swimming, photography, reading, playing darts, trying new foods, and spending time with her pet chinchilla.



Campus Life Staff

Nighttime Campus Safety Officer: The Nighttime Campus Safety Officer is responsible for maintaining the general well-being of the campus atmosphere overnight. This includes locking and unlocking buildings and checking every aspect of the campus throughout the night. The NCSO is available to help students, staff, and faculty in emergencies. The NCSO can be reached at (907) 564-8311 or by stopping by the Campus Life Office on the first floor of the Atwood Center during posted office hours.



Geoff Walker

Geoff Walker was born and raised in Virginia and first came to Alaska in 2011 as a student here at APU. He graduated in 2014 with a degree in Marine Biology. While at APU Geoff has been an RA, Campus Safety student worker, and helped with residential programs. When not working at night, Geoff will spend his free time enjoying movies, playing games, and when able to, exploring the many adventures Alaska has to offer.

Resident Assistants: Resident Assistants (RAs) are among the most important individuals a student will meet while living on-campus. RAs are student members who are selected on the basis of leadership and other personal qualities that enable them to assist students in obtaining the maximum benefits from residential living. RAs are trained to handle a wide range of situations, such as homesickness, suitemate and roommate issues, etc. One of their primary responsibilities is to help residents develop a sense of responsible community in their area. The key to community development is a team effort between residents and the RA. RAs are a great resource for questions regarding campus life, housing, student activities, school policies, or general aspects of the campus community. RAs report directly to the Director of Campus Life.

Every day there is an RA “on-call”. An RA can be reached by calling their cell phone at (907) 244-7955. The RAs are on-call 5:00 PM until 9:00 AM, Monday-Friday, and 24-7 on weekends and holidays..

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!

Campus Life Staff

What you should not expect from your RA:

- ◆ To patrol the halls for violations—if things are too loud, it is your responsibility to ask other community members to quiet down.
- ◆ To always be on the floor—they have other obligations away from the residence hall, like class, clubs, and friends.
- ◆ To look the other way on policy violations—you will be responsible for your actions, and the actions of your guests.
- ◆ 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) 564-8299

Fax: (907) 564-8806

RA Cell Phone: (907) 244-7955—answered 24/7

Email: housing@alaskapacific.edu

Meet The Resident Assistants

Elisa Burnett — North Atwood, 201
Amarillo, TX

1st Year RA

Environmental Public Health



Elisa Burnett

My name is Elisa Burnett and I am from Amarillo, Texas. I am going to be a Sophomore and I am in the Environmental Public Health Program. I came to APU because I love to travel, and I love adventure. I love to hike, paint, and play Mario Kart in my spare time. For a short summary, I am an ESFP, a Hufflepuff, and a Sagittarius, so if you ever want to talk, about literally anything, I am your gal!

Tyree Brown — North Atwood, 305
Candler, NC

1st Year RA

Marine and Environmental Sciences

Hello! My name is Tyree'. I'm from Candler North Carolina. Some of my favorite things to do is mountain bike, fish, and of course, hang out with everyone on campus! I'm a Jr., and I'm studying Marine biology. Some of my favorite classes at the school are the natural history of Alaska and SC250. I came to APU for the opportunity to study in the great outdoors.



Tyree Brown

Meet The Resident Assistants

Molly Legg—Segelhorst Hall, 203

Michigan Marine and Environmental
Studies & Outdoor Studies

My name is Molly Legg. I'm a sophomore from West Michigan. I'm majoring in Marine Biology and Environmental Sciences, and minoring in Outdoor Studies. I came to APU because I wanted to live in the most beautiful place on earth, and I love MOOSE!!!

My favorite classes so far have been Intro to wilderness skills (the Yukon trip) and geology. I love the ocean, hiking, camping, getting my hand dirty and pretty much everything that has to do with the outdoors. Also if you're looking for someone to build a snow fort with I'm your girl ;D

1st Year RA



Molly Legg

Cassandra Johnson — University Village, R2U

Colorado

1st Year RA

Psychology and Marine Sciences



Cassandra Johnson

Hi I'm Cassandra! I am a senior in the psychology program, I grew up in the Midwest states but the latest Colorado. I love the outdoors and cooking and am a huge Disney fan ranging from the classics to the newest ones.

Kirsten Delozier — University Village, L2U

Eagle River, AK

My name is Kirsten and I am from Eagle River here in Alaska. I decided to attend APU because of the active learning aspect, which has allowed me to explore many different aspects of Alaska and get very involved with my classes. My favorite part about going to APU is the small class size and you get more one on one time with the professors. We are also given the opportunity to do field work and projects that we may not have otherwise been able to do at a larger school.

1st Year RA

Outdoor Studies



Kirsten Delozier

Resident Activity Programmers (RAP)

Involvement with people is just as important in college life as going to classes. We encourage students to get involved in an organization that is only available to those who live on campus: **Resident Activity Programmer (RAP)**. RAP is designed to help keep residential students active and engaged in the campus community. They are a programming board that provides additional events and special entertainment exclusively for students living on campus. RAP also provides the many items that can be checked out from R3 by residential students. A \$50 RAP fee goes to fund these activities.

Past activities include:

Halloween Party	Devour Hour	Paint Ball
Slip n' Slide	Movie Premieres	Trampoline Park
Theater Trips	Hot Springs Trip	AK Railroad Rides
Go Karting	Family Dinners	Prizes & Giveaways
Raffles	Haunted Houses	Taste of Anchorage
Community Service	Marathons	Cooking Events
Roller Skating	Color Me Mine	Reindeer Farm
Seward Sea Life Center	Conservation Center	Whittier, AK

And so much more

We are always looking for new ideas and want the input from students living on campus. If you want to get involved with RAP or have an idea for an event, speak with a Campus Life staff member.



Residential Housing Areas

At APU we strive to give residents options in where and how they 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. North Atwood, South Atwood, and Segelhorst are all accessed by a chipped student ID with a room assignment in those areas.

The 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
- ◆ Counseling and Wellness
- ◆ Campus Life
- ◆ Student Activities
- ◆ Career Services
- ◆ Dining Services, Cafeteria, and McMillen Student Center (MSC)
- ◆ Campus Safety
- ◆ Weight Room & Climbing Wall
- ◆ Student Leadership Center (SLC) & ASAPU (student government) office



The first floor is also home to the Art room and on the second floor is where the Academic Support Center (ASC) Computer Lab and student Lounge can be found. The basement houses a coin-operated laundry room for North and South Atwood residents as well as resident storage.

Residential Housing Areas

Room/Suite Size in the Atwood Complex

The residence halls in the Atwood Complex were remodeled in 2000, and have some of the most spacious suites available in the nation.

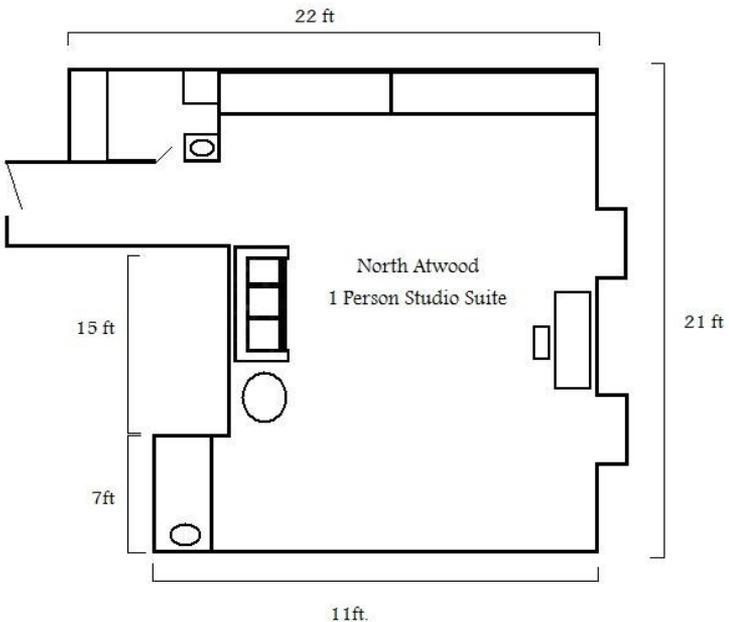
Every suite has its own bathroom and most have a living room in addition to the bedrooms. Bedrooms vary in size depending on location and occupancy limits.



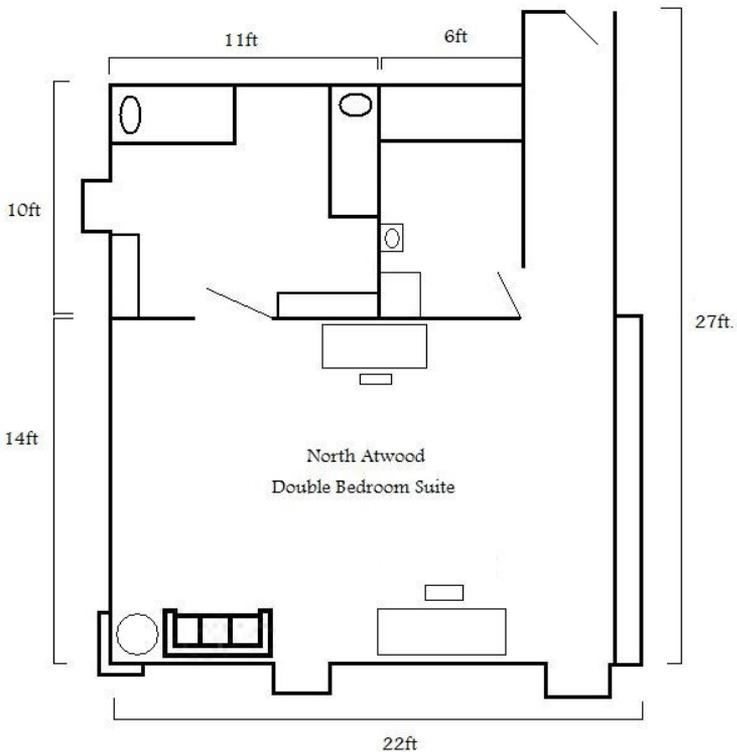
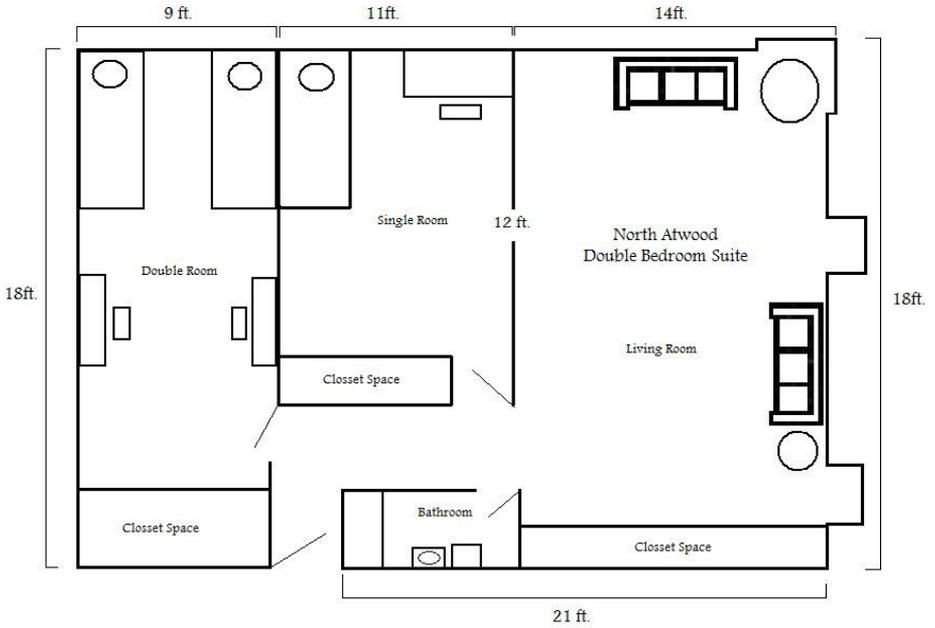
Residential Housing Areas

North Atwood Hall: *Upperclassmen & Graduate Students*

North Atwood is located directly across from South Atwood and is a three-story building consisting of 20 suites of upperclassmen. There are a variety of suites available in North Atwood ranging from spacious studio-suites to extensive multi-bedroom suites. Historically, North Atwood is home to returning, transfer, and graduate students. A student living in North can expect to have 1-2 room/suitemates if they are assigned to a shared room. Doubles in North Atwood average 10' x 16' and singles average 11' x 11'.



Residential Housing Areas

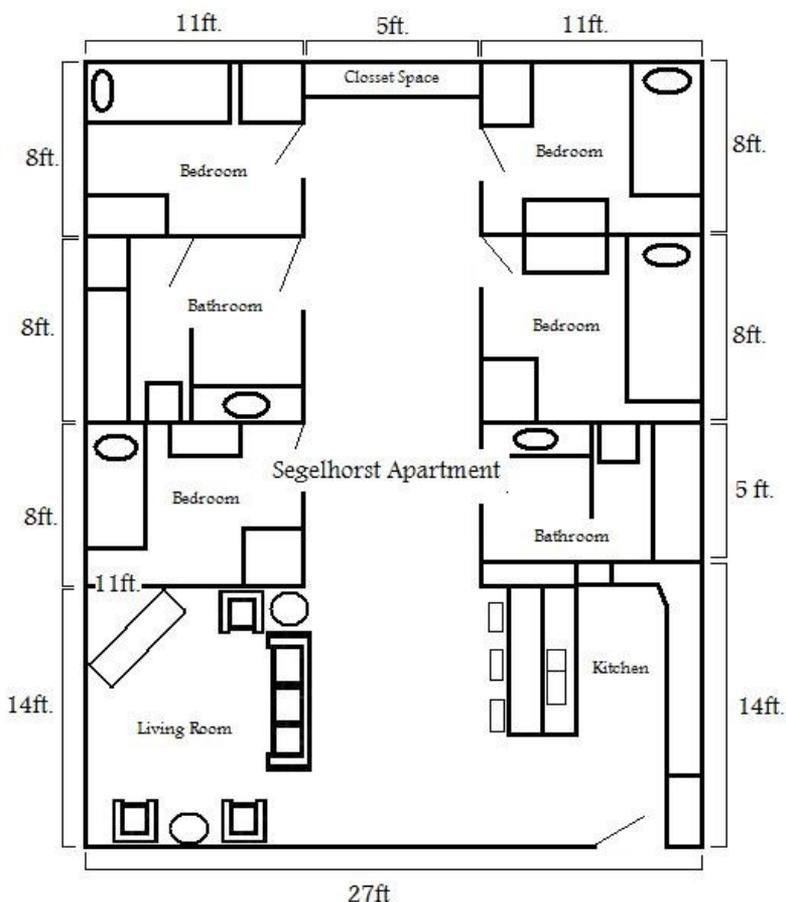


Residential Housing Areas

Segelhorst Apartments: Upperclassmen & Graduate Students

The newest of our residential facilities on campus, Segelhorst first opened for residents in August of 2007 and was designed to expand housing options available for upperclassmen 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. These apartments also include a living room, full kitchen, and two bathrooms. The two-story, wood frame residential facility is arranged around a central corridor, with a coin operated laundry room, and resident storage space. Each apartment measures approximately 28' x 40'.



