

# Prince William Sound College Residence Life Handbook 2019-2020



## Residence Life Handbook

Department of Student Affairs

Office of Residence Life

907-834-1634

<http://pwsc.alaska.edu/residence-life/>

The Residence Life Handbook is provided to you by Prince William Sound College to outline your rights and responsibilities as a residential student. You are expected to know, understand, and abide by the policies and procedures contained in this Handbook as well as the Housing Agreement and Student Handbook. The college reserves the right to make changes to the Residence Life Handbook at any time. Changes made to the Handbook will be communicated to students and published online. The online version of the Residence Life Handbook is the most updated and reliable re-source for current housing policies and procedures.

Questions, comments, or concerns about the content of the Residence Life Handbook should be directed to the Residence Life Coordinator.

## **Welcome to Residence Life at PWSC!**

Welcome to residence life at Prince William Sound College! We are excited to have you join our community.

College is a time to experience new things and new people, and here at PWSC you can do so against the backdrop of the magnificent mountains and amazing wildlife Valdez, AK has to offer. As you join us here at PWSC, take the time to get out and meet those in our community, to meet students, faculty and staff, and to get involved!

As a resident of PWSC, you'll have the opportunity to join student organizations and participate in many on campus activities. As a resident, you can also participate in resident specific events like movie nights, outdoor hikes, game nights, and many other fun, community building activities,

As you begin or continue your college experience here with us, it's good to know what it means to be a PWSC resident.

The Residence Life Handbook provides you with the policies, procedures, and resources you'll need to help be a positive, respectful, and engaging member of our community.

As you settle into your new life here at PWSC, and get to know those in your hall, get to know your Resident Assistants as well! They are here to help you as you navigate your way through this new experience. We are all here to help you have a successful and memorable time here at PWSC!

Sincerely,

Sam Foist-Swart, MA, MSW  
Residence Life Coordinator/  
Housing Manager

## **Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)**

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

### **University of Alaska Anchorage**

Director, Office of Equity and Compliance

3211 Providence Drive

Anchorage, AK 99508

Phone: 907-786-4680

E-mail: [uaa\\_oec@alaska.edu](mailto:uaa_oec@alaska.edu)

Website: <https://www.uaa.alaska.edu/about/equity-and-compliance/>

### **University of Alaska Fairbanks**

Director of Diversity and Equal Opportunity

739 Columbia Circle

PO Box 756910

Fairbanks, AK 99775-6910

Phone: 907-474-7300  
E-mail: [uaf-deo@alaska.edu](mailto:uaf-deo@alaska.edu)  
Website: <http://www.uaf.edu/oeo/>

**University of Alaska Southeast**

Director of Human Resources  
11066 Auke Lake Way  
Juneau, Alaska 99801  
Phone: 907-796-6473  
E-mail: [gcheney@alaska.edu](mailto:gcheney@alaska.edu)  
Website: <http://uas.alaska.edu/hr>

For sex discrimination claims or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations, individuals may contact the University's Title IX Coordinator or the Assistant Secretary in the U.S. Department of Education Office of Civil Rights:

**UAA Title IX Coordinator**

3890 University Lake Drive, Suite 108, Anchorage, AK 99508  
Phone: 907-786-4680  
E-Mail: [uaa\\_titleix@uaa.alaska.edu](mailto:uaa_titleix@uaa.alaska.edu)  
Website: [www.uaa.alaska.edu/about/equity-and-compliance/](http://www.uaa.alaska.edu/about/equity-and-compliance/)

**UAF Title IX Coordinator**

739 Columbia Cr., Fairbanks, AK 99775  
Phone: 907-474-7300  
E-Mail: [uaf-tix@alaska.edu](mailto:uaf-tix@alaska.edu)  
<http://www.uaf.edu/titleix/>

**UAS Title IX Coordinator**

11066 Auke Lake Way, Juneau, AK 99801  
Phone: 907-796-6036  
E-Mail: [uas\\_jytitle9@alaska.edu](mailto:uas_jytitle9@alaska.edu)  
<http://www.uas.alaska.edu/policies/titleix.html>

**Office for Civil Rights, Seattle Office**

U.S. Department of Education  
915 Second Ave., Room 3310  
Seattle, WA 98174-1099  
Phone: 206-607-1600  
TDD: 800-877-8339  
E-mail: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment or educational discrimination, students, parents, employees and applicants for employment may file a complaint with the U.S. Department of Education within 180 calendar days of the alleged discriminatory act.

**Office for Civil Rights, Seattle Office**

U.S. Department of Education  
915 Second Ave., Room 3310  
Seattle, WA 98174-1099  
Phone: 206-607-1600  
TDD: 800-877-8339  
E-mail: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment discrimination, employees and applicants for employment may file a complaint with the Equal Employment Opportunity Commission at the below addresses within 180 calendar days of the alleged discriminatory act.

**Equal Employment Opportunity Commission**

Federal Office Building  
909 First Avenue  
Suite 400  
Seattle, WA 98104-1061  
Phone: 800-669-4000  
Fax: 206-220-6911  
TTY: 800-669-6820  
Website: <http://www.eeoc.gov/employees/charge.cfm>

For educational discrimination, individuals may file a complaint with the U. S. Department of Justice

**U.S. Department of Justice Civil Rights Division**

950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Phone: 202-514-4092 or 1-877-292-3804 (toll-free)  
Fax: 202-514-8337  
E-mail: [education@usdoj.gov](mailto:education@usdoj.gov)  
Website: <http://www.justice.gov/crt/how-file-complaint#three>

For employment or educational discrimination, individuals may file a complaint with the State of Alaska:

**Alaska State Human Rights Commission**

800 A Street, Suite 204  
Anchorage, AK 99501-3669  
Anchorage Area: 907-274-4692  
Anchorage Area TTY/TDD: 907-276-3177  
Toll-Free Complaint Hot Line (in-state only): 800-478-4692  
TTY/TDD Toll-Free Complaint Hot Line (in-state only): 800-478-3177  
Website: [www.humanrights.alaska.gov](http://www.humanrights.alaska.gov)

For discrimination related to a Department of Labor funded grant, individuals may file a complaint with the U. S. Department of Labor within 180 calendar days of the alleged discriminatory act.

