

# Alaska Pacific University Campus Life Handbook

2024-2025



# Frequently Used Phone Numbers and Emails

## Important Contacts to Save to Your Phone

Office	Email Address	Phone Number
Campus Safety	<a href="mailto:Security@alaskapacific.edu">Security@alaskapacific.edu</a>	(907) 564-8888
Resident Assistant (RA) On-Call	<a href="mailto:Housing@alaskapacific.edu">Housing@alaskapacific.edu</a>	(907) 244-7955

## Important Offices

Office	Email Address	Phone Number
Alaska Native and Rural Student Services	<a href="mailto:Bamos@alaskapacific.edu">Bamos@alaskapacific.edu</a>	(907) 564-8393
APU Mailroom	<a href="mailto:Mailroom@alaskapacific.edu">Mailroom@alaskapacific.edu</a>	(907) 564-8218
Associated Students of Alaska Pacific University Office (ASAPU)	<a href="mailto:ASAPU@alaskapacific.edu">ASAPU@alaskapacific.edu</a>	(907) 564-8283
Campus Life	<a href="mailto:Housing@alaskapacific.edu">Housing@alaskapacific.edu</a>	(907) 564-8299
Chaplain	<a href="mailto:Banderson@alaskapacific.edu">Banderson@alaskapacific.edu</a>	(907) 564-8355
Dean of Students	<a href="mailto:Dosoff@alaskapacific.edu">Dosoff@alaskapacific.edu</a>	(907) 564-8287
Disability Support Services (DSS)	<a href="mailto:DSS@alaskapacific.edu">DSS@alaskapacific.edu</a>	(907) 564-8287
Information Technology (IT)	<a href="mailto:ITHelpdesk@alaskapacific.edu">ITHelpdesk@alaskapacific.edu</a>	(907) 564-8350
Moseley Sports Center	<a href="mailto:Moseley@alaskapacific.edu">Moseley@alaskapacific.edu</a>	(907) 564-8314
Outdoor Programs/Gear Room	<a href="mailto:OP@alaskapacific.edu">OP@alaskapacific.edu</a>	(907) 564-8614
Registrar	<a href="mailto:RegOff@alaskapacific.edu">RegOff@alaskapacific.edu</a>	(907) 564-8210
Student Accounts	<a href="mailto:StudentAccounts@alaskapacific.edu">StudentAccounts@alaskapacific.edu</a>	(907) 564-8352
Student Activities	<a href="mailto:StudentActivities@alaskapacific.edu">StudentActivities@alaskapacific.edu</a>	(907) 564-8238
Student Financial Services (Financial Aid)	<a href="mailto:SFS@alaskapacific.edu">SFS@alaskapacific.edu</a>	(907) 564-8341

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## Welcome!

Alaska has been described as the last frontier of the United States and Alaska Pacific University is right on the forefront of getting you into that frontier. Living on campus at APU gives you a solid foothold on all that APU and Alaska has to offer. Your experience with Alaska may start in the classroom, but will grow as you explore the area with the individuals in the community you help to develop in the residence halls. The Campus Life Staff strives to provide you a welcoming place to live by making sure you educational, social, and interpersonal skills are developed. To help you develop these skills, the Campus Life Office is providing you with this Campus Life Handbook.

When you are going on a trip or expedition with people you may not know, it is best to establish ground rules for everyone to follow to prevent disputes from occurring between members. The Campus Life Handbook does the same thing by providing you with the policies and procedures to help prevent issues while in the residence halls. These policies and procedures provide the foundation to develop strong relationships with other residents and grow a community. A strong community in the residence halls is comprised of individuals who respect each other's rights, lifestyle choices, and academic goals. Failure to build a strong community can lead to problems in residence halls and will be detrimental to your success as a student at APU.

The importance of this handbook cannot be over stressed. If you were going to a new place you haven't been before, you typically will do some research on what you should know before going. This handbook provides you with a lot of information to guide you through your time while living on campus. The information found in this handbook are meant to keep you safe, comfortable, and healthy which will help you to be a successful student and a valuable member of the community.