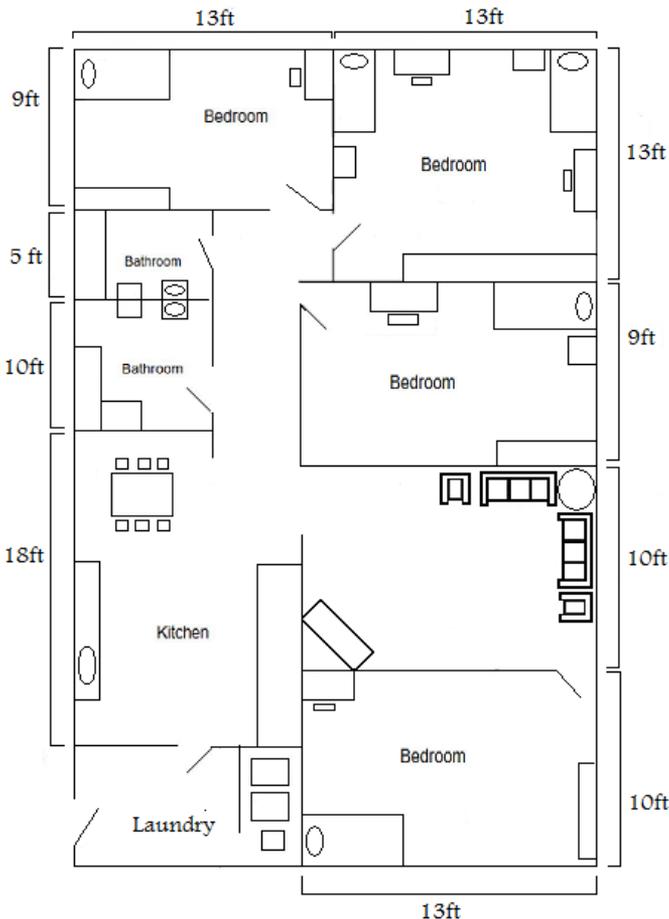
Residential Housing Areas

University Village (The Row): Upperclassmen & Graduate Students

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



U. Village houses returning students, older transfer students, and graduate students. These units are designated to accommodate more independent students not wishing to live in a traditional style residence hall. Houses on The Row are split into “upper” and “lower” units. Upper units have four bedrooms, three private and one double. Lower units have three bedrooms, two private and one



double. Each house has an attached garage that has been converted into resident storage that is shared between the upper and lower units. Each house has a private driveway that is shared between the upper and lower housemates.

What to Bring

Things Waiting for You:

Bed w/ Regular Twin Mattress
Desk & Chair
Wardrobe, Dresser, or Closet
Sofas, Tables, and Chairs
Bookshelf
Central Heat System
Smoke Detectors
Wireless Internet
Windows That Open

Things You May Need

Items to personalize Your Room
Computer or Tablet
Printer
*Microwave (under 900 Watts)
*Small Vacuum
*TV/Game System
Earbuds/Headphones
Surge Protected Power Strip
Winter Clothing and Gear
*Mini-Fridge (under 5.0 CF, 36" tall,
and 1.5 amps)
Broom and Mop System
Desk Lamp
Hair Dryer
Sewing Kit
Bike and Bike Lock
Flashlight
Flash Dives
Sticky-Tack (for hanging things)
Water Pitcher/Filter
Full Length Mirror
Space Heater w/ Safety Shut-Off
Heated Blanket
*Coffee Pot w/ Auto Shut-Off
Fan
Cell Phone w/ Service in Alaska

What to Bring

Chain Stores in Anchorage:

Target
Wal-Mart
Fred Meyers (Kroger)
Bed, Bath, & Beyond
Sears
Kohl's
REI
Costco
Sam's Club
Best Buy
JC Penny
Office Max
Amazon Prime**

Driving From The Lower 48:

Driving the Al-Can or Taking a Ferry?
Purchase a Mile Post Guide
Have International Enabled GPS
Let Campus Life know When to Expect
You & Who to Contact if You Miss Your
Arrival Date/Time
Check with Your Cell Phone Provider for
Coverage in Canada
Make Sure Your Passport is Current
Take Breaks & Get Plenty of Sleep

Flying into Anchorage:

Let Campus Life Know Your Flight De-
tails and When You Expect To Land in
Anchorage.

The Basic Needs:

Regular Twin Sheets & Pillows
Mattress Pad
Blankets & Comforter
Alarm Clock
Towel Sets
Toiletries
Clothes Hangers
First Aid Items
Waste Basket & Bags
School Supplies

Don't Forget:

Can Opener
Microwave Safe Dishes
Cups/Coffee Mugs
Dining Utensils
Dish Soap/Dish Cloths
Laundry Supplies & Quarters
Laundry Basket and/or Hamper
Cleaning Supplies

Do Not Bring:

Toaster Ovens
Hot Plates
Gas or Charcoal Grills
Candles or Incense
Deep Fat Fryers
Refrigerators above specifications
Firearms and Weapons
Fireworks and Explosives
Dishwasher, Washer, or Dryer
Pets—See Pet Policy
Alcohol
Illegal Drugs
Open Heating Elements

*Consider coordinating with your suitemates to avoid duplicating or doubling up on items.

**Amazon Prime does ship most Prime-eligible items to AK for free, but it may take some extra time.

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 are received.** Housing Deposits must be paid by August 1 for fall move in and December 15 for spring move in.

Students who have submitted their housing application by the priority housing deadline of May 30 will be sent room assignment and roommate contact information by July 15. All students interested in a room change should contact the Director of Campus Life at housing@alaskapacific.edu.



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 reflect your lifestyle.

It is recommended that you **contact your roommate/suitemates** after you receive your assignment letter so you can discuss what you will be bringing and 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 find that living with a roommate or suitemate to be an important part of the housing experience.

As a resident living on-campus, you should realize that you do not just have a suitemate or a roommate, but you too are a suitemate and a roommate. A suitemate can be someone with whom you share opinions, interests, and activities. However, sharing a space can sometimes result in problems or misunderstandings.

You and your suitemates/roommates do not have to be best friends, however, you do need to develop the ability to communicate with each other. A critical element for roommate survival is mutual respect. Be aware of your own rights while also being sensitive to your roommate's.

Living with Roommates

Communication is crucial for a successful living experience. These suggestions may help:

- ◆ Have regular, unplanned, informal discussions. *See Appendix for a list of discussion points.
- ◆ Introduce your suitemates/roommates to friends.
- ◆ Invite suitemates/roommates to join in activities.
- ◆ Complete a Suitemate Agreement (see your RA).
- ◆ Let each other know what is okay and not okay to share.
- ◆ Think of each other as individuals. Learn to respect each others uniqueness.
- ◆ Meet other people. Don't depend on your suitemate/roommate to meet all of your social needs.
- ◆ Be open to differing opinions, ideas, and points of views.
- ◆ Verbalize concerns. Do not assume suitemates/roommates can read body language or silent signals accurately. Keep the lines of communication open.
- ◆ Be respectful and remember that your suitemate/roommate is a human. If there is a concern that has not been addressed, they may not even be aware that there is a problem.
- ◆ If a concerns arises, talk to your suitemate/roommate first in an open and non-threatening manner.

*If you are having continued trouble with a suitemate, please talk to your RA to help mediate the situation.

Ground Rules

During discussions, spend time talking about the ground rules regarding suite cleanliness, cleaning schedules, noise levels, entertaining guests, sharing food and community items, and overnight guest expectations. Make sure the rules are fair and equitable to everyone.

Privacy and Interruptions

Remember times will always exist when you will need privacy to study or just be alone. When that occurs, speak with your suitemates/roommates first before frustration builds up.

Roommate Conflicts

Conflicts will probably occur between residents and suitemates/roommates at least once during your college career. Conflicts should not be viewed as negative. Rather they should be viewed as a learning experience. It is natural for people to disagree. It is how they handle the conflict that makes the result positive or negative. High stress times, such as mid-term and final exam periods, tend to elevate the frequency of conflict. Conflicts are rarely a matter of who is right and who is wrong, and is usually an issue of communication and compatibility. Sometimes it takes someone who is not directly involved to assist in the process.

If tensions do arise, speak with your suitemate/roommate first before the issues become a major conflict. If communication does not resolve the problem, speak with your RA. RAs are experienced and trained in dealing with these concerns and can give you ideas to help find a resolution. However, give your suitemate/roommate the courtesy of speaking with them first. Failing to deal with a concern may give the suitemate/roommate permission to continue the behavior.

If you need to ask a staff member for assistance, do not expect them to solve the problem for you. Staff have been trained in conflict resolution and are there for you to use as a resource to help you work through the difficulties to a solution. They will help talk you through the conflict.

If a room change is requested, you and your suitemates/roommates will be asked to go through the mediation process. Not all room changes are granted. Staff will try to work with you to find a resolution that is acceptable to all parties. If a resolution cannot be achieved, or if a party is not willing to work towards a resolution, then all suitemates may be moved at the discretion of the Director of Campus Life.



Residence Hall Activities

One of the greatest advantages of living in the residence halls 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 Student Activities Office to see what is happening. Also check your email for the weekly mailing from the assistant director with upcoming events.

Examples of past hall programs & events:



- ◆ Shopping Trips in Anchorage
- ◆ Live Music Events
- ◆ Concerts and Dances
- ◆ New Roommate Game
- ◆ Volunteer/Service Activities
- ◆ Casino Night
- ◆ Alyeska Ski Trips
- ◆ Coffee House Events
- ◆ Ice Cream and Bonfire Socials
- ◆ Ice Skating
- ◆ Roller Derby
- ◆ Tubing
- ◆ Running with The Reindeer
- ◆ Cave Exploration
- ◆ Murder Mystery Nights
- ◆ Block and Pool Parties
- ◆ Film Festivals
- ◆ Opera & Theatre Trips
- ◆ Game Nights
- ◆ And So Much More!!!

Dining Hall Information

Our top-notch dining staff works hard to provide quality home-cooked meals for our students year round. Our in-house dining prepares 19 meals a week for students on-campus and uses locally sourced items whenever possible. Many of our vegetables come from APU's own Kellogg Farm in Palmer, AK. In addition to the daily dining operations, the staff strives to provide special dining events to students and makes gourmet items for the APU Farmer's Market. With advance notice, staff can prepare "meals to go" for students who will be doing field work or who otherwise cannot be in the dining room during regular meal hours. Students without a meal plan may purchase a full meal plan or a "14 meal" punch card directly from Campus Life or Dining Services.

Atwood Cafeteria Mealtimes *

	<u>Weekdays</u>		<u>Weekends</u>
Breakfast	7:15—7:45 AM	Brunch	10:30 AM—11:30 AM
Lunch	12:00 —1:00 PM	Dinner	5:00—6:00 PM
Snack	2:30—3:00 PM		
Dinner	5:00—6:00 PM		

***Due to Covid, all meals are "Grab and Go".**

Do you have a special request or dietary need? Let the staff know and we will do our best to accommodate you. You can also indicate this on your housing application.

Campus Dining Expectations & Policies

"Take what you want, but eat what you take". We want you to enjoy your experience with the dining service, but please try not to be wasteful.

The meal plan begins on the day the residence halls open and ends the last day of classes of each block or session. **Dining is not provided during winter or summer vacations.**

Meals on all non-class days (ie: school closure) will be on the brunch/dinner schedule. This includes breaks between Block and 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 hall for later consumption or given to others.**

Students are asked to return used dishes to the dish return shelves. Dishes, glassware, and utensils may not be taken from the dining room.



Dining Hall Information

Alaska Health Laws require that you wear a shirt and shoes in the Atwood dining areas.

Visiting guests are welcome to dine with you in the dining room, but guests must pay for their meals with either cash, credit card, or check.

Unused meals may not be transferred to any other person and will not be refunded, barring an extreme circumstance.

If you are 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 and meal plan contract.

Intentionally disregarding these policies will lead to student disciplinary sanctions of varying severity. Possible sanctions may include:

First Offense: A reminder of policies and possible fines, reimbursement to the University, and community service.

Second Offense: Reimbursement to the University, community service and fines, depending on policy violated.

Third Offense: All or partial dining hall privileges temporarily or permanently removed. **You will not be reimbursed for unused meals in disciplinary actions.**

Special Dining Events

Because APU's dining services is run directly by the University, our kitchen staff often help put on many special events for students on-campus throughout the year. **Examples of such activities include:**

Alaska Salmon Bakes
Iron Chef Competitions
Cooking Classes
Tea Parties
Fancy Dining Nights
Coffee Houses
Snack Times

Dining Hall Information

To-Go Container Policy

To help APU's carbon footprint and to eliminate waste, dining staff has limited to-go containers only to those individuals who have class or work during the meal hours. Dining hall staff does not provide to-go containers for leftovers or unfinished meals. Students found misusing or abusing the to-go policy may have this privilege revoked at the discretion of the Director of Dining Services.

Sack Meals

If you will be traveling for a class during a meal time, you may request a "sack meal" for that day. Sack meals must be requested at least two-days in advance so staff can prepare them. Requests made the day of will not be honored.

To request a sack meal, email Dining Services at dining@alaskapacific.edu and include the date of your class trip, which meal(s) (breakfast, brunch, lunch, dinner), your class name/number, and the name of your professor. It is also recommended to include important dietary information if you have specific food-related allergies or needs.