**U.S. Department of Labor**

ATTENTION: Office of External Enforcement

Director, Civil Rights Center

200 Constitution Avenue, NW

Room N-4123

Washington, DC 20210

Fax: 202-693-6505, ATTENTION: Office of External Enforcement (limit of 15 pages)

E-mail: [CRCExternalComplaints@dol.gov](mailto:CRCExternalComplaints@dol.gov)

Website: <http://www.dol.gov/oasam/programs/crc/index.htm>

For discrimination related to a National Science Foundation funded grant, individuals may file a complaint with the National Science Foundation within 180 calendar days of the alleged discriminatory act.

**National Science Foundation**

Complaints Adjudication & Compliance Manager

Office of Diversity & Inclusion (ODI)

4201 Wilson Blvd., Rm. 255

Arlington, VA 22230

Phone: 703-292-8020

E-mail: [tsisley@nsf.gov](mailto:tsisley@nsf.gov)

Website: <http://www.nsf.gov/od/odi/>

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## Living on Campus

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The decision to live on campus further enhances positive learning experiences as seamless learning environments are created between the classroom and the residences, and students feel more at home within the institution. Campus residency provides students with a multitude of supportive resources, social outlets, significant peer interactions, and leadership opportunities that commuter students do not have access to. Residential students live amongst neighbors who share a similar commitment to their higher education and benefiting from a living environment conducive to learning and personal development.

The PWSC Residence Hall Complex is located on the corner of Meals Ave and Pioneer Drive, right across from Safeway. We have three residence halls on campus; Copper Basin, Cordova, and Valdez. Residents have access to 24-hour assistance from a live-in Residence Life staff member, resident assistants (RAs) and a variety of resources. The building has laundry facilities for the use of residents only. There is Wi-Fi internet coverage throughout the building. Many services and activities are also offered to students residing on campus. Student housing is a community of students who elect to live on campus in a safe, engaging, supportive, and developmental living/learning environment.

The Office of Residence Life serves to support residential students in all aspects of residential life, including social events, personal support, health and wellness, conflict mediation, leadership development, and more.

### **Philosophy of a Residential Campus**

Because we believe that students can and do learn from one another, we support an on-campus living community at the Valdez campus. The education students acquire from the social and interpersonal experiences of residential life plays a vital role in their total development as concerned, inquiring human beings. The Office of Residence Life retains a common set of goals — goals which promote students' personal development and right to realize their fullest potential. The goals of the college's housing operation, like those of the total institution, focus on the individual and his/her relationship to the community in which he/she lives. To this end, the Office of Residence Life will attempt to achieve the following goals:

To provide a physical environment which is compatible with the needs of the residents, including health and safety

- To maintain an environment that supports the university's academic programs and places high priority on the pursuit of academic interests;
- To assist students in developing a positive regard for their living area, as well as for that of the larger college community;
- To encourage self-reliance among residents while recognizing the interdependence of all people;

- To promote acceptance and mutual respect among all residents by developing an awareness of:
  1. One's individual responsibilities and rights
  2. The rights and responsibilities of others
- To promote an environment in which students are encouraged to:
  1. Clarify and act upon their personal values, attitudes and appreciations
  2. Develop a broader understanding and acceptance of those with divergent attitudes and values
  3. Become aware of their emotions and develop constructive ways by which to express them
- To provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills;
- To provide opportunities for one to develop and apply leadership
- Transgender Housing Assignment Policy: On Campus Living at PWSC embraces diversity and inclusion. Transgender students are welcomed and are afforded access to housing assignments consistent with their gender identity.

## Residence Life Services and Resources

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Residential Students have access to many resources, services, and personnel that make living on campus a convenient and supportive experience.

### Residence Life Staff

The Residence Life Staff provide an on-site network of assistance for residents in the PWSC Residence Hall Complex. This team handles day-to-day administrative functions of Student Housing and is prepared to address all personal and community needs, including social and educational programming. In addition to a full-time live-in Residence Life Coordinator. Three student leaders, known as Resident Assistants, are also available and employed to ensure that a positive environment is maintained in Student Housing, conducive to living and learning.

**Residence Life Coordinator.** The Residence Life Coordinator oversees PWSC Student Housing, activities, and general student development programming on the PWSC Valdez Campus. The Residence Life Coordinator can be reached at 907-834-1634 during normal business hours; after hours questions and support should be directed through the Resident Assistants at 907-831-1264.

**Resident Assistants.** Resident Assistants (RA) are paraprofessional Residence Life staff Members who are trained to maintain a safe, healthy, and engaging residential community for residents in housing at PWSC. Each RA is assigned to a smaller sub-community within the larger housing complex where they live and get to know all of the residents in that area. RAs provide 24-hour on-call assistance year-round. They receive extensive training in crisis response, conflict mediation, policy enforcement, and programming. Residents are expected to comply with requests and directives of the RA

Staff and to readily utilize them to address safety concerns, disruptive behaviors, and general personal and community needs. Share ideas for activities with your RA and be sure to approach him or her for assistance as needed. The RA on duty can always be reached by calling the RA cell phone at 907-831-1264.