As mentioned previously, you will find the official policies and procedures you need to know about living on campus at APU. This is an extension of the Campus Life Housing Contract and supplements the Student Handbook. You will be responsible for the information contained in the Student Handbook, Campus Life Housing Contract, and the Campus Life Handbook. You will be expected to adhere to the information provided within them. This handbook does no replace the Campus Life Housing Contract or the Student Handbook; however, it does help to expand upon and explain the information in those documents.

The Campus Life Staff wants to make your time on campus a positive experience and we will be working with you to build the community that is best for everyone. We look forward to getting to know you as you become leaders within your community!

# Campus Life Information

## Campus Life Education Focus

The Campus Life Staff is committed to student learning both in the classroom and in the social environments within the residence halls. Our staff provides opportunities for students to grow and realize their own potential through events and programs, daily interactions with peers in the community, and developing connections with people outside of APU. These programs are meant to inspire respect for others, promote healthy lifestyles, enhance academic performance, encourage personal safety, and develop personal, everyday skills. By attending the programs, you provide yourself the opportunity to grow personal relationships with other residents and students attending the events.

## Campus Life Office

From the day you move on campus, we hope that you will find the Campus Life Office, Resident Assistant Office, 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.

## The Campus Life Staff

### **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. In addition, the Director lives on campus and can be reached in case of an emergency. The Director supervises the Assistant Directors, Resident Assistants, and Office Assistants for Campus Life.

### **Assistant Director of Campus Life for Student Activities**

The Assistant Director of Campus Life for Student 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 the variety and scale of activities provided to all students at APU. In addition, the AD lives on campus and can be reached in case of an emergency. The AD supervises the in-hall programming efforts of the Resident Assistants and advises the Resident Activity Programmers (RAP).

### **Assistant Director of Campus Life for 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. In addition, the AD lives on campus and can be reached in case of an emergency. The AD supervises the Nighttime Campus Safety Officer and Campus Safety Student Assistant.

### **Nighttime Campus Safety Officer**

The Nighttime Campus Safety Officer (NCSO) 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.

### **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 responsible community in their area. The key to community development is a team effort between residents and the RAs. 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 a RA “On-Call”. The RA On-Call can be reached by calling the RA cell phone at (907) 244-7955. The RAs are on-call 5 p.m. until 9 a.m., Monday-Friday, and 24-7 on weekends and holidays.

You can expect to see your RA actively assisting new students in the transition to APU and help make new students feel welcome in the residence halls. Your RA will plan events and fun activities to assist in your development outside the classroom. Each RA is available to answer questions and wants to make sure residents become part of the APU community.

You should not expect your RA to patrol the residence halls for violations. If things are too loud, it is your responsibility to ask other community members to quiet down. If there is a policy violation, the RA staff will not look the other way. You are responsible for your actions and the actions of your guests. Your RA will not always be in the building or the floor. They have obligations away from the residence hall such as class, clubs, and friends.

# Housing Information

## 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.

### **Housing Deposit**

A \$400 housing 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 Accounts Office in Carr Gottstein 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 the Accounting and Finance Office.

### **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. The \$400 housing 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. Resident contracts may be terminated for cause of behavior code violations and are therefore subject to contract cancellation provisions and charges.

### **Meal Plan Requirement**

All on-campus residents are required to have a meal plan that is already included in the cost of housing. Students living in North 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.

#### **Gold Plan (North 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 Costco food purchases with the Director of Auxiliary Services.

#### **Silver Plan (Segelhorst and University Village)**

A declining balance of \$500.00 that can be used at the dining hall, coffee cart, and Costco food purchases with the Director of Auxiliary Services.

The Meal Plan begins on move-in day and ends on the last day of class during the contract period. 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.

### **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 an \$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 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 an \$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 owed to Alaska Pacific University.

### **Check-Outs**

Any time a resident moves out of a room/suite/house, they are responsible for checking out with a Campus Life staff member or complete an express check out and following the standard checkout procedure. These steps are as follows:

- Schedule a checkout appointment at least **24-hours** in advance with a Campus Life staff member.
- Clean your suite or house, including your share of the public areas. This includes vacuuming, dusting, and removing trash.
- 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 checkout form. All personal items must be removed from the building prior to checkout.
- Complete the forwarding address portion of the checkout sheet.