Special Requests

Have a special dish from home you're missing? Talk to the Director of Dining Services or leave a note on the whiteboard in the meal line. Dining staff try to make all special requests happen within a week, but some requests take a bit longer. Staff is open to all suggestions and want to make your dining experience feel like home.



Information Technology (IT)

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



The IT department is on the first floor of Grant Hall and is open Monday through Friday, 8:00 AM—5:00 PM. The best way to reach IT is by email at ithelpdesk@alaskapacific.edu. IT can also be reached at (907) 564-8350.

Student ID Cards

The IT department is where you will get your photo ID made. **Let them know you are an on-campus student so that you receive a keycard that will work as your room key and meal plan.** Your student ID is needed for entry to many educational and social programs associated with Student Life. You will need your ID to access the Consortium Library.



UAA/APU Consortium Library

Computer Labs on Campus

The Academic Support Center (ASC) 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 throughout all of campus, including many green spaces, and in resident rooms. You can connect to the wireless network using your APU login and password.

Student Email

Your APU email account will be used for all official University communications. It is important that you routinely check your email so as not to miss important announcements, notices, deadlines, and class correspondence from your faculty or staff. Your email address is your **APUusername@alaskapacific.edu**.



IT Helpdesk

IT will help you with network issues and logins for your various APU accounts.

Campus Life Policies and Procedures

Each resident of Campus Life is individually responsible for compliance with these provisions of the APU Campus Life Handbook, Student Handbook, University Policies, and all Local, State, and Federal laws.

There are three community interests that Campus Life policies and procedures are designed to support.

- ◆ **Health and Safety**—*Maintaining the physical, mental, and emotional health or safety of either the group or 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 Campus Life program.*

Abusive, Harassing, and Intrusive Conduct

University policy forbids conduct which involves actual or threatened physical violence, hazing, indecent behavior, and harassment, including both general harassing behaviors and harassment based on an individual's race, color, religion, sex, age, national origin, sexual orientations, disability, marital status, veteran status, membership in armed uniform services, or gender identity. University policy forbids related actions that invade one's personal privacy, such as unwanted phone calls, any harassing electronic communications, and/or abusive letters.

Sexual Misconduct Policy (Title IX)

Students are responsible for knowing the following:

APU students, guests, and other members of the University community have a right to be free from any form of sexual violence, including sexual harassment. All members of the APU community and guests need to know that the university will not tolerate gender based sexual misconduct. Should an allegation of sexual misconduct be brought to University Officials and it is found to be in violation of this policy, disciplinary actions and other means will be implemented to ensure that the behavior is not repeated. This policy is designed to explain how sexual misconduct cases are addressed by the University and help define the institution's expectations for students, staff, faculty, and campus visitors. It also describes the processes and procedures used when allegations of sexual misconduct are raised.

TITLE IX:

NO PERSON IN THE UNITED STATES, SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.

Title IX of the Education Amendments of 1972

Campus Life Policies and Procedures

University Expectations with Respect to Sexual Misconduct

TITLE IX & NONDISCRIMINATION & HARRASSMENT

Grant Hall

Title IX Coordinator: (907) 564-8286

Title IX Deputy: (907) 564-8299

Alaska Pacific University has trained staff members to respond to concerns in all areas described herein. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of APU where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. APU prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and all other forms of nonconsensual sexual conduct.

This policy applies to all members of APU including students and employees. Enforcement of this policy and reports of violations are to be fairly and impartially expedited by the Title IX Coordinator or Title IX Deputy. The expectation is that all members of the APU community are participants and bear a shared responsibility for upholding these standards.

APU does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, or sexual orientation in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

Reporting

Students who believe they have been subjected to harassment, including sexual violence, should report the concern to one of the following people on campus.

Manda (Hill) Burkhart

Director of Campus Life

Atwood Center

(907) 564-8299

ahill@alaskapacific.edu

Stephanie Harrod

Title IX Coordinator

President's Office Grant Hall

(907) 564-8890

sharrod@alaskapacific.edu

Campus Life Policies and Procedures

Students can also report the concern to the United States Department of Education.

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Reporting Obligations

When a report is filed, APU will initiate a preliminary inquiry to determine if a sexual misconduct violation has occurred. Should this initial work reveal a sexual misconduct violation, a thorough and impartial investigation will be conducted. APU administrators are required by federal law to issue timely warnings to the APU community about sexual violence incidents when there is reason to believe substantial threat exists to the APU community. APU will limit information about people filing the report to protect their identity while also attending to the health and safety interests of the larger community.

Should the investigation lead to conclusion that a different misconduct occurred, APU will implement remedies to end the behavior, prevent its recurrence, and alleviate the impacts.

Retaliation

This policy prohibits retaliation and the violation of interim measures. Retaliation includes acts, words, or attempts to seek retribution or take action against a person because of that person's good faith participation in the reporting, investigation, or resolution of an alleged violation of this policy. Retaliation may include intimidation, threats, coercion, or adverse educational or employment actions. A good faith pursuit by either party of civil, criminal, or other legal action does not constitute retaliation. Interim measures are those services, accommodations, agreements, and arrangements that APU secures for complainants after receiving notice of alleged violations of policy, but before any final outcomes have been determined. Failure to comply with interim measures is a violation of this policy.

Title IX Investigation Timeline

In cases without significant complications such as police investigations and legal interventions, Title IX investigations adhere to the following timeline:

Campus Life Policies and Procedures

- 1. Event reported:** Within 48 hours of an incident being reported to the Title IX Coordinator or Title IX Deputy, the report will be assessed and assigned to the appropriately trained employee.
- 2. Investigations commence:** If the report is determined to be a potential case of discrimination, sexual harassment, or incidents of sexual violence, an investigation will commence as per processes outlined in the corresponding handbook. This determination will commence within five working days of the initial report.
- 3. Investigations conclude:** Investigations will be completed within 60 days of the initial reporting. Upon completion of the investigation, all parties involved will be notified of the conclusions.
- 4. Corrective actions taken:** The Dean of Students shares the conclusions with the complainant and the respondent, meeting with both parties with a minimal separation in time. A resolution of the complaint is facilitated, if possible. In cases where allegations are identified as having merit, the Dean of Students will facilitate appropriate actions to remedy the situation and attempt to assure that no further incidents will occur. These actions may include disciplinary sanctions such as removal from on-campus housing, suspension, or expulsion.
- 5. Appeals:** Appeals must be filed within 15 business days.
- 6. Appeal decisions:** Administrators or committees responsible for the handling of appeals have 15 business days to complete their review and reach a decision. Reference Appeals Board (page 26 of the Student Handbook).

Sexual Misconduct

APU students, employees, guests, and other members of the APU community have a right to be free from any form of sexual harassment or sexual violence. Should an allegation of sexual misconduct be brought to APU officials and a policy violation found, disciplinary actions will be implemented to ensure that the behavior is not repeated.

If you are sexually assaulted, you should seek medical and psychological help as soon as possible.

Resources for addressing Sexual Harassment:

Title IX Coordinator (907) 564-8286
Title IX Deputy (907) 564-8299
Anchorage Police Department (907) 786-8500
Standing Together Against Rape (S.T.A.R.)
24-hour Rape Crises Line (907) 276-7273

Campus Life Policies and Procedures

Policy Definitions

Sexual Consent

Consent is a clear and unambiguous agreement, expressed outwardly through mutually understandable words and/or actions, to engage in a particular activity. Consent must be given voluntarily and cannot be obtained through coercion or force. An incapacitated person is unable to give consent. Coercion, force, and incapacitation are defined in subsequent sections.

Consent is not to be inferred from silence, passivity, or lack of resistance. Relying on non-verbal communication alone may not be sufficient to ascertain consent. **A person under the age of sixteen cannot consent to sexual activity of any kind.** Consent is not to be inferred from an existing or previous intimate relationship.

Consent to engage in one sexual activity is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later occasion. Consent must be given at the time of the sexual activity.

Consent to engage in sexual activity with one person is not consent to engage in sexual activity with any other person. Consent cannot be conveyed by a third party but must be communicated between participants.

Consent must be on-going and may be withdrawn by any party at any point. Once consent is withdrawn, the sexual activity must cease immediately.

Sexual Coercion

Coercion is conduct that would reasonably place an individual in fear and is employed to compel someone to engage in sexual activity. Coercion includes, but is not limited to, intimidation and expressed or implied threats of physical, emotional, reputational, academic or financial harm to any person. The intentional use of alcohol or other drugs to render a person incapacitated also constitutes coercion.

Sexual Force

Force is the use or threat of physical violence or intimidation to compel someone to engage in sexual activity.

Incapacitation

Incapacitation constitutes a state in which a person can no longer adequately process information to make an informed, reasoned judgement. Incapacitation may result from the consumption of alcohol or other drugs. In addition, a person is incapacitated and cannot consent if that person is asleep, seriously ill, unconscious, intermittently conscious, or physically or mentally unable to make informed, reasoned judgments.

Campus Life Policies and Procedures

Incapacitation will be determined on a case-by-case basis, and will involve an analysis of whether a responding party “should have known” that the complainant was incapacitated, or played a role in the complainant becoming incapacitated.

Types of Sexual Misconduct

Sexual misconduct includes sexual harassment, sexual assault, intimate partner violence, stalking, and sexual exploitation as well as other misconduct of a sexual nature.

Sexual Harassment

Sexual harassment includes “hostile environment” harassment and “quid pro quo” harassment.

Hostile Environment Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment if such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with a person’s university education, employment, or activities.

Quid Pro Quo Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment if submission to such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in university activities. This is referred to as “quid pro quo” harassment.

When sexual harassment occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Unwelcome Sexual Contact

Sexual assault is any type of sexual contact or behavior that occurs by force or without the consent of the recipient of the unwanted sexual activity. Sexual assault includes rape as well as other forms of sexual assault. Rape is the non-consensual penetration of any orifice with any object. Other forms of sexual assault include attempted rape, fondling, and other physical sexual activity that occurs without consent.

When sexual assault occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Intimate Partner Violence

Intimate partner violence, also known as domestic violence or dating violence, is

Campus Life Policies and Procedures

defined as an act or pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over another intimate partner. Not all intimate partner violence is sexual in nature, but sexual misconduct and intimate partner violence can overlap.

Stalking

Stalking is the repetitive and/or menacing pursuit, following, and/or harassment of a person which interferes with that person's well-being and safety or the well-being and safety of that person's family, friends and/or associates. Stalking and harassment may also occur digitally through cell phones, the internet, social media platforms, or other technology. Not all stalking is sexual in nature.

When stalking occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Sexual Exploitation

Sexual exploitation may include allowing third parties to observe private sexual activity without consent, engaging in voyeurism (watching private sexual activity without consent or viewing another person's intimate parts in a place where that person has a reasonable expectation of privacy), recording, disseminating, or transmitting private sexual images or sounds without consent, and prostituting another person.

When sexual exploitation occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Other Sexual Misconduct

Any sexual behavior that could reasonably be expected to inflict unwanted harm upon another member of the campus community may fall under the category of sexual misconduct. Other sexual misconduct includes unwanted physical contact, touching oneself sexually for others to view without their consent, and knowingly exposing another person to a sexually transmitted infection or virus without that person's knowledge.

When such behavior occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Campus Life Policies and Procedures

Workplace Relationships

When members of the APU community participate in a personal relationship with romantic or sexual implications and their positions have unequal status or power (such as faculty/student, front line staff member/supervisor, student leader/student office assistant) APU has an interest in helping address the risks inherent in such situations. Often, when relationships of these types change or disintegrate, the parties involved may have different perceptions of what occurred ultimately leading to complaints. When there are power differences, even a fully consensual relationship can evolve to where there could be charges of sexual misconduct. APU allows community members to make private choices in personal relationships as long as those alliances do not affect the ability of APU to accomplish its goals and enforce policies.

There are many examples where romantic or sexual relationships between co-workers or supervisors and their employees have created unethical and problematic situations. Therefore, anyone involved in these types of relationships are required to inform their supervisors of these situations without delay. It is likely employees and student leaders in these types of situations will be reorganized so there are no lingering supervisory or evaluative responsibilities between people involved in consensual relationships. This policy requires transparency and self-reporting or disciplinary action can result.

CONSENT IS

ACTIVE

Unmistakable via words or actions

**NO always means NO
Only YES means YES**

CLEAR

Direct communication

KNOWING

Fully conscious, not impaired by drugs or alcohol

ONGOING

Confirmed at each level of sexual activity

VOLUNTARY

All are willing participants

REQUIRED

Not inferred from clothing, alcohol consumption or dancing

All sexual interactions must occur between consenting adults.

Campus Life Policies and Procedures

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 APU community.

Room Entry and Opening of Residence Hall Rooms

Residence hall rooms and unit door are to be opened only for the occupant of that room, suite, or unit. Residents may be asked to show identification. Staff will not open a door for anyone except the resident of the room, unless in accordance with the law.

Students shall be free from unreasonable search and/or seizure regarding their person and personal property. However, University Officials, including Resident Assistants, are authorized to enter, search, and/or inspect student rooms, suites, units, and public rooms in the group living areas under certain circumstances. There are three common occasions when room entry may be necessary; Health and Safety Inspections, Room Searches, and Performance of Duty.

Health and Safety Inspections

Campus Life staff conducts periodic health and safety inspections in each suite and unit. Health and safety inspections will be announced in the residence halls at least five days prior to the date of inspection. The purpose of these inspections is 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 the maintenance and repair of equipment.

If unsafe or unhealthy living conditions are found in a room, suite, or unit, residents will be required to correct them within 48 hours. If cleaning is warranted and not completed within the 48 hours, the area will be cleaned by the University's contracted professional cleaners and the associated costs charged to the resident(s).

During health and safety inspections, staff members will not open closets, drawers, or luggage. Staff members may inspect refrigerators and common area storage areas. Please contact the Director of Campus Life if you believe

Campus Life Policies and Procedures

an area has been inappropriately inspected. Multiple health and safety inspections will also take place during winter break to check on heating systems and items that may require immediate maintenance attentions while the halls have been vacated. Campus Life staff will address all policy violations during their inspections.

Room Searches

Searches of student rooms by University Officials shall be authorized and conducted under one or more the following conditions: by consent of the occupant(s) of the room, upon reasonable cause to believe that there is a violation of the Code of Conduct, and/or by warrant issued by an appropriate legal body/agent.