### **Programs and Activities**

Getting involved in the residence hall community is a great way to meet people, make friends, and have fun! In addition to the campus-wide event offerings provided by Student Activities, Student Association, and others, the Residence Life staff aim to provide a slate of entertaining and educational programming for on-campus students and families. Examples of programs and activities include movie nights, karaoke, community dinners, and academic skills workshops. Another main emphasis for programming is experiencing the outdoors! As our own PWSC mission states, we want to make the most of our "magnificent landscape to enrich the lives of our students and our communities." See an RA or the Residence Life Coordinator for more information about getting involved on campus.

### **Support and Safety**

In addition to the support services offered by PWSC to the entire student population, students in campus housing have access to 24-hour support provided by the Residence Life staff. Residence Life staff members can assist with lockouts, mediating conflict, facilities concerns, and are trained to respond to medical, mental health, and other emergencies.

Additionally, the Residence Life staff is committed to maintaining student housing as a safe and secure place to live and learn. Staff routinely walks through the community to monitor for suspicious activity and to ensure that doors are locked and secure; however, it is the responsibility of the entire community to maintain the safety and security of the residence halls. If a resident witnesses suspicious or unsafe behavior at any time, he/she should report this to the RA on duty and/or the Residence Life Coordinator immediately.

## **Description of Units and Amenities**

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All student units are fully furnished with living room and dining room furniture. Kitchen appliances, including microwaves, are provided. Each resident is provided a personal twin XL -sized bed, mattress, desk, desk chair, dresser, and nightstand. Each bedroom has one closet and additional shared closets are located in hallways. Local phone service and high speed wi-fi internet access **are** included in the rent.

### **Apartment Options**

Various apartment styles and layouts are available to provide students with multiple options for affordability and degrees of privacy. Students can choose to live in a private studio, 1-bedroom apartment, or to occupy a private bedroom but share a larger apartment with roommates to reduce costs. Additionally, residents can take a more traditional route and share a 1-bedroom apartment with another person to maximize

savings. The units can also be rented to families with partners and children (see Section II. Rental Terms: Family Housing Criteria).

**Studio Apartment.** The studio apartments have an open floor plan with a combined living and sleeping space for one occupant. Full kitchen facilities are located along one wall of this room behind an accordion-style door that can be pulled closed. Two large closets and one small closet are located near the entryway and bathroom.

**1-Bedroom Apartment.** One-bedroom apartments can be shared by two people or occupied by one resident. This apartment has a kitchen, dining area, and living room separated from the bedroom. In addition to the bedroom closet, two additional large closets are located near the bathroom.

**2-Bedroom Apartment.** Two-bedroom apartments may be occupied by two single students or by families with up to four total residents. Two separate bedrooms are separated from the living, dining, and kitchen areas. An additional shared closet is located in the entryway of the apartment, and additional linen cabinetry is in the bathroom of these apartments.

**3-Bedroom Apartment.** Three-bedroom apartments can be shared by three single students or by families with up to six total residents. This apartment has a kitchen, dining area, and living room separated from the bedrooms. One small shared closet is located near the entryway and another is located in the hallway.

### Common Areas and Shared Facilities

College facilities within Student Housing are for use by residents only. Trespassers attempting to use laundry facilities, recreational facilities, or other services will be asked to leave, and repeated offenses will lead to criminal trespass. Non-residents must be accompanied by a host at all times in common areas; the buildings are to remain locked and secured 24-7, and residents found propping any exterior doors open will be go through the Student Code of Conduct process. Use of the facilities and furnishings should show respect, cleanliness, and common courtesy. In the lounge and study space, furniture is not to be moved, and all messes should be cleaned up when users leave the room. Television cables are not to be tampered with, and TVs and other provided electronics may not be moved.

### What to Pack

- Linens (sheets, blankets, towels, pillows, dish rags, wash cloths, etc.)
- Dishware/Silverware/Cookware/Utensils
- TV/ cable cord
- Computer/ Ethernet cord
- Alarm Clock
- Toilet Paper/Paper Towels/Tissues/Napkins
- Cleaning Supplies
- Personal Toiletries
- Laundry Basket/Soap/Clothes Hangers

Make sure to bring all the items listed above, and any additional items you can't live without or be ready to buy them when you get here. However, be advised that the

shopping options in Valdez are limited and quite pricey. You might want to check out Amazon's Student Prime Account (<http://www.amazon.com>) to order certain items for your room. Also, remember clothes, shoes (tennis shoes and snow boots are a great start); an umbrella, rain gear, mittens and warm jackets. Weather in Alaska is unpredictable and can change several times a day; dressing in layers is a great way to be ready for whatever Mother Nature throws our way.

### Cable, Internet, and Telephones

**Cable.** Due to the online availability of television and film programming, as a cost-saving measure, cable television service is not included in the apartment rental; however, students can choose to initiate an account with GCI, the provider contracted by the college. Activation, installation, billing, and disconnection are the responsibility of the student. Contact GCI to set up an account and activate services, 907-835-4930.

**Internet.** There is high-speed internet connections in each bedroom and wi-fi internet throughout the building.

**Telephone.** Every unit in PWSC Student Housing can have an active telephone and telephone line. Those wishing to have a phone installed may contact the Residence Life Coordinator at 907-834-1634 to acquire a phone. Residents should report problems with phones in a work order (found online). Local calls are free to residents, but all long-distance calls require the user to hold a calling card. Calling cards can be found at Safeway.