An improper check-out 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 check-out 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.

## Residents' Rights and Responsibilities

The Campus Life Office works on the belief that all residents, regardless of gender, gender expression, gender identity, sexual orientation, race, ethnicity, age, ability, economic status, religion, military or veteran status, or culture, have certain rights and responsibilities when living on the APU campus.

All residents have the right to:

- Have access to information about Campus Life policies, procedures and amenities.
- 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.
- A clean environment in which to live.
- Have access to one's room and facilities.
- Personal privacy.
- Address grievances.
- Be free from physical and verbal harassment, fear, intimidation, physical harm, and/or emotional harm.

All residents also have the responsibility to:

- Read the Housing Contract, Campus Life Handbook, and APU Student Handbook.
- Be aware of your personal noise level and any distractions you may cause a suitemate, roommate, or other community member.
- Contribute to creating a clean environment, meeting the standards of Campus Life and Campus Safety's Health & Safety Inspections, and adhering to the Housing Contract and Campus Life Handbook.
- All residents are responsible for their student ID and key to gain access to their building/unit and room.
- Respect each other's personal privacy and maintain the safety of your personal belongings.
- Address conflict, either personally or by contacting a Campus Life staff member to assist in settling any conflict.
- Be aware of how your 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 incoming transfer students who have fewer than 32 credit hours. Early Honors students who elect to live in the Residence Halls will also be held to a similar housing standard and expectation. Students 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.

## 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.

## 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, chairs, wardrobes, and dressers. North Atwood and Segelhorst Apartments 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:

- Academic Support Center (ASC)
- Campus Life
- Campus Safety
- Counseling and Wellness
- Dean of Students
- Dining Services, Cafeteria, and McMillen Student Center (MSC)
- Student Activities
- Student Leadership Center (SLC) & ASAPU (student government) office
- Weight Room & Climbing Wall



### **Room/Suite Size in the Atwood Complex**

The residence halls in the Atwood Complex were remodeled in 2019, 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.

### **North Atwood Hall: *First-Year Students & Private Suite Students***

North Atwood is located directly across from South Atwood and is a three-story building consisting of 20 suites. There are a variety of suites available in North Atwood ranging from spacious studio-suites to extensive multi-bedroom suites. North Atwood is home to new students, transfer students, and returning students living in private suites. A student living in North can expect to have 1-2 room/suitemates if they are assigned to a shared room.



### **Segelhorst Apartments: *Upperclassmen & Graduate Students***

The newest of our residential facilities on-campus, Segelhorst Apartments first opened for residents in August of 2007 and was designed to expand housing options available for upperclassmen and graduate students. Segelhorst Apartments is named for philanthropists N.E. “Knobby” and Mary Ellen Segelhorst.

Segelhorst Apartments 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.

### **University Village: *Upperclassmen & Graduate Students***

University Village 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 University Village should expect to have 3-4 housemates.

University Village houses returning students, older transfer students, and graduate students. These units are designed 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 bedrooms and one double bedroom. Lower units have three bedrooms; two private bedrooms and one double bedroom. Each house has an attached storage unit and a driveway that is shared between the upper and lower units.

### **Laundry**

Laundry facilities are provided in each residential facility. North 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 shared by the house residents. All washers and dryers are available 24/7. The cost to wash and dry is \$2.25 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 placed 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.

### **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 your 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 in storage. Once a student leaves housing, all items in storage must be removed. Items left behind will be discarded at the student’s expense. Tires maybe stored in University Village storage spaces as long as they are removed when the resident moves off campus.

## **Room Assignments**

Students will receive a housing assignment provided they meet the following criteria:

- Fully admitted to APU and is a full time student (minimum 12 credit hours).
- Has filled out a housing application and paid the housing deposit with Campus Life.

- Has no major outstanding financial balance with APU.
- In good standing with the Dean of Students Office.

If any of these criteria are not met, the housing assignment cannot be made for a student until the issue has been resolved.

Housing priority is given to students based on the date the contract and deposit are received. Housing deposits must be paid by August 1<sup>st</sup> for fall move-in and December 15<sup>th</sup> for spring move-in.