Performance of Duty

University Officials reserve the right to enter a student room, suite, or unit, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behaviors, maintenance and IT repairs, illness, hazards, and other similar emergencies or potential crises. In instances where it is possible, such as planned maintenance, residents will be given at least 48-hours notice of entry.

Maintenance Requests and Repairs

Campus Life contracts with Alaska Pacific Properties to perform all reasonable maintenance repairs on campus. If you have a maintenance concern, please submit a work order by visiting "MyAPU > SharePoint > Community > Facilities & Maintenance". Be as specific as possible when reporting a problem and provide a good contact number for you in case the maintenance staff has questions about your work order.

Repair work on items resulting from normal wear and tear or equipment breakdown not caused by the resident or a resident's guest is repaired free of charge to the resident. If it is determined that abuse, negligence, vandalism, or misuse caused the damage, the responsible resident(s) will be billed for the cost of the repair. If individual responsibility for a common area damage cannot be determined, the cost of the repair will be split among all the residents connected to that common area.

Once a maintenance request has been made, the maintenance staff will

Campus Life Policies and Procedures

Respond. Due to the unpredictable number of work orders for any given day, Campus Life cannot guarantee a specific time the maintenance staff will arrive to make the repair. If three (3) business days pass with no response, please contact the Director of Campus Life. You can expect that maintenance staff will not enter your space until after 9:00 AM, unless there is a maintenance emergency that requires immediate attention.

Appliances and Cooking Policy

Open coil appliances are **NOT** permitted in the residence halls. This includes toaster ovens, hot plates, and electric skillets. Unauthorized appliances will be confiscated and returned to the owner during their final move-out from APU housing. Cooking in North and South Atwood is limited to microwaves, closed-coiled popcorn poppers, sealed unit coffee makers, and thermostat controlled hot pots and crock pots. Residents in Segelhorst and University Village may use the University-provided stove and oven for cooking purposes.

A refrigerator is provided in each unit of Segelhorst and University Village. Residents may bring their own mini fridge to keep in their bedroom, but it must conform to the University policy of being under 5.0 CF, 36" tall, and 1.5 amps. The refrigerators provided by the University are to remain frost free. This is to help maintain the best working order of the refrigerator. To get the best results, it is important to clean the refrigerator on a regular basis. Refrigerators not defrosted prior to move-out will incur a defrosting and cleaning assessment charge. When defrosting refrigerators, **DO NOT USE SHARP OBJECTS TO CHIP AWAY THE ICE!**

While University owned appliances are used by the residents of the unit, they belong to Campus Life and are expected to be kept clean and maintained for health and safety purposes. All other appliances must be approved by the Director of Campus Life prior to using.

Sun lamps, halogen lamps, air conditioners, and certain space heaters are not permitted. Space Heaters that have a safety shut off, in case of tip over or overheating, are permitted. If you have questions about this, please contact Campus Life. A limited number of approved space heaters will be available for check out on a first come, first reserved basis.

Only transient voltage surge suppressers should be used as power strips. All

Campus Life Policies and Procedures

other cords or multi-plug adaptors are prohibited.

Open Heating Elements and Open Flames

Candles, incense, potpourri burners, and all items with an open heating element or an open flame are prohibited within the residential living areas. Special exemptions for religious, cultural, social, or honorary ceremonies may be permitted by petitioning the Director of Campus Life.

Bicycles

Students are allowed to store their bicycles on-campus at the various bike racks around campus. For the convenience of the residents, a bike rack is located in front of each residence hall. Residents must provide their own bike lock and chain. Bicycles are not allowed inside of the residence halls and should not be stored in common areas, entryways, or lounges.

Disorderly Conduct

Behavior that is disruptive to orderly community living is prohibited. This behavior includes, but is not limited to, throwing items in the hallways and/or lounges, bouncing balls, throwing objects out of the window, fighting, committing pranks, or any other behavior which may cause physical injury, property damage, or is potentially dangerous or disturbing to the health and well being of residents and staff.

Pets

Pets are not permitted in the University residences, including student rooms, suites, and units. Fish in an aquarium no larger than 10 gallons are the only exception to this policy. Fish tanks should be regularly maintained. Pets of guests may not “visit” suites or units, 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 will be charged to the resident.

Legitimate service and Emotional Support Animals are allowed **with prior approval**. See the policy on Service and Assistant Animals for further information (pages 58-60).



Campus Life Policies and Procedures

Smoke and Tobacco Free Policy

APU has committed itself to becoming a smoke and tobacco free campus. This applies to the use of all tobacco and tobacco-related products. Tobacco and smoking-related products are prohibited within all University property, buildings, and vehicles. Littering in an area with, or the remains of, tobacco-related or smoking-related products is also prohibited. This includes vaping and chewing tobacco.

This policy applies to all university events, events held on University grounds or property, and applies to all members of the University community including faculty, staff, students, friends, volunteers, customers, vendors, contractors, guests, and visitors.

There are few exclusions to this policy. A person wishing to use tobacco or tobacco-related products may do so in their own personally owned vehicle parked or being driven onto campus, on public sidewalks or public right-of-ways that border campus, or through the use of a non-combustion nicotine product, such as patches or gum. The use of tobacco products needed for academic research may be allowed, but must be approved through the Academic Deans Office in advance.



Resident Hall Alcohol Policy

Campus Life 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, or furnishing an alcoholic beverages on APU owned or controlled property, or at University supervised functions, unless authorized by the President, is prohibited. Offenders will be subject to University disciplinary action, legal prosecution, or both.

Exempt Suite Program

Resident who are 21 and over, living with other residents 21 and over, may apply for the Exempt Suite Program, formally known as The Pilot House Program. This program is open to all students of age in North Atwood, Segelhorst, and University Village.

Campus Life Policies and Procedures

The process to be approved for the Exempt Suite Program starts with talking to the Dean of Students and Director of Campus Life, and receiving an emailed application from them. All suitemates must complete the application together and submit it online. After the application is received, all residents of the suite, the Dean of Students, and the Director of Campus Life will meet to discuss the application. If the Dean of Students and Director of Campus Life agree to the application, it will be taken to the President for final approval.

An Exempt Suite is not fully approved for the program until final approval has been granted by the President. Campus Life or the Dean of Student's Office can revoke a suites exemption at any time if a suite is found in violation of University alcohol policies, this includes providing alcohol to minors, or for any other reason they deem necessary.

Drug Policy

Use, possession, manufacturing, distributing, or being under the influence of any legal or illegal narcotic, controlled substance, or intoxicant is strictly prohibited. All such cases or evidence will be referred to the appropriate law enforcement agencies, as well as be subject to University disciplinary actions.

Noise and Legitimate Educational Purpose

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

Courtesy hours are in effect 24 hours a day, meaning that the sound level should be confined to an individual's room and not 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 expected to be done immediately. In addition, specific quiet hours are as follows:

Sunday-Thursday: 11:00 PM—9:00 AM

Friday & Saturday: Midnight—10:00 AM

Campus Life Policies and Procedures

Noise violations may be, but are not limited to, noises that are clearly distinguishable in the hallways and lounges during quiet hours. It may involve music, heavy bass or percussion noises, alarms, pounding on doors or walls, bouncing of balls, or any general failure to respect other residents. Bands shall not practice within the residence halls. Campus Life reserves the right to require a student to remove a stereo, any musical instrument, or any other source of disturbing sound from the residence halls, if the resident does not consistently comply with courtesy or quiet hours.

Residents and guests may be asked to leave if they are too loud, disruptive, or violating policy. **24-hour quiet period will begin at 10:00 PM the Friday before finals and will continue until 5:00 PM the following Friday.** The extended quiet hour period will happen each semester during finals week.

Gambling

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

Campus Life Policies and Procedures

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.

Firearms, Knives, and Weapons

Possession of any firearm, including and not limited to, rifles, shotguns, handguns, paintball guns, and air guns, are strictly prohibited on University property, including resident suites, units, and cars. Possession of ammunition for firearms or any explosives, such as firecrackers, fireworks, dynamite cartridges, bombs, grenades, and mine explosive devices are also prohibited. In addition, possession of weapon parts, knives with blades longer than 6", bows and/or arrows, machetes, martial arts weapons, sling shots, leaded cans, brass knuckles, blackjack, mace/pepper spray, or other similar devices are prohibited.

Any internal combustion engine, automobile batteries, acids, gasoline, propane tanks, or barbecue grills are not permitted in the residence halls or apartments/houses. Knives are prohibited, except for kitchen tools and pocket knives. No pocket knife may have a blade longer than six inches. The list of prohibited knives includes bowie knives, daggers, swords, switchblades, or any other knife used with the intent to cause injury to another person.

Flammable materials, such as fuel, camping fuel and motorized vehicle fuel, or corrosive chemicals are restricted from the 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 circumstance. If you are concerned that your detector may not be working, please

Campus Life Policies and Procedures

notify the Campus Life Office or place a work order with maintenance.

Sprinkler Systems

When set off, sprinklers cause about \$20,000 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 of the sprinkler heads or pipes, as it could cause them to go off.

Fire Alarms and Emergency Evacuations

Every time the fire alarm sounds, or any emergency arises, it must be treated as a real threat, and students and their guests are expected to follow the building evacuation guidelines below:

1. Put on your shoes and coat (especially in winter weather).
2. Leave your room with the lights on, doors closed, windows closed, and blinds open.
3. Proceed outside and meet in the designated area.
North & South Atwood—Meet in the Atwood Parking Lot.
Segelhorst—Meet on the path leading to North Atwood.
U. Village—Meet at the top of the hill, near the dumpster.
4. Remain outside until you are given the all clear signal from Campus Life Staff.

Guests and Overnight Visitors:

Guests must be escorted at all times and in all areas of the residence halls by their host. Hosts (students) are responsible for the conduct of their guests at all times, and guests are expected to abide by all Campus Life policies set forth in this handbook, as well as those in the Student Handbook. Guests who are acting inappropriately will be asked to leave the residence halls immediately.

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

Guests may not stay longer than three (3) nights in a seven (7) day period, or more than eight (8) nights in a semester. If a guest needs to stay longer than three nights, please speak with your roommate/suitemates **and** the Director of Campus Life in advance.

Campus Life Policies and Procedures

Windows and Roof Access

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.

Janitorial Services

Campus Life contracts with an outside cleaning service, Q-1, to provide regular, weekly cleaning of the bathrooms in North and South Atwood. South Atwood residents can expect to see a janitorial staff member in their suite on Tuesdays. Janitorial will be in North Atwood on Thursdays. To ensure that your bathroom is properly cleaned by staff, make sure you have moved all of your personal items off of the bathroom counters, sinks, bathtub/shower walls, etc. on the day janitorial is to be cleaning your bathroom. Janitorial is also responsible for cleaning the 1st and 2nd floor lounges in North and South Atwood as well as the hallways and stairwells in Segelhorst.

Janitorial is not responsible for cleaning your bedroom or any other spaces in your common room. If you fail to maintain a clean space in your suite, Campus Life will first ask you to clean up your space. If you do not clean your space by the deadline given to you by Campus Life, janitorial will be asked to come and clean it for you, at your own expense. See the Cleaning and Damage Charge List at the end of this handbook.

Garbage and Recycling

Residents are responsible for removing their trash and recycling from their living spaces. North and South Atwood residents may use the dumpster in the loading bay off the basement of the Atwood Center. Segelhorst residents should use the dumpster near the road, and University Village residents should use the dumpster at the top of the road. Residents may not leave garbage in the stairwells, in hallways, lounges, garages, storage units, or in front of their houses/doors. Residents found not properly disposing of trash will be assessed a trash removal fee.

What can be recycled?

Mixed Paper

Plastics

Aluminum & Tin

Glass

We may not recycle plastic bags with this program. You may gather your

Campus Life Policies and Procedures

Appropriate recycling containers. Most items can be placed in the green and yellow roller containers, mixed together. Glass and corrugated cardboard are the two exceptions to this process. The nearest recycling location to the residence halls is at the rear entrance of the Atwood Center.

Glass will not be picked up by AK Waste, however, there will be special bins designated for glass only, which will be transported to the recycling center as needed.

Cardboard is recycled in the large receptacles outside of Grant Hall or by the Atwood Center. Small paperboard boxes (cereal boxes) may be recycled as mixed paper.

How Do I Get Involved?

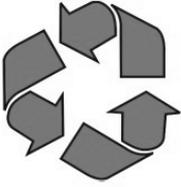
Staff will *not* be collecting recyclables from residence hall rooms, lounges, offices, or office suites, so please ensure you are emptying your own recycling into the designated containers in the recycling area for the recycling team to pick up.

I challenge everyone to take initiative to become more involved. Recycling is one of those types of programs that needs support to continue its viability. Please remember that the recycling isn't leaving the university on its own; our peers and our students are moving it. Try to be neat and avoid throwing garbage into the bins; we needn't make the job a miserable one for the people willing to take it on. If you have any questions, please speak with Chris Pavadore in Dining Services.

Thank you all for doing your part in this effort!



Campus Life Policies and Procedures



Mixed Paper

- Glossy paper
- Junk mail (window envelopes are ok!)
- Paperboard (e.g., cereal boxes)
- Newspapers, phone books, magazines
- Food-contaminated items are *not* recyclable (stains, grease)



Plastics

- PET #1
 - soda and water bottles
- HDPE #2 jugs with a screw top neck
- Remove *all* tops
- Rinse before recycling
- NO PLASTIC BAGS



Glass

- Empty *and* rinse all containers
- Not picked up by AK Waste

Aluminum/Tin

- Empty *and* rinse
- Soda cans, canned foods, #10 cans
- Labels may be recycled on can

Campus Life Policies and Procedures

Storage

Limited storage space is provided to students in each residence hall, free of charge. Summer storage is on a space available basis for students living on campus the next fall only or for APU students participating in the Eco-League program. All items must be clearly labeled with your name, the date you are placing them in storage, your phone number, and where you next living assignment will be. Storage labels are provided by the Campus Life Office and can be picked up outside the offices. The University is not responsible for any items placed in storage.

Parking on Campus

Parking is FREE to all students and visitors! All vehicles are required to register with Campus Safety and receive either an APU parking sticker or a guest/temporary permit. Unapproved cars parked in reserved spaces or in non-designated spaces are subject to ticketing, fines, and disciplinary action. Street parking on the row is strictly prohibited.