### Mail

Mail is not delivered to student housing and residential mail delivered to the college's P.O. Box may be returned to sender. There is no mail delivery in Valdez--students must rent a Post Office box to ensure receipt of mail and packages. The Valdez Post Office is located just a few blocks from student housing, at 221 Tatitlek Street (at the corner of Tatitlek and Galena). **Inquire at the Post Office for rental rates and requirements.** Residence hall physical addresses, which may be used for UPS or FedEx delivery, are listed below:

Copper Basin Hall	Cordova Hall	Valdez Hall
110 Alatna Street	129 Pioneer Drive	105 Pioneer Drive
Valdez, AK 99686	Valdez, AK 99686	Valdez, AK 99686

If needed, residents who wish to purchase a P.O. Box can obtain a letter from the Residence Life Coordinator to verify that they live in Valdez and reside in housing.

## Roommate Relations

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Strong, positive interpersonal relationships are vital to the on-campus living experience. One of the most important relationships a student may form on campus is the relationship with his/her roommate(s). Building and nurturing constructive, cooperative roommate relationships has a positive impact on success and satisfaction. While we

hope that your college roommate could be a friend for life, we also understand that some roommate arrangements do not result in this kind of relationship. We expect a baseline relationship of cooperation, understanding, and mutual respect.

Rooms in residential facilities are assigned to each student for the academic year. A voluntary change in room assignment must be approved by the Residence Life Coordinator before any change can be made. The Office of Residence Life reserves the right to make changes in room assignments when it deems it is necessary, and will notify the affected students in advance of these changes whenever possible. Residents are expected to establish and maintain mature and constructive communication. Conflicts should be addressed and resolved as adults, and assistance in conflict mediation can be requested of any Resident Assistant. In all conflicts, residents and staff should consider the Roommate Bill of Rights listed below.

### **Roommate Bill of Rights**

Essentially, all residents have the right to sleep, eat, study, and to enjoy a safe and clean personal living space. Roommates must respect one another's rights by being reasonable with disruptive activities and be willing to find an amiable solution when a roommate feels these rights are being violated. Conflict mediation is available upon request. A resident's rights to a safe, clean, and non-disruptive living/learning environment always supersede a roommate's rights to entertain guests in the shared suite.

#### **Basic rights of a roommate include:**

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, or other activities.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other housing residents.
- The right for redress of grievances. Residence Life staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of the suite telephone, kitchen, restroom, and other shared spaces.

**REMEMBER:** To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate enjoys those rights.



### **Roommate Agreements**

Roommate agreements are designed to help roommates get to know one another and create shared expectations for space use, guest visitation, cleanliness, chores, and other topics related to communal living. All residents will discuss and complete roommate agreements with the help of their Resident Advisor within the first week of living on campus. Roommate agreements are not formal contracts, but rather guides to maintaining positive relationships and can be renegotiated and revised throughout the year.

### **Conflict Resolution**

Conflict may arise between roommates or other members of the residential community. Individuals in conflict are expected to maturely and responsibly manage and resolve their conflict. In the event that a conflict cannot be resolved between the individuals independently, the Resident Advisors are trained to aid in conflict resolution and should serve as a primary resource in conflict resolution. Should the RA be unable to adequately help resolve the conflict, residents should consult the Residence Life Coordinator.

Learning to manage and resolve conflict is a valuable skill. As such, the RAs and Residence Life Coordinator will seek every available option to resolve conflict between roommates before changes in assignments are explored. If at any time conflict becomes disruptive to the residential community, disciplinary action may be taken, up to, and including eviction.

## **Rental Terms**

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The Residence Life Coordinator manages housing applications, agreements, charges, payments, and other administrative functions. Questions regarding eligibility, cancellations, or other aspects of Student Housing Agreements and costs should be directed to this person. For more information, please call 907-834-1600 or visit our website.

### **Housing Eligibility**

To be eligible for student housing, students must meet the criteria for student status outlined below. Students must also be in good standing with the Office of Residence Life and the University. Additionally, the following must be received by the Residence Life Coordinator before a space will be reserved in Student Housing:

1. Housing Application
2. \$300 security deposit
3. Placement Profile
4. Signed Housing Agreement
5. Current Immunization Records

### **Student Status**

PWSC's residential communities are open to any PWSC student who is enrolled in six or more credits per semester for undergraduate students. Requests for exceptions should be directed to the Director of Student Affairs before enrolling in less than the minimum credits or falling below the minimum credits. Students enrolled in less than the minimum credits without the advance permission of the Director of Student Affairs will be given a maximum of 48 hours to vacate student housing and will be charged according to Section 1 - Agreement Cancellation and Release Schedule in the Housing Agreement.

Due to the academic nature of PWSC's residential communities, resident students are expected to make academic progress while living on campus. Students must meet all financial obligations they have with the University and their billing accounts must be in good standing. Students who have a financial account hold at the end of the fall semester will be required to vacate student housing following fall finals until their account balances have been paid. Housing may be denied or an agreement terminated on the basis of past or present behavior if, in the judgment of the Senior Student Affairs Officer or designee, such behavior may threaten University property or the health and safety of residents. All students must abide by the Student Code of Conduct.