Students who have submitted a housing application by the priority deadline (May 30<sup>th</sup>) will receive a housing assignment by July 15<sup>th</sup>. All students interested in a room change should contact the Director of Campus Life at [housing@alaskapacific.edu](mailto:housing@alaskapacific.edu).

## Living with Roommates

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

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.

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

- Have regular, unplanned, informal discussions.
- 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 other's 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 concern 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.

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 by the Director.

# University Policies and Procedures

## University Policies and Procedures Explanation

All residents of Campus Life are 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.

## Anti-Harassment and Sexual Misconduct Policy; Title IX

Compliance and Risk Office: (907) 564-8890

Alaska Pacific University 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, sexual orientation, or any other category protected by applicable law in the administration of its education policies, admission policies, scholarship and loan programs, other school-administered programs, or employment.

Please read the full [Anti-Harassment and Sexual Misconduct Policy.pdf \(alaskapacific.edu\)](#) (hereafter “Policy”) for more details regarding APU’s anti-harassment and sexual misconduct policy and procedure, including definitions and examples of discrimination and harassment, complaint and reporting procedures and guidelines, and the investigation and resolution processes.

APU’s Title IX Coordinator is charged with coordinating APU’s compliance with Title IX, with the assistance and support of Deputy Title IX Coordinators. The Title IX Coordinator is responsible for overseeing and providing education and training; coordinating APU’s investigation, response, and resolution of all reports under the Policy; and tracking and reporting annually on all incidents in violation of the Policy. The names and contact information of APU’s current Title IX Coordinator and Deputy Title IX Coordinators are as follows:

Title IX Coordinator: Robert Meyer  
Grant Hall, Office #105  
4101 University Drive  
Anchorage, AK 99508  
Phone: (907) 564-8890  
Email: [rmeyer@alaskapacific.edu](mailto:rmeyer@alaskapacific.edu)

Title IX Deputy: Eric Johnson  
Atwood Center, Office #108  
4455 University Drive

Anchorage, AK 99508  
Phone: (907) 564-8299  
Email: [cstroup@alaskapacific.edu](mailto:cstroup@alaskapacific.edu)

Title IX Deputy: Hilton Hallock  
Grant Hall, Office #102  
4101 University Drive  
Anchorage, AK 99508  
Phone: (907) 564-8209  
Email: [hhallock@alaskapacific.edu](mailto:hhallock@alaskapacific.edu)

Title IX Deputy: Kathleen Wyrick  
Grant Hall, Office #120  
4101 University Drive  
Anchorage, AK 99508  
Phone: (907) 564-8265  
Email: [kawyrick@alaskapacific.edu](mailto:kawyrick@alaskapacific.edu)

Concerns about APU's application of the Policy may also be addressed to the Title IX Coordinator, the Deputy Title IX Coordinators, or the following:

**U.S. Department of Education, Office for Civil Rights**  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: 617-289-0111 or toll-free at 1-800-421-3481  
Facsimile: 617-289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

**United States Equal Employment Opportunity Commission**  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Telephone: 1-800-669-4000  
Facsimile: 617-565-3196  
TTY: 1-800-669-6820  
ASL Video Phone: 1-844-234-5122

**Alaska State Commission for Human Rights**  
800 A Street, Suite 204  
Anchorage, AK 99501-3669  
Telephone: 907-276-7474  
Facsimile: 907-278-8588

Additional Links:  
[U.S. Equal Employment Opportunity Commission](#)  
[U.S. Department of Justice, Civil Rights Division](#)

## 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.

## Gambling

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

## 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 barbeque 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.

## 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.

Marijuana, while legal in the state of Alaska, cannot be used on the APU campus due to federal guidelines. It cannot be used as a tincture, turned into a cream, smoked, inhaled, cooked into food, baked into deserts, or used in any other means that it is absorbed into the body.

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.

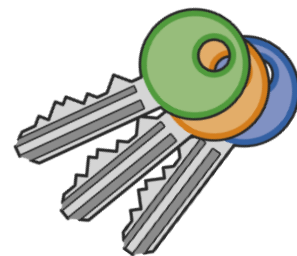
There are few exclusions to this policy. A person wishing to use tobacco or tobacco-related products may do so in their own personally owned vehicle parked or being driven onto campus, on public sidewalks or public right-of-ways that border campus, or through the use of a non-combustion nicotine product, 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.