Heat

Heating systems within all the residential areas are thermostat controlled. If your heating system is not operating properly, please complete an online maintenance request. If you are too hot, opening your window will only cause the system to pull out more heat. Turn your heat down or off instead, and turn on a fan. If you are cold, approved space heaters can be checked out from the Residence Resource Room (R3). They are available on a first come, first reserved basis. You may also purchase your own space heater, so long as it have an emergency (tip over and over heat) shut off feature and there are no exposed heating elements. **Oil based spaced heaters are not permitted.**

Laundry

Coin-operated laundry facilities are provided in each residential facility. North and South Atwood residents share a laundry room in the basement of the Atwood Center, Segelhorst residents share a facility on the first floor of the building, and each University Village unit has its own washer/dryer that is share by the house residents. All washers and dryers are available 24/7. The cost to wash and dry is \$1.50 per load. If there is an issue with the washers or dryers, please put in a maintenance request. Campus Life is not responsible for any items places in the machines. Please use common courtesy while using the facilities. Do not remove or take items that are not yours from the machines. Remove your items in a timely manner when they have finished in a machine. Do not let items sit in the machines overnight or all day long.

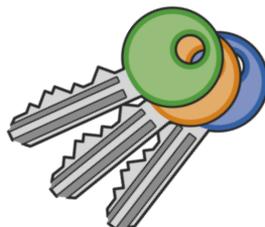
Campus Life Policies and Procedures

Room Decorations

Campus Life wants you to have the freedom to express yourself and to make your space feel like home. We only ask that keep the “**Leave No Trace**” philosophy in mind as you start to decorate your space. Avoid doing things that may damage walls or woodwork like painting, using pins, nails, thumbtacks, staples, duct tape, or other hard to remove adhesives. 3M strips are great, but can sometimes damage the walls in University Village and Segelhorst. Posters, plants, bedspreads, and a throw rug can help make your room feel like home.

Keys

The outside doors of the residence halls are all locked 24/7. For residents in North Atwood, South Atwood, and Segelhorst, your student ID will work as the key that allows you to gain entrance to the building and to your suite. Residents in South Atwood and certain resident in North Atwood will also be given bedroom keys. Residents in University Village will be given keys that will allow them access to their house and to their bedrooms. These keys will allow you to come and go as you please.



You and your fellow residents bear the responsibility for maintaining security of the building by not letting strangers into the building, propping or taping doors, or giving your keys to friends. It is a fire safety hazard to leave your bedroom and suite doors propped open.

If you lose your hard key or ID key, please notify Campus Life immediately so that a new key can be made, and locks changed, if necessary. If your ID key is lost you will need to stop by IT to get a replacement card printed. Your student account will be billed for all lost keys and lock changes. Please see the Cleaning and Damages Charge List at the end of this handbook.

Recreation & Fitness

A benefit to living on campus is enjoying the easy access of to APU’s Weight Room & Climbing Wall located in the basement of the Atwood Center. This fitness center features free weights, weight-lifting machines, aerobic machines, and a variety of other equipment, as well as the bouldering wall area. Students can also rent outdoor camping and



Questions? Concerns? Comments?

Email us!

housing@alaskapacific.edu

Base Camp Store & Mailroom

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. To mail items in advance, please use the following address:

YOUR NAME
%CAMPUS LIFE @ APU
4101 UNIVERSITY DR.
ANCHORAGE, AK 99508



The Base Camp Campus Store and Mailroom are located on the first floor of Grant Hall. Questions about mail delivery should be directed to the APU Mail Room by calling (907) 564-8218.

Any student registered for classes at APU may request a mailbox for their personal use. The mailroom staff reserves the right to refuse or revoke box privileges to any box holder if they suspect a violation of University policy or state or federal law. A mailbox request form from the mailroom must be filled out in order to receive a mailbox. An APU student ID must accompany the student when applying for a mailbox.

Students can send and receive mail through the APU mailroom.

Sent and received packages may not contain any of the prohibited items listed on poster 138 of the United States Postal Service or in the DMM 601.10 guidelines. Mailroom staff will ask a student sending mail if packages contain these items.

Should a package be addressed to a student and be identified as containing an illegal product, a prohibited item, or something potentially hazardous, the mailroom staff, in consultation with the Business Services Director, may delay delivery until a meeting can be arranged with the student and the Dean of Students.

University policy violations may be referred to the Dean of Students office for disciplinary actions.

Students are responsible for their mailbox keys. The initial key will be incorporated into the student's housing registration. Replacement keys are \$10.00 per key and must be paid for at Base Camp. A fee of \$50.00 will be charged for failure to return mail keys when leaving APU permanently.

Base Camp Store & Mailroom

If a mailbox has not been emptied at least once a month, or is overflowing, and the mailroom staff cannot establish contact with the holder nor knows of any plans for their absence, a slip requesting the holder to contact the mailroom will be placed in the mailbox. If after two weeks there is no contact, the mailbox will be closed and mail returned to sender.

If a student will be gone for a long period of time (semester off, summer, eco-league), they must notify the mailroom staff and provide a forwarding address. Forwarding of mail will be done by the mailroom staff for a six-month period of time. After six-months, mail will be returned to sender.

Only first class mail can be forwarded through the USPS and is limited to addresses within the US. Packages will not be forwarded. If a phone number is left with the mailroom, staff will attempt to contact the recipient.

If a student has no mail delivery option at their new destination, they may request that their box move to a provisional status in which only first class mail would be kept in the box. All presorted standard mail will be recycled and the mailbox will not be used for package deliveries.

Graduating students may keep their boxes for up to six-months after graduation. During this time all other mail policies will still apply to their boxes. Graduated students may close their boxes earlier if they wish. If a forwarding address is not provided at the end of the six-month period, mail will be returned to sender.

Non-APU persons may not hold a mailbox. Each mailbox holder must be enrolled in an APU class. Certain mailbox holders have been grandfathered into their box and are eligible to keep their mailbox until their employment status at APU changes or they request their box closes.

International students can work with the mailroom to comply with federal regulation concerning their address changes to comply with all USCIS and ICE regulations according to their visa type.



Service and Emotional Support Animals in Residence

SERVICE & ASSISTANCE ANIMALS Atwood Center
Disability Support Services: 564-8287

The Disability Support Services (DSS) Office supports and advocates for students who experience disabilities. DSS coordinates support services and reasonable accommodations for APU students who experience disabilities, and provides resources for the University and community. Alaska Pacific University recognizes the importance of allowing people who require the use of service or assistance animals to receive the benefit of the work, tasks, or therapeutic support provided by such animals on campus. However, service animals, assistance animals, and pets are not the same.

Service Animal: A service animal is a dog (and in certain circumstances, a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. In compliance with the Americans with Disabilities Act of 1990 (ADA), institutions that receive federal funding are required to allow the use of service animals on college campuses in order to provide equal access to programs, activities, and services. Under this policy, Alaska Pacific University allows service animals in all buildings, including residence halls and dining areas, as well as at activities and events when the service animal is accompanied on campus by students with a disability.

Assistance Animal: An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal does not have to be professionally trained and is not considered a service animal as defined by the ADA.

Pet: A pet is an animal kept for ordinary use, pleasure, and companionship. Campus Life residential housing programs have separate policies regarding pets.

Do I have to register my Service or Assistance Animal?

It is encouraged, but not required, that students who need the assistance of a service animal on campus register with DSS.

Please note however, that students requesting to have an assistance animal, including an emotional support animal, must register with DSS prior to arriving on campus.

Use of Service & Assistance Animals in Residence Halls

Campus Life has modified the "Dogs on Campus" policy in the residence halls to accommodate the use of service animals and assistance animals by students with disabilities.

It is a violation of the Campus Life Handbook for a student to commit, attempt to commit, aid, encourage, facilitate or solicit the commission of any of the following: Violation of any duly promulgated University Housing Policy; possess animals of any kind within APU housing, except officially approved pets, service animals, or assistance animals.

Service and Emotional Support Animals in Residence

Expectations, Rights, and Responsibilities

- The care and supervision of all animals is the responsibility of the individual with the animal.
- If the animal is not under control of its owner or handler and the individual does not take effective action to control it; the animal is not housebroken; the animal's presence poses a direct threat to the health or safety of others or the animal has a history of such behavior; or the animal's presence fundamentally alters the nature of a program or service, the individual may be asked to remove the animal.
- All dogs must be leashed or harnessed, unless the dog is a service animal and the restraint interferes with the animal's work or the individual's disability prevents using these devices.
- Animals may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, parking meters, posts, etc.
- Alaska state law requires dogs, cats, and ferrets to have rabies vaccinations, and the Municipality of Anchorage requires dogs to be licensed. Additional documentation regarding health and vaccination of animals may be required by law.
- Individuals with service and assistance animals are not charged extra fees or deposits, however all individuals with animals will be held responsible for any damage caused by their animals.
- The animal's owner or handler shall be responsible for the immediate and proper disposal of animal waste.
- Individuals other than the owner or handler should not touch, feed, or otherwise distract service animals. They are working animals who must remain attentive to their duties.
- If an individual is concerned about exposure to an animal (e.g., the individual experiences severe allergies), that individual may request an accommodation through Disability Support Services (if a student). APU is committed to balancing the needs of individuals with the needs of the University community and appreciates the cooperation of all students, faculty, staff, and visitors.
- Service and assistance animals cannot be left under the supervisory care of any individual on campus except for the owner or handler.
- Assistance animals should not leave the owner's room, unless it is to relieve the animal, or in case of a building emergency.
- Assistance animals must be in good health and well-groomed.
- Service and assistance animals may not be left alone overnight or for a period of time greater than eight consecutive hours.
- For emergency purposes, Campus Life will place a picture of registered service or assistance animals on the suite door, identifying that a service or assistance animal lives in the suite.

Service and Emotional Support Animals in Residence

- Pets will not be allowed at any time in any kitchen, food serving or dining area, or any area where classes, meetings, group studying, or social activities are taking place, or in laboratories using chemicals or involving hazardous procedures.

Relief Areas

The default area for animal relief is the tree line at the edge of the woods. Animal waste must be disposed of in dumpsters or specified trash receptacles. Office, suite, and common indoor trash receptacles are not to be used as animal waste disposals.

Failure to Comply

Violation of these regulations may result in confiscation of the animal and/or administrative or disciplinary action to the owner or handler. The owner or handler may be asked to remove their animal from campus.

Unattended or Unrestrained Animals

When an animal is not restrained or left unattended, a reasonable attempt will be made to locate or contact the animal's owner or handler. If attempts to find the animal's owner or handler are unsuccessful, Campus Life will contact the City of Anchorage Animal Control which will remove the animal from APU property. An animal is restrained or attended to when it is in the immediate vicinity of the owner or handler, and either on a leash of six feet or shorter, in a cage/carrier, or, in the case of a certified Service Animal, voice-controlled by a person competent to govern the behavior of the animal.

Damage to APU Property

APU will seek restitution for any animal-related damage to APU-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner or handler of the animal that caused the damage.

To Report a Violation

To report a violation of this policy, contact the Director of Campus Life or the Dean of Students.

Service Animals Welcome



Property Loss and Damage

The University does not insure private property and cannot accept responsibility for student property that is, stolen, or damaged. It is necessary for all residents to take responsible precautions in securing and identifying their property, especially items such as bicycles, electronics, and outdoor gear. Students can register their valuables with the Campus Safety Office. We strongly urge all residents to keep their rooms and units locked whenever they are out and while sleeping. If you are interested in “dorm insurance” please speak with your insurance companies. Many companies now offer special insurance programs for college living.

Students are responsible for the APU property they use and live in while they are here. This include, but is not limited to, keys, furniture, living space walls, floors, and ceiling, and items found in personal and common room spaces. Students will be billed for any damage that happens to the space while they are renting from APU. If a single person cannot be determined to causing the damage, the cost of repairs will be split among suitemates or residents of the area. Residents are financially responsible for any damage caused by their guests.

University furniture is not to be removed from its assigned location within student housing. Lounge/common area furniture is intended for the use of all students and is not to be moved into a student’s room. Homemade lofts are not permitted, but you can obtain a loft from your RA or R3 at no additional charge.



Student Conduct Process

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 a 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.



Student Conduct Process

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.

Student Conduct Process

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





Office of Campus Life Code of Conduct Summary

CLASS A—Residence Halls

1. Burning candles or incense
2. Excessive Noise
3. Littering (leaving garbage in halls, stairwells, etc.)
4. Unapproved Animals in Rooms
5. Visitation Violations
6. Giving ID or Keys to Another Student or Guest
6. Other Violations of Campus Life Policies

CLASS B—Residence Halls

1. Consumption/Possession of unapproved alcohol or their containers
2. Destruction of University Property
3. Failure to Identify Self /False Identification of self
4. Failure to Comply with Directions of Campus Life Staff
5. Illegal Gambling
6. Using University Property w/out Permission
7. Violation of Campus Life Probation
8. Failure to Complete University Imposed Sanctions

CLASS C—Anywhere/Anytime

1. Disruptive, Inappropriate, or Abusive Behavior
2. Any Form of Theft or Stealing
3. Consumption/Possession of unapproved alcohol or their container
4. Destruction of University Property
5. Tampering with Fire Alarms
6. Discrimination or Harassment
7. Endangering the Health or Safety of Self or Others
8. Failure to Comply with the Directives of a University Official
9. Hazing
10. Misuse/Abuse of University Computers or Internet
11. Lying to University Officials
12. Sexual Misconduct
13. Physical Assault
14. Use of Smoking or Tobacco Products on University Property or at University Sponsored Events
15. Use, Possession, or Distribution of Any Controlled Substance or narcotic
16. Use or possession of Firearms, Ammunition, Fireworks, Explosives, Weapons, Dangerous Substances, or Drug Paraphernalia
17. Viewing/Displaying Pornographic Material in Public Places
18. Violation of University Policies, Municipality Ordinances, and/or State and Federal Laws
19. Violation of University Imposed Sanctions

ADMINISTRATIVE HEARINGS

Students who are alleged of a policy violation will be contacted by either the Director of Campus Life or the Dean of Students for a meeting. In some cases a student (or group of students) will meet with both the Director and the Dean. 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 University staff.