### **Student Conduct Record & Criminal History**

Applicants and current residents must remain in Good Standing with the Office of Residence Life and the University. Disciplinary infractions and conduct transgressions may constitute reason for a Housing Agreement to be denied or terminated. Additionally, PWSC seeks to foster a residential community in which all members feel safe, secure, and unthreatened by peers and neighbors. Applicants are required to declare criminal charges on the Housing Application Form. Informal criminal background checks are conducted for applicants, and those found to have been untruthful about their criminal history will have their agreements terminated immediately. PWSC reserves the right to deny Student Housing to any applicants who have been charged with aggravated assault, domestic violence, sexual assault, child neglect, illegal weapons possession/use, or any other charge that indicates that the individual caused harm or considerable danger to others.

### **Payment History**

Students are expected to pay housing charges in a timely manner. Previous poor payment history can affect future housing eligibility. PWSC uses a third party company, Tuition Management Systems (TMS), to administer our payment plans. Plan enrollment requires a \$65 registration fee and it will not be activated unless the deposit (initial payment) and registration fee has been made. The earlier you sign up for the payment plan, the smaller your monthly payments will be.

To enroll in a payment plan, you can visit <https://pwsc.afford.com/>.

## Housing Agreement

The PWSC Student Housing Agreement should be considered a legal, binding contract between PWSC and the individual student. All conditions of residency, eligibility, rental costs, and penalties are outlined within the agreement. This agreement serves the student by guaranteeing him/her on-campus housing at a set rate for a predetermined length of time, to coincide with the academic calendar of the college. The agreement also serves to protect PWSC in the case that the lessee, or student, violates rental and eligibility stipulations, cancels with short notice, or vacates the unit mid-semester when the college will then be unlikely to find a replacement tenant. All appeals related to agreement termination and penalties must be addressed in writing to the Director of Student Affairs. Physical copies of the housing agreement can be found in the Student Affairs Office and electronic copies can be found online.

## Security Deposit

A refundable \$300.00 security deposit is required of all housing applicants. The deposit will be held by the PWSC Business Office for as long as the resident indicates intent to return to Student Housing in the following term. When a resident formally checks out of housing and indicates that he/she will not be returning, the deposit will be mailed to the forwarding address indicated on UAonline, less any applicable charges assessed to the student.

## Immunizations

Students must provide proof of the required immunizations prior to being placed in Student Housing, and then must update their immunizations as necessary during the extent of their residency on campus. A completed TB Skin Test is also required for new and returning students to remain eligible for Student Housing. The Residence Life Coordinator will notify continuing housing students whose TB Tests have expired, and failure to provide proof of a current TB Test each year will result in termination of the student's housing Agreement.

Students residing in family housing must provide current, up-to-date immunization records for each member of the household. Failure to provide immunization records for each member of the household will result in termination of the housing agreement.

Required immunizations:

MMR (measles, mumps, rubella) – 2 doses

Tetanus-Diphtheria – within 10 years

Tuberculosis Test (TB) – required yearly

Recommended immunization:

Meningococcal Vaccine

There are many sources for obtaining records of immunizations if they are not in immediate possession: high school or previous college health records, local health department or clinic, military health records, or pediatrician records. Missing

immunizations can be documented by an approved clinician on the Immunization Record Form, available on the Housing website or from the Office of Residence Life. All waivers of immunization requirements must be approved by the Director of Student Affairs. To request a waiver of immunization requirements for medical or religious reasons, please contact the Resident Life Coordinator.

### **Housing Placements and Room Assignments**

Every attempt will be made to accommodate students' housing placement requests. Requests are filled on a first-come, first served basis. Students may choose not to accept the placement offered, but may still be held to the terms of their agreement if placements fall within the scope of the preferences the student listed on their signed housing agreement. For further information, see Roommate Relations on page 9.

Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. The Residence Life Coordinator reserves the right to make assignments and re-assignments of accommodations as deemed necessary. Students who are dissatisfied with their room assignment should consult with their RA and/or the Residence Life Coordinator to determine possible solutions.

Under no circumstances is a student allowed to occupy a space other than the space which was assigned to him or her. Trading spaces, wrongfully occupying unassigned space, or sharing space assigned to another student may result in disciplinary action up to and including termination of the housing agreement.

**Roommate Requests.** New residential students have the option to request their roommates via the Housing Placement Profile, or the Residence Life Coordinator will do his/her best to find suitable living-mates based on lifestyle preferences and commonalities indicated on the profile. Continuing residents may indicate preferred roommates when they renew their housing agreements in subsequent semesters. Roommate requests must be made mutually (each resident must indicate their requested roommate on the Housing Placement Profile) to ensure placement. While every effort will be made to accommodate mutual roommate requests, roommate requests are not guaranteed and may not be met.

**Reassignment & Consolidation.** PWSC reserves the right to close a residence or reassign residents to another comparable unit when the unit is no longer fully occupied, when premises are unsuitable for residence, or it is deemed necessary for health, safety, financial, or disciplinary reasons.

### **Accommodations, Accessibility, and Adjustments**

**Accommodation & Accessibility.** PWSC Office of Residence Life will make all reasonable efforts to accommodate students with special needs. Applicants should indicate physical accessibility needs or restrictions when they apply, such as limitations with stairs, etc. Other accommodation needs should be presented to the Director of Student Affairs, who will work with the Office of Residence Life to best accomplish those accommodations.

**Housing Adjustments.** Students who experience disabilities and need housing related adjustments will need to follow three basic steps:

1. *Apply for housing in accordance with all existing timelines and procedures. Please note on application that a disability related adjustment is being requested.*

Adjustments are always determined on an individualized basis. Examples of adjustments might include requests for:

- Accessible unit
- Animals in housing (see information on therapy animal requests below)
- Modification to housing unit (installation of strobe alarm for example)
- Other

2. *Meet with Disability Support Services to provide documentation that supports request (confidential process)*

Students are expected to meet with the Disability Support Services Coordinator to discuss all requests for adjustment on the basis of disability, including classroom, programmatic, and housing requests. A review of documentation is required. In the case of housing requests, DSS is typically not the entity to approve or deny requests. However, when housing and residence life staff are working with students to review disability-related requests, they will need to confirm that DSS has appropriate records on file.