## 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.

## Improper Use of Keys

The outside doors of the residence halls are all locked 24/7. For residents in North 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 Segelhorst and certain residents 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.

# Campus Life Policies and Procedures

## 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

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.

### 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 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 Atwood—Meet in the Atwood Parking Lot.
  - Segelhorst—Meet across the road on the path leading to North Atwood.
  - University 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.

## **Garbage**

Residents are responsible for removing their trash and recycling from their living spaces. North Atwood residents may use the dumpster by the loading bay door in 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.

## **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 you 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.

## **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 RA Office. They are available on a first come, first served basis. You may also purchase your own space heater, so long as it has an emergency (tip-over and overheat) shutoff feature and there are no exposed heating elements. Oil-based and open coil space heaters are not permitted.

## **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.

## **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 other cords or multi-plug adaptors are prohibited.

## 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 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.

## Residence 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. This program is open to all students of age in North Atwood, Segelhorst, and University Village.

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.

## Noise, Courtesy Hours, and Quiet Hours

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 effects 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**

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.

A resident's guest(s) 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.

## 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.

## 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. This includes talking or yelling out the window or from the roof, leaning or hanging out of a window or from the roof, tossing/dropping keys or other personal items, garbage, or any other objects from a window or roof.

## Recycling

APU provides Alaska Waste Management green and yellow rolling, recycling bins at the back entrance of the Atwood Center 1<sup>st</sup> Floor. The only items that can be recycled in these green and yellow bins are mixed paper, #1 and #2 plastics, aluminum and tin, and non-corrugated cardboard. You may gather your recyclables into a plastic bag, but you will need to empty the bag into the appropriate recycling containers. These items can be mixed together in the bins and do not need to be sorted. Small paperboard boxes (e.g. cereal boxes) may be recycled as mixed paper.

Corrugated cardboard is recycled in the large receptacles outside of Grant Hall or at the top of the road to University Village. The boxes must be broken down and placed in the bins for recycling.

## Service and Assistance Animals and Pets in the Residence Halls

Disability Support Services: 907-564-8287

The Disability Support Services (DSS) Office supports and advocates for students who experience disabilities. DSS coordinates support services and reasonable accommodations for students who experience disabilities, and provides resources for the University 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.

### Definitions

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



**Service Animal:** A service animal is a dog (and in certain circumstances, a miniature horse) that has been 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 a student 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.

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: violate any duly promulgated University Housing Policy or possess animals of any kind within APU housing, except officially approved pets, service animals, or assistance animals.

### 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 by its owner or handler and the individual does not take immediate and 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.
- If a student is concerned about exposure to an animal (e.g., the individual experiences severe allergies), that individual may request an accommodation through Disability

Support Services. 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.

- 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. The default area for any animal relief is the tree line at the edge of the woods. Animal waste must be disposed of in dumpsters. Office, suite, and common area trash receptacles must be avoided as a place to dispose of animal waste.
- Students who have an animal should meet with the Director of Campus Life or the Disability Support Services Coordinator to discuss procedures for identifying proper waste disposal areas on-campus.
- 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.
- 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. The student is ultimately responsible for the cleanliness, grooming and health of the animal.
- Service and assistance animals may not be left alone overnight or for a period of time greater than eight (8) consecutive hours.
- For emergency purposes, Campus Life will place a picture of registered animals on the suite door, identifying that an animal lives in the suite.
- Pets are not allowed in food preparation, serving or dining areas, or any public area where classes, meetings, group studying, or social activities are taking place, or in laboratories using chemicals or involving hazardous procedures.

Violation of these regulations may result in confiscation of the animal and/or administrative or disciplinary action to the owner. When an animal is not restrained or not attended, a reasonable attempt will be made to locate the animal's owner. If attempts to find the animal's owner 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 when it is in the immediate vicinity of an owner, 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. To be considered attended, an animal may not be left fastened to a stationary object. APU will seek restitution for any animal-related damage to university-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

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

### **Common Questions about Service and Assistance Animals**

Do I have to register my Service Animal?