After the meeting, the Director of Campus Life and/or the Dean of Students will consider all the information they have about the incident and make a determination. The student or students involved will either be found responsible or not responsible for the incident.

Students found not responsible will have the incident dismissed and will be notified. Students who are found responsible will be assigned appropriate sanctions and notified. All notifications will be sent through the University email system.

A student who disagrees with the outcome has 15 days to appeal.

POSSIBLE SANCTIONS

Restitution	Computer Restrictions
Community Service	Internet Restrictions
Fines	Residence Hall Probation
Alcohol Education	Student Activity Probation
Anger Management	Educational Alternatives
Conduct Suspension	Conduct Probation
Substance Abuse Counseling	Dismissal From the Residence Halls
Required Housing Change	Dismissal From the University

For more details about sanctions please see the Campus Life Handbook or the Student Handbook.

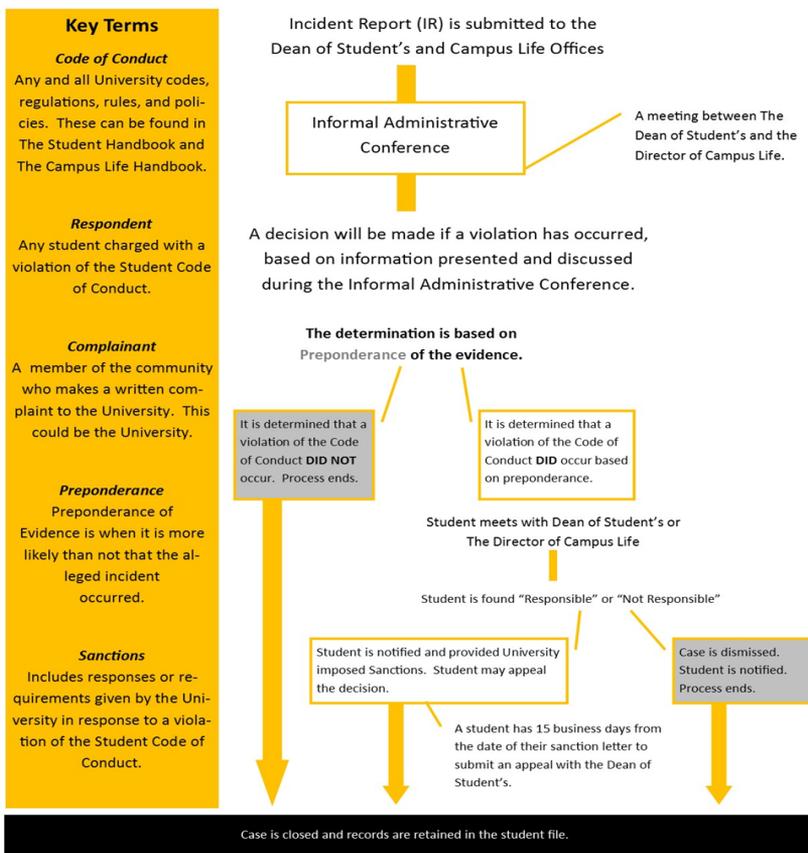
SANCTION COMPLETION & APPEALS PROCESS

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 35 through 39. A finding of "responsible" for non-compliance results in automatic student housing probation and may result in the immediate termination of your housing contract.

A student who disagrees with their sanction has fifteen (15) business days to write an appeal to the Dean of students office. Reasons to file an appeal can be found in the Student Handbook, pages 35-39.

DISCIPLINARY VIOLATIONS

STUDENT CONDUCT FLOWCHART



Safety Tips for Students

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. Thefts, assaults, and other violations of the law can occur at APU and other colleges. It is not likely that you will be a victim of crime, but it is possible. The vast 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:



Safety Tips for Students

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.
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.

Safety Tips for Students

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 at 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.

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.



Alaskan Wildlife

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 by the department), bear, wolf, coyote, fox, or wolverine, or negligently leave human food, pet food, or garbage in a manner that attracts these animals.

Give wildlife plenty of space. Binoculars and spotting scopes allow you to view wildlife without getting too close. Approach wildlife slowly, quietly, and indirectly. Always give animals an avenue for retreat.

Leave "orphaned" or sick animals alone. Young animals that appear alone usually have parents waiting nearby.

Learn to recognize signs of alarm. These are sometimes subtle. Leave if an animal shows them.

Try to view animals without changing their behavior. Avoid using calls or devices that attract wildlife.

Caution! Even the friendliest looking animals are wild - and highly unpredictable. Keep your distance. If an animal is blocking your route, choose an alternate path.

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.

Campus Emergency Alerts

Many staff and faculty are working to ensure your safety. As part of that effort we have rolled out the use of Blackboard Connect Emergency Notification System. This system allows messages to be sent by text, email, and telephone in the event of an emergency to anyone who voluntarily signs up for this service.

Blackboard Connect allows you to store up to six phone numbers and two email addresses. The best emergency contact number is probably your mobile phone. Please provide multiple phone numbers where we can reach you.

Your personal information is being solicited for emergency purposes only. It will be retained in a confidential database and not used for solicitation or non-emergency purposes. You control how you will be contacted by submitting information beyond your University contact information. You can change your information or opt out by signing back into the system. To sign up, go to:

<https://connect.alaskapacific.edu/Login.aspx?type=portal>

Use the same APU credentials that you use for your APU email. Input your personal contact information and identify how you'd like to receive emergency notifications.

Housing and Meal Plan Contract and Terms

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.

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.

Housing and Meal Plan Contract and Terms

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 Segelhorst 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 \$800 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
- 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

Housing and Meal Plan Contract and Terms

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 \$800 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:

- Schedule a checkout appointment at least **48-hours** in advance with a staff member.
- Clean your suite or house, including your share of the public areas. This includes vacuuming, dusting, and trash removal.
- 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.
- Complete the forwarding address portion of the checkout sheet.

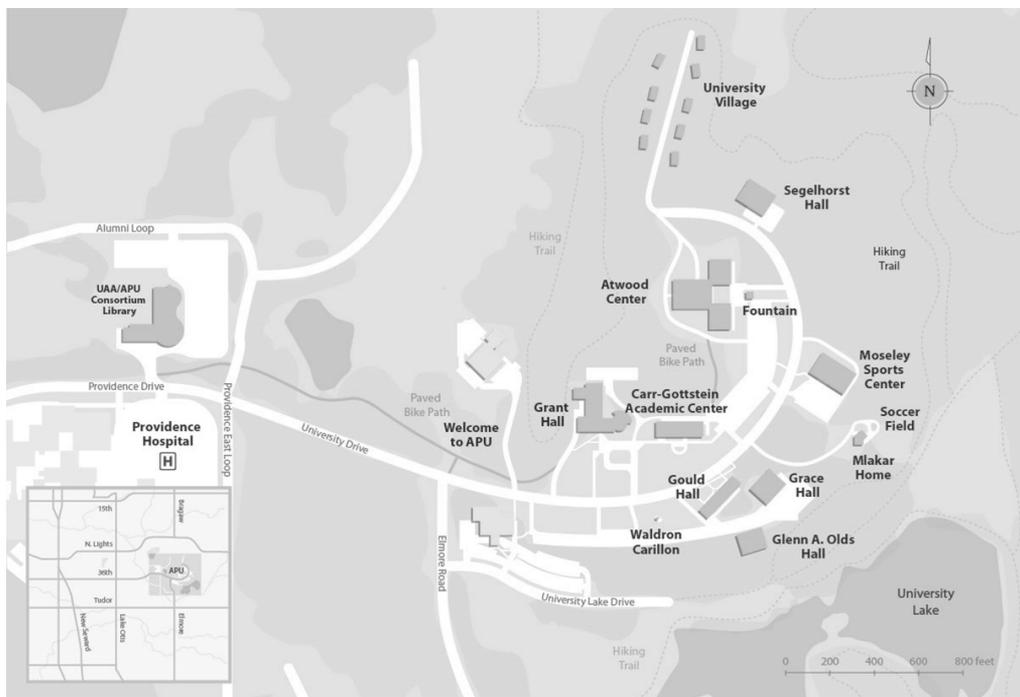
An improper checkout fee will be assessed for any personal belongings left behind or if any of the above procedures are not followed. Additionally, any student who fails to check out of his/her residence by the closing date and time will also be subject to late checkout charges.

If you are returning to housing at a later time, your deposit will be held. 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.

Calendar Dates for 2017-2018

Aug. 14, 2020	Residence Halls Open at 9:00 AM for all students—Check in at the McMullen Student Center (MSC, 2nd floor of The Atwood Center).
Aug. 20 2020	Fall Semester Bill Due
Aug. 20-23, 2020	New Student Orientation: Get to know APU—More information available online.
Aug. 24, 2020	First Day of Fall Block
Sept. 20, 2020	Last Day of Fall Block
Sept. 21-22, 2020	Fall Break
Sept. 23, 2020	First Day of Fall Session
Nov. 16, 2020	Spring Registration Begins
Nov. 25-27, 2020	Thanksgiving Holiday: Residence halls & dining services remain open for students. Meals will be on the brunch/dinner schedule.
Dec. 11, 2020	Last Day of Fall Session
Dec. 12, 2020	Residence Halls Close at 5:00 PM. Students wishing to stay on campus during winter break must make arrangements with the Director of Campus Life. Extra charges apply.
Dec. 12, 2020	Fall Graduation: Graduating seniors will have until 5:00 PM on 12/13/2020 to check out of the residence halls.
Jan. 7, 2021	Residence Halls Open at 9:00 AM for all students. New students check in by calling the RA on call at (907) 244-7955.
Jan. 8, 2021	Spring Bill Due
Jan. 1, 2021	First Day of Spring Block
Jan. 18, 2021	Martin Luther King Day Holiday
Feb. 5, 2021	Last Day of Spring Block
Feb. 8, 2021	First Day of Spring Session
Mar. 17, 2021	Fall Registration Begins
Mar. 8-12, 2021	APU Spring Break: Residence Halls & Dining Services will remain open for students. Meals will be on the brunch/dinner schedule.
Apr. 30, 2021	Last Day of Spring Session
Apr. 30, 2021	Summer Bill Due
May 1, 2021	Residence Halls Close at 5:00 PM. Students wishing to stay on campus for the summer must make arrangements with the Director of Campus Life.
May 1, 2021	Spring Graduation: Graduating seniors will have until 5:00 PM on 5/2/2021 to check out of the residence halls.

Campus Map



Driving Directions to Campus:

For GPS devices, use the following address:
4455 University Dr.
Anchorage, AK 99508

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.

Frequently Asked Questions

How do I contact Campus Life?

Physical Address:

Atwood Center, 108

4455 University Dr.

Anchorage, AK 99508

P: (907) 564-8299

F: (907) 564-8806

E: housing@alaskapacific.edu

Mailing Address:

%Campus Life @ APU

4101 University Dr.

Anchorage, AK 99508

Hours of Operation: Monday-Friday, 9:00 AM to 5:00 PM, excluding holidays.

How do I see the Annual Campus Statistics for Campus Safety?

Alaska Pacific University monitors carefully the safety of students, faculty, and staff while they are at the University. The Campus Safety Office works closely with Campus Life and the Dean of Students Office in helping to create a safe and caring learning environment. To view our annual Clery Reports online, visit the APU website here: <https://www.alaskapacific.edu/campus-safety/campus-statistics/>

Who is required to live on campus?

All first and second year, full-time, undergraduate students are required to live on campus. Multiple studies have shown several benefits of residing on campus. On-campus students maintain a higher GPA, stay in school, graduate faster, and are more likely to get involved and stay connected, socially, academically, and as an alumni. Overall, on-campus students are more satisfied with their university experience.

Are there exceptions to the housing requirement?

Yes. Individuals meeting the following criteria may submit an exemption request and may be approved upon receipt and review of the Request for Waiver of Housing Requirement form and any required documentation. Please contact housing for a copy of the waiver request.

- ◆ Students who are at least 21 years old prior to the first day of classes of their first term at APU.
- ◆ Married students and/or students with dependent children.
- ◆ Students with a documented medical hardship.
- ◆ Students who have earned 32 or more credit hours from an accredited college/university.

Other requests will be considered on a case-by-case basis. All exceptions must be approved by the Campus Life Office.

How do I apply for housing?

Upon being admitted to the university, you can apply for housing online here: <https://ssl.alaskapacific.edu/housing/housing.aspx>

Frequently Asked Questions

When do I apply for housing?

It is never too late to apply for housing. However, you must first be admitted before you apply. Early application increases your chances of receiving your preferred housing assignment. We strongly suggest that you apply before May 1 for the upcoming fall semester or December 1 for the upcoming spring semester.

Am I guaranteed housing when I apply?

On-campus housing is guaranteed for all students who meet the first and second year, full-time, undergraduate requirement. All other students are assigned housing based upon date of application and space availability.

What fees are due at the time of application?

There is a \$400 housing deposit that is required when you apply for housing. This deposit must be paid by August 1 for fall semester and December 15 for spring semester. Should you decide to cancel your housing application, please notify Campus Life at housing@alaskapacific.edu. If you cancel before June 1 you will receive a refund of your housing deposit. If you cancel on or after June 1, you will incur a \$400 contract cancellation fee.

Do I get to pick my roommate?

You may make roommate requests when you apply for housing. Students wanting to live together should list each other in their housing applications. Campus Life cannot guarantee any roommate requests, but will make all efforts to accommodate the requests they receive.

When will I receive my room assignment?

Once all room assignments are completed, they will be emailed out to the email address you provided on your housing application as well as to your APU email. Fall assignments are typically sent out in mid-July while spring assignments are sent around mid-December to allow for optimal roommate matching.

Once my room is assigned, can I request a room change?

If you would like to request a room change prior to moving in, please contact Campus Life at housing@alaskapacific.edu. If you would like to request a room change after moving in, please contact the Director of Campus Life.

What is the housing contract period and can I terminate my contract early?

Housing contracts are effective for the entire academic year (fall and spring semesters). One semester contracts are only available to graduating seniors and students participating in the Eco-League Exchange. If you wish to terminate your contract early, you must speak with the Director of Campus Life prior to vacating your space. You are required to fulfill all terms of your contract unless you graduate, are academically dismissed, are no longer enrolled, or have an approved extenuating circumstance from the Campus Life Office. Financial difficulties are not a contractually approved justification to terminate your contract and must be approved by the Director of Campus Life and the Dean of Students.