3. *Meet with Housing Manager to discuss specifics of request*

Adjustments are put in place when students have made legitimate requests confirmed by documentation on file with DSS, and when they have met any additional requirements established by housing and residence life. For example, in the case of a request for a therapy animal the student should have documentation of disability on file with DSS, but also needs to verify safety and care of the animal with housing and verify that the therapeutic relationship is ongoing with residence life (see therapy animal request facts below).

#### *Therapy Animal Requests at PWSC*

1. Be engaged in ongoing therapeutic relationship in which an animal is an appropriate therapeutic approach.
2. Make a request to housing and residence life within the semester before you wish to have an animal in housing.
3. Confirm that you have documentation on file with Disability Support Services.
4. Follow-up on request to answer additional questions and confirm eligibility based on requirements.

#### **Myth and Fact**

*Anyone can get a written prescription for a pet by asking a health care professional.*

**FALSE.**

Requests in the absence of an ongoing therapeutic relationship are considered requests for a pet. Pets are not allowed according to university policy. Individuals who want or need a pet should consider living off-campus. Student are only eligible for an

exception to the no pet policy if the animal is used as a tool of therapy. There must be evidence of an ongoing therapeutic relationship.

Contact Information for Housing Requests:

Disability Support Services  
(confidential documentation review and adjustment approval)  
<http://pwsc.alaska.edu/disability-support-services/>

Residence Life  
(application for housing, request for adjustment, and notification of approved adjustments)  
<http://pwsc.alaska.edu/residence-life/>

### **Cancellation of Housing Agreement**

**Involuntary Termination of Occupancy.** Housing privileges may be terminated by the University/College for cause. Cause includes, but is not limited to violating federal, state, or local laws and ordinances, violating Board of Regent's policies, University regulations, rules and procedures, including the Student Code of Conduct, failing to remain enrolled in the minimum number of credits at PWSC as stipulated in Section 2 - Eligibility, and for non-payment of Housing charges or other PWSC fees.

The College may terminate this agreement without cause with ten days written notice.

Termination of this agreement by PWSC with or without cause or abandonment of the assigned room by the student does not release the student from financial obligations owed to the University. Section 1 - Agreement Cancellation and Release Schedule will be used to determine appropriate release charges.

**Voluntary Termination of Occupancy.** The Housing Agreement is a year-long contract covering both fall and spring semesters. A release from this agreement is available and is subject to Section 1 - Agreement Cancellation and Release Schedule. Students can request a mid-year or mid-term release by completing the Cancellation Agreement Form found on the PWSC website or the PWSC Housing Self-Service page on UAOnline.

If a cancellation request is submitted after check-in, the student has until midnight on the agreed upon check out date to completely vacate student housing. The student will indicate their check-out date on the Cancellation Agreement Form.

A student may request a waiver of release charges, which may be granted or denied in the sole discretion of the College. Waivers are available in very limited circumstances such as medical disability, death of an immediate family member, change in marital or parental status, graduation, termination of exchange program participation, and involuntary change in employment location or student teaching/internship assignments more than 40 miles away from housing. To request an exception, students must complete the Request for Exception to Housing Agreement Form found on the PWSC Residence Life website. This form must be submitted directly to Residence Life by mail,

fax or e-mail within thirty days of move out. Exceptions are not considered for student's failure to comply with published deadlines or changes in financial status. Requests for waivers are reviewed by the Director of Student Affairs.

### **Checkout and Vacating Terms**

Prior to vacating, students are expected to clean and return their housing unit to pre-check in condition and leave all furnishings and equipment in good order and repair. Checkout instructions are as follows:

- Clean your room and common areas of your apartment so that someone new could move into it. Wipe down surfaces and vacuum.
- Be sure all personal belongings are removed.
- Contact an RA to schedule a checkout appointment and complete a Checkout Room Condition Report (RCR).
- Be sure your bedroom door is closed and latched before you leave.

Students who wish to by-pass the RA checkout appointment and checkout RCR can indicate this by choosing Express Checkout on the Cancellation Form. Students who choose Express Checkout waive any right to contest cleaning or damage charges that may be applied to their room or common areas of their apartment.

Cleaning and damages beyond normal wear and tear are charged to residents. Equipment or furnishings that are missing or damaged beyond repair are billed to the resident at replacement cost plus labor. Students who have completed a Checkout RCR may submit an appeal in writing to the Residence Life Office within fourteen days of receipt of the Damage Charges notification email to contest the assessment of damages or the amount assessed.

Failure to completely vacate according to the policies, procedures and deadlines established will result in the assessment of an improper checkout charge and a per-day room use charge until vacated.

The College may, in its sole discretion, store personal belongings left behind at the student's expense for thirty days, after which time they will be disposed of.

Upon termination of the Agreement, the College shall have, and is hereby granted, full and free right to remove property of the student or others from the premises without being guilty of trespass, eviction, or forcible entry and detainer, and without relinquishing any of the University's legal rights. Student Affairs/Residence Life may assess disposal fees for abandoned belongings that include labor, disposal, and administrative costs.