It is encouraged, but not required. Students who need the assistance of a service animal on campus are highly encouraged to register the service animal with DSS.

Please note however, that students requesting to have an assistance animal, including an emotional support animal, must register with DSS and then the Director of Campus Life prior to the animal arriving on campus.

Do I have to register my Assistance Animal?

Students requesting to have an assistance animal, including an emotional support animal, must register with the DSS prior to the animal arriving on campus. No animals, with the exception of approved pets (Pet section of this handbook below) or service animals, are permitted on campus without prior approval from DSS and the Director of Campus Life.

## **Pets**

Pets are not permitted in the University residences, including student rooms, suites, and units. The only exception to the pet policy is fish in an aquarium no larger than 10 gallons. 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 \$500 cleaning and fumigation fee will be immediately charged to the resident.

## **Bicycles**

Students are allowed to store their bicycles on-campus at the various bike racks around campus and in their room (as long as the bicycle is not blocking a path or egress and is not bringing in markings of sand, gravel, or dirt). 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 should not be stored in common areas, entryways, or lounges. Bicycles can be stored in storage in University Village.

# Student Conduct Process and Definitions

## 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.

The following are examples of sanctions that may be imposed for Student Conduct Code violations: warning, disciplinary reprimand, monetary sanction, educational sanction, disciplinary probation, suspension from residence, suspension from APU, or dismissal. While listed in level of severity, all conduct violations are sanctioned on a case-by-case basis based on gravity of the violation.

### Definitions

#### Warning

A student receiving a warning has committed a minor infraction that requires a verbal reminder to avoid committing the same infraction again. A repeat of the minor infraction can lead to official sanctions from Campus Life or the Dean of Students.

#### Disciplinary Reprimand

An official warning followed by a written notice to the student for a violation of APU’s Student Conduct Code. The disciplinary reprimand is the most common sanction used to educate students of a minor violation of APU’s Conduct Code.

#### Monetary Sanction

A fine imposed on a student for a violation of more serious breach of the conduct code. Depending on the severity of the conduct violation, the monetary sanction could be restitution, a suspended fine, or an active fine.

Restitution– A student is required to pay for the damages or replacement of APU property (e.g. damaged furniture, broken window).

Suspended Fine- A warning sanction that is held in the Office of Campus Life and is meant as a deterrent to future policy violations. If a future policy violation occurs or other sanctions are not completed, the suspended fine becomes an active fine.

Active Fine– A sanction that takes effect should a student fail to meet the guidelines of the suspended fine. The fine appears on the student account and the student ledger. Until paid, the active fine will put a hold on the student account.

### **Educational Sanction**

A required project or activity that is meant to provide a student with an opportunity to reflect on the behavior leading to the violation of the conduct code. Examples could include, but are not limited to: community service for an APU department, a presentation, bulletin board, and/or a written apology letter.

### **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 institution 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 the Residence Halls'**

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 ID 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.

**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 one’s 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 sanctions for alcohol and drug policy violations- see information in APU Student Handbook

**Appeals Board**

Students have 15 business days to appeal sanctions to the Alaska Pacific University Appeals Board. Unless otherwise agreed in writing by the Dean of Students Office, sanctions begin immediately while the appeals process proceeds. Appeals of sanctions are to be submitted in writing to the Dean of Students Office, and include a specific, recognized basis for the appeal.

Please refer to the APU Student Handbook for more information about the appeal process.

# Campus Safety

## Alaska Wildlife

Wildlife are frequently seen on and surrounding the APU campus, in particular are the presence of moose and black bears. Below you will find information you should know about these animals:

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



**Bears:** Alaska is home to both black bears and brown bears (also known as grizzly bears). Both types of bears live in the Chugach State Park near Anchorage, and black bears have been spotted on the APU campus repeatedly. If you see a bear that is far away or the bear has not seen you, turn around and go back or circle far around it. Do not disturb the bear.



According to the Alaska Division of Parks and Outdoor Recreations, if you see a bear that is close or it does see you, stay calm. Attacks are rare. Bears may approach or stand on their hind legs to get a better look at you. These are curious, not aggressive, bears. Stand tall, wave your arms, and speak in a loud and low voice. Do not run! Stand your ground or back away slowly and diagonally. If the bear continues to follow, stop and repeat the steps above.