When is payment due?

For your convenience, Campus Life splits your housing and meal costs into a fall and spring semester bill. Bills are due the Friday before the start of block classes. Please speak with Student Accounts in advance if you are interested in a payment plan.

Frequently Asked Questions

What is included in my housing and meal plan bill?

Your housing and meal plan charge covers the cost of your room and meal plan for the entire academic year, minus winter and summer breaks. It also includes access to Dish TV in the North and South Atwood lounges, internet service, 24-security, and all maintenance and utilities (electricity, water, gas, trash, etc.). For residents in North and South Atwood, this also includes a weekly bathroom cleaning in your suite.

Will my financial aid pay for housing?

Yes. Financial aid typically is applied to all charges on your student account, including housing. Any remaining balance is to be paid by you or your parent/guardian. Visit Financial Aid for more details.

Is on-campus living a better value than renting off campus?

When compared with off-campus rental apartments or houses, on-campus living is often less expensive and a lot more convenient. On-campus fees are all inclusive with no hidden fees or extra deposits. You will receive one bill for all services. Additionally, students do have the hassle of subletting or paying rent for times when they are not living in their unit.

Can I view suites before moving in?

Yes, space permitting. We try to accommodate all requests, but depending on current occupancy, we may not be able to show you your future space, or one similar to it. You can arrange a tour by contacting the Admissions Office at admissionsoffice@alaskapacific.edu or Campus Life at housing@alaskapacific.edu

Can the university accommodate my disability?

APU is committed to making reasonable accommodations for those with disabilities. If you have special housing needs, please reference it on your housing application. You will also need to contact the Disability Student Services Coordinator at mwetherington@alaskapacific.edu or at (907) 564-8287. It is important for us to be aware of your needs as early as possible so we can assist you in obtaining suitable accommodations.

Is there internet connections in the student rooms?

Yes. All of the APU campus, including the residence halls are equipped with wireless internet. If you need to have a hard wired internet connection, please submit a request to IT at ithelpdesk@alaskapacific.edu

Are microwaves and refrigerators provided?

Students living in Segelhorst Apartments and University Village are provided a microwave and full sized refrigerator. All students may bring one person microwave and mini-fridge, so long as they conform to University standards. Mini-Fridge: No larger than 5.0 cubic feet, 36 inches in height, and 1.5 amps. Microwaves: Cannot exceed 900 watts.

Frequently Asked Questions

What furniture is provided?

All residence hall rooms come with a regular twin bed with mattress, desk and chair, a wardrobe, dresser, and/or closet, a sofa, table and chairs, and bookshelf. Some suites will also have entertainment centers, end tables, and lamps. You are not allowed to take university-provided furniture out of the residence hall suite. All residence hall rooms are fully furnished. You are welcome to bring in more furniture if you would like, but you are responsible for removing it at the end of the year.

Are the residence halls open during the break periods.

The residence halls close down during winter and summer break. If you need housing during these break times, there will be an opportunity for you to sign a break housing contract at a special price that will be billed directly to your student account. The dining hall is also closed during these periods.

Students paying to stay for winter break may stay in their academic year space. Summer housing students will be assigned a space in Segelhorst apartments.

Halls do not close during Thanksgiving or Spring Break, though offices may not be open. Meals will still be served in the dining hall on the brunch/dinner schedule.

Do I have to move all of my belongings out of my room during winter break?

No. You are not required to remove your belongings during winter break, as long as you are returning to APU housing in the spring. You are required to remove and store your belongings during summer break.

When is move-in day for fall 2017?

Move-in day is Thursday, August 17, 2017, beginning at 9:00 AM. Orientation begins on Friday, August 18, 2017, and Block Classes begin on Monday, August 21, 2017.

Can I move in prior to move-in day?

If you would like to request an early move-in date, please contact Campus Life at housing@alaskapacific.edu for more information. If space is available and/or you fall room is ready, we will try to accommodate your request. An early move-in fee will apply at \$35 a day.

Is there a room my parents/friend/sibling/family member can stay in during move-in and orientation?

Contact Campus Life at housing@alaskapacific.edu for a specific request about room availability during move-in. If space is available we may be able to accommodate your request, but this is not always the case. Special rental pricing will apply and will be billed directly to the students account.

Is there a hotel nearby?

The Spring Hill Suites is located at the base entrance of campus and is within walking distance of the residence halls. They can be reached at (907) 751-6300.

Can I have a car on campus?

Yes. You can obtain your parking pass through Campus Safety by providing details about your car and your contact information. Parking passes are FREE! There is a parking area for each residence hall, with electric plug ins for winter weather. University Village residents have driveways at each house that are shared with upper and lower unit residents.

Frequently Asked Questions

What should I bring?

You should bring regular twin bed linens, pillows, and bath linens. It is also recommended that you bring an alarm clock, desk lamp, iron, clothes hangers, laundry bag and/or hamper. Window blinds are provided in each room, but you may want to consider bringing curtains. Consider black-out curtains. Please see the "What to Bring" list attached to your housing assignment letter and on page 24 of this handbook.

Are pets allowed?

Only fish in aquariums 10-gallons or smaller are allowed. There is a strict financial penalty for housing an unapproved pet. If you require the assistance of a service animal, please contact the Disability Student Service Coordinator at mwetherington@alaskapacific.edu or at (907) 564-8287.

How do I receive my mail and packages?

You must request a personal mailbox from the mailroom staff on the first floor of Grant hall, located with the Base Camp, campus store. All mail and packages are delivered here. All items small enough to fit in your personal mailbox will be delivered to the mailboxes located in North and South Atwood. Items too large to fit in the mailboxes must be picked up at the mailroom. You will get your final mailing address after you receive your personal mailbox.

Can I ship stuff in advance of my arrival even if I don't have a mailbox yet?

Yes. You can mail your items to yourself here at APU and we will store them until you are able to pick them up from the mailroom. **Please do not mail your belongings any earlier than August 1.** After you arrive on campus you can get a mailbox (your personal mailing address) from the mailroom. In the meantime, you can use this address to ship your belongings in advance:

Your Name

%Campus Life @ APU
4101 University Dr.
Anchorage, AK 99508

Do I have to have a meal plan?

All APU housing students are required to purchase a meal plan. For more information on the meal plans, please see pages 9-10.

Should I purchase renter's insurance?

Yes. It is recommended you purchase renter's insurance or see if a homeowner's policy covers loss of personal property. Campus Life does not cover personal property damage or loss that occurs in the residence halls. If you are interested, you can purchase a plan through National Student Services Inc:
<https://my.nssi.com/application.aspx?ptid=5>

When do the residence halls close?

Closing is at 5:00 PM on Saturday, December 9, 2017 (fall) and Saturday, April 28, 2018. Graduating seniors will be given an extra 24-hours to check out at no additional cost.

Frequently Asked Questions

What if I want a room change?

If you would like to request a room change prior to moving in, please contact Campus Life at housing@alaskapacific.edu. If you would like to request a room change after moving in, please speak with the Director of Campus Life. Room Changes are not automatic and are not always granted. You may be asked to go through certain processes, such as roommate mediation or setting up a roommate agreement before a room change is allowed to take place.

What is my roommate and I do not get along?

Roommate conflicts happen among even the best of friends. Please speak with your roommate about the situation. You can also speak to your Resident Assistant (RA) or someone in Campus Life for assistance in handling the conflict. You are not alone in this.

Are there laundry machines on campus? How do I pay for them?

Each area has its own laundry room. North and South Atwood residents share a laundry room in the Atwood basement, Segelhorst laundry is located on the first floor, and each unit of University Village has its own washer and dryer. Every washer and dryer is coin operated (quarters) and costs \$1.50 per machine, per load to use.

Do you provide summer storage?

Yes. Storage is located in all housing areas, with the exception of South Atwood. Students returning to housing the following fall may store their items for free in the storage provided in their next housing area. Items must be properly boxed and labeled. Storage space is limited and shared with all residents of that area.

Do you provide rides to campus from the airport?

During fall orientation limited rides on a shuttle are provided, if you schedule in advance by calling us at (907) 564- or emailing us at ---@alaskapacific.edu. The more notice you give us the better we will be able to reserve a spot for you.

What do I do if I need to check in during a time that is not fall move in?

Email Campus Life to let us know when to expect your check in. This will help prepare staff to be ready for you. Once you arrive on campus, call the RA on Duty at (907) 244-7955, and the staff member on call will be able to help you check into your space.

What address do I use for food delivery?

You can use the building physical address for GPS devices or if you want to order delivery. This address cannot be used for mailing. **All mail will be returned to sender.**

North & South Atwood: 4455 University Dr.

Segelhorst Apartments: 4500 University Dr.

U. Village, R1: 4710 University Dr. (Upper or Lower)

U. Village, R2: 4730 University Dr. (Upper or Lower)

U. Village, L1: 4715 University Dr. (Upper or Lower)

U. Village, L2: 4735 University Dr. (Upper or Lower)

U. Village, L3: 4755 University Dr. (Upper or Lower)

Wait! Wait! I have another question!

Please contact Campus Life at housing@alaskapacific.edu or at (907) 564-8299. We would love to hear from you!

Appendix A

Having a positive relationship with suitemates and roommates can occur if each person tries to make an honest attempt to get know one another. Prepare for this new experience of living with new people with an open mind and an appreciation for differences. The following discussion topics are designed to help in practicing the important communication skills of careful listening, open and honest feedback, and reaching a mutually agreed upon living arrangement. These are the foundations of excellent communication skills.

Step 1: Getting To Know You

During the first couple of days at APU, begin to get to know each of your suitemates. If each has just met, it can be difficult to begin sharing, but start with the basics. Here are some suggested topics for “breaking the ice”:

- *Discuss family backgrounds, hometowns, neighborhood, high school friends, and best friends.
- *Share reasons for coming to APU and Alaska (if from out of state).
- *Talk about hobbies, interests, and activities.
- *Share what you will miss most while being away from home or what you will miss the least.

Part II: Personal Preferences

Living in the same space does not mean everything must be done together and perhaps not necessarily becoming the best of friends, but you do need to develop the ability to communicate with one another and adapt to each other’s lifestyle. Discuss the following questions with each other.

Roommate Preference Questionnaire

1. Discuss sleeping habits (i.e., weekdays, weekend, etc.).
2. Discuss your sense of humor (e.g., silly, sarcastic, etc.).
3. What time one typically comes home? (e.g., before midnight, after midnight, 2:00 am). Talk about how to handle late nights and evenings.
4. Discuss issues about the noise level in the room (e.g., TV, radio, studying, sleeping, etc.).
5. Talk about TV habits.
6. Is it bothersome if the roommate watches TV when others are in the room? (Give examples when it would/would not be okay).
7. Talk about cleanliness habits (e.g., very neat, messy, etc.)
8. Discuss music preferences?

Appendix A

9. Where do each of you like to study?
10. What belongings are okay to share? What are the ground rules?
11. How does one feel about the use of drugs/alcohol?
12. Does one smoke?
13. What are one's spiritual or religious values?
14. What are some habits your roommate might need to know?

Part III: My Emotional Style

By sharing some information about emotional styles, it may make understanding and responding to each other easier. Discuss the following topics with your suitemates:

1. When I am upset about something I usually...
2. Something that usually cheers me up...
3. When things are going really well I'm usually...
4. I would prefer to be left alone when...
5. When do we need time alone?
6. How will my roommates let me know when they need time alone?
7. When I'm angry it is usually because...
8. What makes my roommates angry?
9. How will my roommates let me know when they are angry?
10. I get tense or uptight when...
11. What makes my roommates tense or stressed?
12. How will my roommates let me know when they are tense or stressed?
13. When I am tense/stressed it is usually because...
14. How will my roommates let me know when they are tense/stressed?
15. Something that is likely to annoy me is...
16. How will my roommates let me know what annoys them?
17. We will communicate feelings or frustrations by...
18. To me, relaxing is...

Part IV: My Impressions/Reactions

Try to follow these guidelines:

- *Be willing to listen and speak openly.
 - *Try to understand rather than evaluate or judge.
 - *Be receptive to different ways of life and different values.
 - *Be willing to make compromises.
 - *Spend time getting acquainted.
- Be aware of assumptions and try to get the facts.

When differences arise, try talking out issues while using the communication skills that help most—be open and honest, listen closely, and be specific. Feel free to utilize the Campus Life staff in a mediation.