### **Rental Periods and Rates**

The Office of Residence life at PWSC offers a Fall/Spring Academic Year Housing Agreement, with openings during the winter and summer months. Rates vary by housing style placement and are noted in the current Housing Agreement. Preference will be given to applicants who are enrolled at PWSC as a full-time student (minimum 12 credits). Rates may vary by semester; current rates can be found online or on the

Housing Agreement for the semester in question. For more information, please phone the Residence Life Coordinator at 907-834-1634.

### **Check-In Procedures**

When residents first arrive to move in to their rooms, they should report to a housing staff member at the housing check-in area in the Cordova Hall Lounge. After-hours check-ins should be referred to the Resident Assistant (RA) on duty by calling the RA cell phone at 907-831-1264. Check-ins will not be permitted before the start date of the Housing Agreements unless approved in advance by the Residence Life Coordinator. Especially in the Fall Semester, students should pay special attention to the opening date and time for housing that is posted in the agreements and on the Campus Calendar far in advance. These dates should be taken into account before travel plans are coordinated; a lack of attention to these dates does not constitute reason for an early move-in to be authorized.

Residents will complete administrative paperwork for their housing file and receive their keys before being escorted to their room by a Resident Assistant. The RA will have completed an Apartment Condition Form (ACF) for the unit prior to your arrival. This document notes the condition of the apartment/suite and its furnishings at the time the resident assumed occupancy. The resident should look over the ACF carefully to make sure that he/she agrees with the assessment, and to point out any additional damages or flaws in the unit before signing it. Any damages or missing furnishings noted when the resident departs will be compared to the ACF, and the resident will be held responsible for any associated damages that appear to have been inflicted during the resident's stay.

### **Check-Out Procedures**

Residents may check out of PWSC Student Housing whenever they choose, but should be aware that they will be held financially responsible for the terms of their housing agreement. See the "Housing Agreement" section of this handbook for details on cancellation and contract breaks. The outgoing resident must notify his/her Resident Assistant at least 24-hours in advance of the intended departure time to arrange a formal checkout. During finals week at the end of the Fall and Spring academic semesters, checkout schedules will be posted outside the suite door of every RA. Failure to formally check out, to provide adequate advanced notice, or to show up for a scheduled checkout appointment will result in a \$40 improper checkout fee. Missing or lost physical keys will be charged to the Student Account at the rate of \$85 per (room) key (to change the locks and to cut a new set of keys), or \$10 for missing ID cards.

All trash and personal items must be removed from the unit. Drawers and cabinets should be wiped out, and all surfaces, window sills, mirrors, and windows wiped down. All furniture and furnishings should be returned to the rooms they were originally found in. Floors should be swept and vacuumed. All tacks, staples, pins, and tape must be removed from walls, doors, and ceilings. Cleaning/Maintenance charges will be assessed at a rate of \$40/hour for the time it will take to clean the unit, remove trash or personal belongings, repaint walls, or make minor repairs. Roommates should decide in advance who will clean the common area so that all residents contribute to the



cleaning of the entire unit beyond the bedrooms. All residents are responsible for the common areas of an apartment and as such, will share any and all damage and cleaning fees.

Though RAs will make note of improper checkout, lost keys, cleaning needs, damages, or missing furnishings on the closeout form, charges will be assessed by the Residence Life Coordinator. The closeout form also serves as the document by which outgoing residents specify a forwarding address to be kept in the student's housing file archives.

**Please note: it is the student's responsibility to update change of address and other contact information in their UA Online account.** The student's address as listed in UA Online is where any deposit refund checks will be mailed. Once a student has left campus, he/she should direct all questions regarding closeout charges and deposit withholdings to the Housing Office, which archives files of past residents. Students can expect that any remaining portion of the security deposit will be sent as a check to the student's UA Online address within four to six weeks of the closeout.

**Winter Break Checkout.** For those students checking out of Student Housing for winter and spring break, checkouts MUST be scheduled 24-hours in advance with a RA and students MUST be packed and ready to leave upon the arrival of the RA. If students leave without arranging a checkout, if students are not ready to leave at the time of the RA arrival, or if students do not show up for their scheduled appointment, students will be assessed a \$40 improper checkout fine. Additional cleaning/maintenance charges of \$40 per hour will also be assessed to the student's account, and withheld from the housing deposit. Please follow the cleaning guidelines below to ensure that you're fee-free upon checkout!

#### **Winter Break Cleaning Task List**

- All non-kitchen appliances unplugged
- Refrigerator cleaned out of perishables
- All trash removed from unit
- Windows locked, drapes closed
- Valuables locked out of sight in bedroom
- Shared spaces & common areas tidied and presentable for new roommates arriving (winter break only)

#### **Students in apartments with an empty bed space at the end of fall semester**

Common areas, such as the living room, bathroom, and kitchen, should be sufficiently cleaned to welcome a new roommate. Cabinet space, refrigerator space, and furniture should be allocated for new people who will arrive next semester. Students are expected to create a comfortable and welcoming environment for new roommates.

#### **Permanent/Summer Checkout**

The same rules mentioned above apply to all students who are leaving PWSC and Student Housing for the summer or indefinitely. Please follow the cleaning guidelines below:

### **Permanent/Summer Checkout Task List**

- All trash and personal belongings removed
- Carpeted floors vacuumed
- Linoleum/laminate floors swept and mopped
- Windows and window sills cleaned, drapes closed
- Trash cans emptied and wiped out
- Drawers empty and wiped clean
- Furniture returned to its original placement and condition, minus normal wear and tear.
- Bathroom and kitchen counters, cupboards, shelves, & drawers emptied & wiped clean
- Microwaves, ovens, & refrigerators cleaned inside and out
- Toilets, showers, and sinks thoroughly scrubbed
- Walls and doors wiped down as necessary
- All staples, nails & tacks removed from walls, ceilings
- Any odors or “lingering fragrances” removed

Roommates should work as a group to determine who will clean common areas in the apartment.