If a bear is charging almost all charges are "bluff charges". Do not run! Olympic sprinters cannot outrun a bear and running may trigger an instinctive reaction in the bear to chase. Stand your ground. Wave your arms and speak in a loud, low voice. Many times charging bears have come within a few feet of a person and then veered off at the last second.

In the very rare circumstance that a black bear does attack, do not play dead! You need to get away to a secure location. If unable to escape by fighting back. Direct your attacks to the bear's face and muzzle. Once free, get to a secure vehicle or building.

Should a brown bear attack, play dead. Lay on your stomach with your hands covering the back of your neck. Try to prevent the bear from turning you over by spreading out your legs. Remain still until the attack is over. If the attack continues, you should fight back by hitting the bear in the face and muzzle.

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

- **Let Animals Eat their Natural Foods**

According to the Section 5 Alaska Administrative Code 92.230, a person may not intentionally feed Alaskan wildlife or negligently leave human food, pet food, or garbage that would attract Alaska wildlife (unless you have the permit from that department). Most bears tend to be wary of humans and often will do anything to avoid them unless that bear has become "food-conditioned". To prevent bears from becoming "food-conditioned", APU's goal is to mitigate access to food by properly closing all dumpsters and locking cars and spaces where food could be accessible.

- **Give Wildlife Space**

Binoculars and spotting scopes are the ideal means to view wildlife from a safe distance; otherwise you should keep your distance when wildlife are in sight. If you are in close proximity to wildlife, move slowly, quietly, and indirectly away from the animal(s). Once you are a safe distance away, notify Campus Safety of the animal sighting by calling (907) 564-8888. Avoid using calls or devices that attract wildlife. Always give animals an avenue for retreat by walking away from spaces they are reported to be present.

– **Recognize Signs of Agitation**

When wildlife become agitated, the signs can be subtle and you should leave if an animal starts to show them. This can include ears back, hair raised, grunting, stomping of feet, or a raised stance of the animal. Even the friendliest looking animals are wild and highly unpredictable.

– **Leave Orphaned or Sick Animals Alone**

Young animals that appear alone typically have parents waiting in the vicinity and the parents can be very protective of their offspring. Keep your eyes open and scan your surroundings when you come across an animal that appears young. The parents are most likely close by.

## Campus Emergency Alerts

The staff and faculty at APU work tirelessly 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 sign-ups for this service.

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

Your personal information is being solicited strictly for emergency purposes. It will be retained in a confidential database and will not be used for 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 you use for your APU email. Input your personal contact information and identify how you would like to receive emergency notifications.

## APU SAFE

APU Safe is the campus emergency alert app. In addition to receiving emergency alerts, you can also access the following features through the app:

- Contact Campus Safety and Law Enforcement



- Connect with Support Resources: Counseling Center, Wellness Center, Academic Advising, and the Dean of Students
- Friend Walk Feature
- Interactive Map
- Parking Services
- Campus Hours & Holidays
- Anonymous Reporting
- University Emergency Plans
- Other Safety Resources

If you have questions about these features, please contact the Campus Safety Office.

APU Safe can be downloaded in the Apple and Google Play Stores for free.

## 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 as 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 and common area furniture is intended for the use of all students and is not to be moved into a student’s room.

## Parking On-Campus

Parking is free to all students and visitors! All vehicles are required to register with Campus Safety. 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. Campers, RVs and boats are not allowed to be parked or stored on campus. Please stop by the Campus Safety Office or visit the APU Parking Policy on the APU website for more information.

# Other University Resources

## Student Activities

Student Activities promotes a sense of community and loyalty to APU, while serving to enhance the social, intellectual and developmental growth of students as individuals. By engaging members of the university community in collaborative efforts, Student Activities nurtures citizenship, leadership and community, while striving to assist in the holistic development of students. To put it simply Student Activities is devoted to planning and implementing events for you that are educational, social, cultural and entertaining.

Want to see an event, speaker, or learn something special on campus email [studentactivities@alaskapacific.edu](mailto:studentactivities@alaskapacific.edu).