Appendix B

Campus Life Cleaning Assessment Charge Guide

Campus Life Cleaning and Assessment Charges Guide				Page 1	
Cleaning Description	Atwood Residence Halls		U. Village & Segelhorst		
	Light	Heavy	Light	Heavy	
Bathroom (per) - Small	\$30.00	\$45.00	\$40.00	\$55.00	
Bathroom (per) - Large	\$40.00	\$55.00	\$50.00	\$65.00	
Bedroom (per) - Singles	\$25.00	\$50.00	\$25.00	\$50.00	
Bedroom (per) - Studios/Doubles	\$35.00	\$60.00	\$35.00	\$60.00	
Carpet Cleaning					
Bedroom	\$50.00	\$75.00	\$40.00	\$60.00	
Hallway	\$40.00	\$60.00	\$45.00	\$50.00	
Common Area	\$75.00	\$100.00	\$75.00	\$100.00	
Urine/Blood/Vomit (per stain)	\$25.00	\$50.00	\$25.00	\$50.00	
Animal Urine	\$125.00	\$200.00	\$125.00	\$200.00	
Permanent Stains (per stain):					
Small, less than 3" x 3"	\$50.00	Bleach: \$75.00	\$50.00	Bleach: \$75.00	
Large, more than 3" x 3"	\$100.00	Bleach: \$150.00	\$100.00	Bleach: \$150.00	
Damages (per damage area):					
Cigarette burn (per burn)		\$20.00		\$20.00	
Less than 3" x 3"		\$60.00		\$60.00	
More than 3" x 3"		\$150.00		\$150.00	
Furniture Cleaning					
Bedroom	\$25.00	\$40.00	\$25.00	\$40.00	
Living Rooms	\$30.00	\$40.00	\$20.00	\$40.00	
Kitchen		N/A	\$30.00	\$50.00	
Living Room & Kitchen					
Basic Cleaning	\$45.00	\$75.00	\$45.00	\$75.00	
Microwave		N/A	\$20.00	\$40.00	
Refrigerator/Freezer		N/A	\$25.00	\$45.00	
Dishwasher		N/A	\$20.00	\$40.00	
Garbage Disposal		N/A	\$15.00	\$30.00	
Stove/Oven		N/A	\$30.00	\$50.00	
Cabinets		\$30.00		\$30.00	
Tile Floor Cleaning	\$30.00	\$55.00	\$30.00	\$55.00	
Wall Cleaning (per wall)					
Kitchen/Utility Room		N/A	\$40.00	\$50.00	
Living Room	\$30.00	\$40.00	\$30.00	\$40.00	
Bathroom	\$30.00	\$40.00	\$30.00	\$40.00	
Bedroom	\$30.00	\$40.00	\$30.00	\$40.00	
Hallway	\$20.00	\$30.00	\$20.00	\$30.00	
Room Deodorizing		1 Room: \$350.00	Full Suite: \$500.00		
Bathroom/Kitchen Mold Cleaning	\$40.00	\$75.00	\$40.00	\$75.00	
Smoke Damage	\$300.00	\$600.00	\$300.00	\$600.00	
Smoking in Room Restoration		\$350.00		\$350.00	
If the amount of cleaning charges adds up to more than the cost of a Full Suite Cleaning, the DCL MAY substitute for a full suite cleaning, depending on the needs of the suite.					
Full Suite Cleaning	North/South: \$600.00		U.V./Sgl.: \$750.00		

Appendix B

Campus Life Cleaning Assessment Charge Guide

Campus Life Cleaning and Assessment Charges Guide		Page 2	
Damage, Missing or Unreturned Items, and Miscellaneous Charges			
	Charge	Notes	Max Replacement
Access Card (Salto Guest Card)	\$35.00		
Art Work (APU Owned)	\$450.00	Missing/Damaged	
Beds, Bunking Pins	\$10.00	per pin	\$40.00/four pins
Beds, Debunking	\$75.00		
Bed, Loft Set	\$400.00	Head/footboard	
Bed, Platform	\$200.00	Fixable	\$400.00 to replace
Blinds Replacement	\$250.00		
Bookcase	\$150.00	Fixable	\$450.00 to replace
Bulletin Board, Black Clip	\$500.00		
Bulletin Board, Cork	\$500.00	Small replacement	\$1,200 large replacement
Cabinet Door, Kitchen	\$45.00	Fixable	\$75.00 to replace
Cabinet Door, Bathroom (Atwood)	\$30.00	Fixable	\$50.00 to replace
Cabinet Door, Bathroom (Sgl/UV)	\$50.00	Fixable	\$75.00 to replace
Campus Life Linens	\$175.00		
Ceiling Tiles	\$50.00	Each	
Chair, Desk/Dining	\$125.00	Fixable	\$300.00 to replace
Chair, Loveseat	\$350.00	Fixable	\$1,500.00 to replace
Chair, Loveseat Reupholster	\$750.00		
Chair, Sofa Suite	\$350.00	Fixable	\$2,000.00 to replace
Chair, Sofa Lounge	\$400.00	Fixable	\$2,500.00 to replace
Chair, Sofa Reupholster	#####		
Chest of Drawers, S. Atw.	\$150.00	Fixable	\$750.00 to replace
Chest of Drawers, N. Atw/Sgl	\$200.00	Fixable	\$500.00 to replace
Chest of Drawers/Wardrobe, UV	\$200.00	Fixable	\$900.00 to replace
Closet, Shelf and Rod	\$100.00	Minor repairs	\$200.00 major repairs
Coat/Robe Hook	\$5.00	Reattach	\$20.00 to replace
Contact Paper Removal	\$20.00	Per drawer/shelf	
Countertop, Bathroom Vanity	\$325.00	Replace	
Countertop, Kitchen	\$450.00	Replace	
Desk	\$150.00	Fixable	\$450.00 to replace
Desk/Wardrobe Formica Top	\$75.00	Replace	
Desk, Drawer	\$50.00	Repair	\$150.00 to replace
Desk, Light Fixture	\$25.00	Fixable	\$75.00 to replace
Dishwasher	\$200.00	Fixable	\$500.00 to replace
Door, Bathroom or Bedroom	\$400.00		
Door, Suite Entry	\$750.00		\$600.00 for U. Village
Door, Stairwell	\$550.00		
Door frame	\$150.00		
Door Refinish	\$125.00		
Door, Repair	\$50.00	Nick/Gouge < 2"	\$150.00 nick/gouge > 2"
Door Brackets for Bathroom Stalls	\$75.00	Per Bathroom Stall	S. Atwood Only
Door Stop	\$5.00	Reattach	\$15.00 to replace
Doorjamb	\$100.00	Fixable	\$175.00 to replace

Updated 7.3.2019

Appendix B

Campus Life Cleaning Assessment Charge Guide

Campus Life Cleaning and Assessment Charges Guide		Page 3	
Damage, Missing or Unreturned Items, and Miscellaneous Charges			
	Charge	Restrictions	Maximum Replacement
Door Entry Hardware	\$75.00	Per door, fixable	\$150.00 to replace, per door
Door Entry Card Reader (Salto)	\$650.00		
Door Hinge	\$5.00	Reattach	\$10.00 to replace
Door Peephole (Viewer)	\$15.00	Adjustment	\$40.00 to replace
Drain Plug (Bathroom)	\$15.00	Replace	
Drawer Handles	\$5.00	Per handle, reattach	\$15.00 to replace, per handle
Dryer	\$150.00	Fixable	\$650.00 to replace
End Table	\$60.00	Fixable	\$275.00 to replace
Entertainment Stand/Table	\$100.00	Fixable	\$350.00 to replace
Evacuation Instructions	\$100.00		
Evacuation Instructions Holder	\$25.00		
Exit Sign	\$85.00		
Fire Alarm Cover	\$75.00		
Fire Extinguisher	\$300.00	Improper Discharge	\$400.00 to replace
Fire Extinguisher, Glass Door	\$50.00		
Fire Door	\$750.00		
Fire Door, Panic Hardware	\$900.00		
Floor Damage (tile/laminate)	\$45.00	Per square inch	
Floor, Black Marks/Scuffs	\$10.00	Per mark	
Furniture Displacement	\$100.00		
Garbage Disposal	\$75.00	Fixable	\$250.00 to replace
Identification Sign	\$50.00	Bedroom	\$75.00 for suite/house
Improper Checkout	\$150.00		
Improper/Unapproved Animal	\$500.00	To the owner/host	Plus, \$150/suitemate/day
Improper room change	\$200.00	Entering unapproved room	*Contact DCL for a room change
Key, Bedroom (lock change reqd)	\$75.00	Per lock	\$350.00 for U. Village
Key, Mailbox	\$50.00		
Labor, Custodial	\$35.00	Per hour	
Labor, Maintenance	\$50.00	Per hour	
Lamp	\$40.00	Lamp & shade	\$15.00 to replace the Shade
Laundry Detergent Clean-Up	\$45.00		
Light Switch	\$5.00	Reattach	\$20.00 to replace
Light Switch/Outlet Cover	\$5.00	Reattach	\$20.00 to replace
Light Fixture Cover	\$50.00	Small	\$90.00 Large
Mattress	\$550.00		
Medicine Cabinet	\$200.00		
Message Board Removal	\$30.00		
Microwave	\$75.00	Fixable	\$350.00 to replace
Mirror, Bathroom	\$40.00	Small	\$60.00, tall
Mirror, Bathroom	\$250.00		
Packing Student Room	\$300.00	Minimum Charge	
Paper Towel Dispenser	\$175.00		
Paper Towel Holder	\$50.00		

Appendix B

Campus Life Cleaning Assessment Charge Guide

Campus Life Cleaning and Assessment Charges Guide		Page 4	
Damage, Missing or Unreturned Items, and Miscellaneous Charges			
	Charge	Restrictions	Maximum Replacement
Painting:			
Bedroom	\$200.00		
Living Room	\$250.00		
Ceiling	\$125.00		
Door Frame	\$50.00		
Suite	#####		\$500.00 North Studio
Bathroom/Kitchen	\$150.00		
Hallway	\$200.00		
Per Wall	\$150.00		
Repair (Chips/Tears)	\$15.00	Per 1" area	
Refrigerator/Freezer	\$150.00	Fixable	\$950.00 to replace
Refrigerator/Freezer, Defrost	\$50.00		
Refrigerator/Freezer, Crisper Drawer	\$45.00	Per drawer	
Refrigerator/Freezer, Door Handle	\$25.00	Per handle, reattach	\$50.00 to replace
Refrigerator/Freezer, Shelf/Tray	\$45.00	Per Shelf	
Removal of Belongings	\$40.00	Per carry out load	
Sanitary Napkin Receptacle	\$10.00	Reattach	\$45.00 to replace
Shower Curtain	\$45.00		
Shower Curtain Hooks	\$20.00		
Shower Rod	\$30.00		
Sink Faucet	\$80.00		
Smoke and Fire Alarm	\$75.00		
Smoke/CO2 Detector	\$75.00		
Stove Top	\$300.00	Fixable	\$650.00 to replace
Stove Top, Drip Pan	\$25.00	Per pan	
Stove Top (Oven), Racks	\$20.00	Per rack	
Table, Coffee	\$75.00	Fixable	\$350.00 to replace
Table, End Table	\$60.00	Fixable	\$275.00 to replace
Table, Dining	\$100.00	Fixable	\$450.00 to replace
Table, Refinish	\$100.00		
Table, Round	\$150.00	Fixable	\$350.00 to replace
Table, Square	\$150.00	Fixable	\$300.00 to replace
Tape Residue & Sticker Removal	\$55.00	Per area/sticker	
Thermostat	\$200.00	Fixable	\$350.00 to replace
Toilet Paper Dispenser	\$15.00	Reattach	\$45.00 to replace
Toilet Seat	\$25.00	Reattach	\$50.00 to replace
Toilet Tank Lid	\$60.00		
Toilet	\$600.00		
Towel Bar	\$45.00		
Trash Removal	\$40.00	Per carry out load	
Tub Kit, Per Panel	\$65.00		
TV, Lounge	\$400.00	Fixable	\$950.00 to replace
TV/DVD Remote	\$35.00		

Appendix B

Campus Life Cleaning Assessment Charge Guide

Campus Life Cleaning and Assessment Charges Guide		Page 5	
Damage, Missing or Unreturned Items, and Miscellaneous Charges			
	Charge	Restrictions	Maximum Replacement
TV Mount	\$75.00	Fixable	\$150.00 to replace
TV, DVD Player	\$125.00		
TV, Dish Network Box Damage	\$500.00		
Vent Hood	\$50.00	Fixable	\$300.00 to replace
Wall Damage:			
Pinholes			
1-25	\$35.00		
26-100	\$75.00		
> 100	\$125.00		
Nail or Screw Hole, 1"-6"	\$5.00	Per hole	
Nail or Screw Hole, 7"-12"	\$10.00	Per hole	
Nail or Screw Hole, >12"	\$15.00	Per hole	
Holes, Up to 3"	\$50.00	Segelhorst: \$125.00	
Holes, 3" to 6"	\$75.00	Segelhorst: \$150.00	
Holes, 6" to 18"	\$125.00	Segelhorst: \$200.00	
Holes, > 18"	\$225.00	Segelhorst: \$300.00	
Wardrobe *see Chest of Drawers*			
Wardrobe Door	\$50.00	Reattach	\$200.00 to replace
Wardrobe Holes	\$75.00	Per hole, if repairable	
Wardrobe Drawer	\$50.00	Reattach	\$150.00 to replace
Wardrobe Shelf	\$30.00	Reattach	\$150.00 to replace
Wardrobe Bar	\$15.00	Reattach	\$50.00 to replace
Washing Machine	\$100.00	Fixable	\$750.00 to replace
Window Glass Damage	Contact the DCL		
Window Screen	\$50.00	Repair	\$150.00 to replace
Window Stop	\$15.00	Reattach	\$55.00 to replace
Window Knob	\$15.00	Reattach	\$60.00 to replace
Common R3 Unreturned Item Replacement Charges			
	Charge	Restrictions	Maximum Replacement
Blu-Ray Movie	\$30.00		
Board Game	\$25.00		
Book	\$20.00		
Box Fan	\$45.00		
Craft Supplies	\$15.00		
DVD Movie	\$20.00		
Hand Vacuum	\$50.00		
Lawn Games	\$60.00		
Puzzle	\$25.00		
Space Heater	\$75.00		
Sport Equipment	\$30.00		
Vacuum	\$150.00		
*Contact the DCL with any questions or clarifications about charges.			

Appendix C

Due to the ongoing Covid-19 Pandemic, Campus Life has made several changes to standard policies and procedures to on-campus living. These changes are meant to create a safer environment for all students and staff on campus.

*All students must submit to a Covid test when they first move onto campus and self isolate until they receive a negative Covid test.

*All students, staff, faculty, and guests are required to wear masks in public areas.

* Residents are encouraged to reduce to the number of guests they have in their suite at any one time.

* Any off-campus visitor to the residence halls must be reported to the RA on-call for Contact Tracing purposes. The host resident must be able to provide the following information: Name of the guest, suite(s) the guest will be in, and a contact phone number of the guest.

* A resident who is sick is encouraged to self isolate and should notify Campus Life staff at Housing@alaskapacific.edu

* A student who suspects they have been exposed to Covid-19 or who suspect they are Covid-19 positive should notify Campus Life at housing@alaskapacific.edu and begin the isolation process immediately.

*Campus Life has designated suites available for residents who have tested positive for Covid-19 and need a place to self-isolate away from others. Meal delivery will be provided for residents on the Gold Meal Plan and can be arranged for residents on the Silver Meal Plan wishing to have meals delivered.

*All check ins and check outs must be scheduled at least 48-hours in advance.

* Check in and check out appointment spaces will be limited.

Campus Life and Alaska Pacific University reserve the right to add to or modify these policies without notice as the Pandemic progresses.

If you have questions or concerns, email Campus Life at Housing@alaskapacific.edu



Office of Campus Life
Alaska Pacific University
4101 University Drive
Anchorage, AK 99508

Phone: (907) 564-8299
housing@alaskapacific.edu