## 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, these events and programs will broaden your of social, recreational, and cultural engagement. 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 RA Office to see what is happening. Also check your email for the weekly mailing from the Assistant Director with upcoming events. If you don't see something but would like to see it happen on campus, reach out to [studentactivities@alaskapacific.edu](mailto:studentactivities@alaskapacific.edu) and we will work with you to make it happen.

Examples of past hall programs & events:

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



## 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 the RA Office by residential students.

Past activities include:

Halloween Party	Conservation Center	Paint Ball
Slip n' Slide	Movie Premier	Trampoline Park
Theater Trips	Hot Springs Trip	AK Railroad Rides
Go Karting	Family Dinners	Haunted Houses
Community Service	Cooking Events	Roller Skating
Color Me Mine	Reindeer Farm	Alaska SeaLife Center

## 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, 8:00am - 5:00pm. The best way to reach IT is by email at [ITHelpdesk@alaskapacific.edu](mailto:ITHelpdesk@alaskapacific.edu). IT can also be reached at (907) 564-8350. The IT Helpdesk can assist with your technological needs.

The IT department is where you will get your Student ID created. 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 Campus Life. You will need your ID to access the Consortium Library.

### 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.



## Dining Services

Our top-notch dining staff works hard to provide quality home-cooked meals for our students year round. Our dining staff prepares 19 meals a week for students living on-campus and uses locally sourced items whenever possible. Many of our vegetables come from APU's own Kellogg Farm in Palmer, AK.

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 meal directly in the dining hall or set up a declining balance on their student account by contacting the director of Auxiliary Services.

### **McMillen Student Center Mealtimes**

<u>Monday-Friday</u>	<u>Saturday and Sunday</u>
Breakfast 7:00 - 9:00am	Brunch: 10:30am – 12:30pm
Lunch 11:30am – 1:30pm	Dinner: 4:30 – 6:30pm
Dinner 4:30pm	

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

Please see the Student Handbook for more information on *Campus Dining Expectations and Policies*.

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 the kitchen manager and include the date of your class trip, which meal (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.

### **Costco Food Purchase Procedure**

Residents with a declining balance on their meal plan can purchase food from Costco Wholesale with the assistance of the Auxiliary Services Office. Residents need to email the Director of Auxiliary Services, to request a food purchase from Costco. If needed residents can also request a ride to Costco as well. Residents will be given a scheduled time and detailed instructions from the Director of Auxiliary Services. This will include a Costco Liability Form and an agreement of a 10% service fee applied to all resident food purchases.

Failure to meet at the scheduled time or to follow the detailed instructions will result in one (1) warning from the Director of Auxiliary Services per semester. Should a resident fail to meet these obligations again, the resident will be unable to schedule Costco food purchases for the remainder of that semester. Any charges that exceeds a resident's declining balance will be billed directly to the resident's student ledger.

## 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 > 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 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.

## Janitorial Services

Campus Life works with Janitorial Services to provide regular, weekly cleaning of the bathrooms in North Atwood every Tuesday. 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 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.

## APU Mailroom

APU has its own mailroom and each resident can request a mailbox to receive mail and packages. Students are welcome to ship personal belongings prior to their arrival. To mail items in advance, please use the following address:

STUDENT’S NAME  
C/O APU CAMPUS LIFE  
4101 UNIVERSITY DR.  
ANCHORAGE, AK 99508



The mailroom are located on the first floor of Grant Hall. Questions about mail delivery should be directed to the APU Mailroom by calling (907) 564-8218 or by emailing [mailroom@alaskapacific.edu](mailto:mailroom@alaskapacific.edu).

Any student registered for classes and living on campus 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 collaboration with the Director of Auxiliary Services, 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.

Mail or packages addressed to university addresses can be opened by the accounting department in the event that the recipient is not recognized.

Students are responsible for their mailbox keys. The initial key will be incorporated into the student's housing registration. Replacement keys are \$25.00 per key and must be paid for at the 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, EcoLeague) or is leaving the university permanently, they must notify the mailroom staff and provide a forwarding address. Forwarding of mail will be done by the mailroom staff for a 30-day period. After 30 days 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.

Non-APU individuals may not hold a mailbox. Each mailbox holder must be enrolled in an APU class and be living on campus.

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.