### **Abandoned Property**

Personal property left in the unit after a resident vacates or abandons the unit will be disposed of by PWSC without liability after 30 days. When applicable, the student will be billed for expenses incurred for the disposal of abandoned belongings.

### **Charges & Fees**

Most fees and incidental charges incurred while in Student Housing will automatically be posted to Student Accounts. Fees are assessed for reasons such as vehicle registration, vehicle towing, nightly housing charges, lock-out charges, improper closeout fees, damages, or disciplinary fines. Students should always be made aware of charges before they are posted, but any questions regarding billing or charges posted by the department should be addressed to the Residence Life Coordinator or the PWSC Business Office.

### **Keys & Student ID Cards**

Residents will have their Student Identification Card, the Buoy Card, activated for room key access to their residence hall and their apartment. In some cases, residents may receive a physical key to their apartment. Bed-rooms are coded with individual push-button punch codes. Keys and key cards are the property of PWSC; duplication and unauthorized possession of college key cards or keys is prohibited. Only authorized lock hardware may be installed on university property. All others will be removed. Students are expected to be responsible for any keys or key cards issued to them. For security reasons, they may not be lent to others who should not have unescorted access to the buildings or apartments.

Lost or misplaced keys or Buoy cards must be reported to the Residence Life Coordinator immediately and can be replaced by filling out the Lost Key Form.

Because the Buoy cards have been coded for electronic access to residence halls and apartments, it is a security risk to allow them to potentially be found by an unauthorized user. Replacement charges are listed below:

Apartment door key: \$85.00 (re-coring the door lock and cutting a full new set of keys)  
Temporary swipe access card: \$10.00

Students in possession of unauthorized keys or ID cards will be subject to disciplinary action up to and including eviction, expulsion, fines, and possible criminal charges. Fines for possession of unauthorized keys or failure to turn in keys at the end of one's residency term will be applied to the Student Account.

### **Unauthorized Tenants**

The Residence Life Coordinator **MUST** be informed of who physically resides on campus at all times for security and emergency response reasons. If a resident vacates mid-semester, or if a family resident makes changes to his or her household, the Residence Life Coordinator should be notified immediately. Unapproved residents or extended visitors will not be permitted to stay in Student Housing.

**Squatters** are considered any non-paying individual who has taken up residence in a student housing unit or on the premises, including in tents or outdoor shelters. Apartment storage rooms may not be used as bedrooms, and residents should not consider vacant beds in their apartments as an invitation to provide a friend with a place to sleep. Squatters may be served notice of criminal trespass, and their hosts may have their housing agreements terminated.

**Subletting** is considered an arrangement between a student resident and a third party, in which the resident leases out his or her unit (already leased from the college) while the approved student resident is not present. **Subletting is not permitted.** Family residents may allow non-relatives to reside in their unit if the individuals are approved by the Residence Life Coordinator, demonstrate some relationship to the family resident, and are formally added to the household roster. Any student found to be subletting will have his or her agreement terminated immediately.

### **Summer Conference and Guest Housing**

In the summer, PWSC Student Housing operates the Summer Guest and Conference Services Program, enabling external parties to rent out housing units. Summer Conferencing operations help to subsidize revenue from the academic year and to keep costs down for students. Students may refer family members, friends, or others to the Residence Life Coordinator to inquire about renting rooms or full apartments for periods ranging from two nights to the entire summer.

During the summer, students may be asked to consolidate or share unoccupied space for periods of time as deemed necessary by the Residence Life Coordinator. This is especially true during times of heavy occupancy, such as during the annual Last Frontier Theatre Conference. If students are asked to consolidate or share space, they will be notified at least one week in advance.

## Your Apartment: Housing and Care Policies

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### Contraband

Contraband is prohibited in Student Housing and on campus. Contraband includes such items as halogen lamps, gasoline or similar flammable materials, any source of open flame or smoke, illegal substances including marijuana and other drugs (and paraphernalia), and alcohol (including containers or bottle caps). Residents may not possess space heaters, lab chemicals, or more than two quarts of motor oil, kerosene, or other highly flammable liquid in the residences on campus. Toaster ovens, microwave ovens, potpourri pots, buffet ranges, hot plates, and other electric cooking appliances other than toasters and closing grills are not permitted in any place other than apartment kitchens. Large appliances such as freezers are prohibited. Candles may NOT be burned, but are permitted to be used on electric candle warmers. Burning incense is also prohibited. Contraband items may be confiscated and a fine assessed at any time.

### Decorations, Repairs, Modifications to Living Units

Residents are encouraged to decorate their apartment in order to make it a comfortable, inviting place to live and learn. However, to maintain the integrity and safety of our units, certain decorations and alterations are prohibited.

**Residents may not attempt to modify fixtures or structures within their units.** Repairs and maintenance needs must be requested through work orders (see below), available from the Residence Life Coordinator or Help Desk, which must include detailed descriptions and a signature of a resident of the unit to be entered for maintenance. Residents may decorate but may not use large nails, ceiling hooks, paint, or structurally alter their rental units in any way. Students may not paint the walls or cabinetry, hang wallpaper or decorative borders, or remove or change fixtures such as overhead lights or appliances. Students may not construct walls or partitions within the unit. Bolts and hooks may not be used to secure personal furnishings to walls, floors, or ceilings.

To hang decorations on the wall, residents are permitted to use painter's tape. Nails, screws, and pins damage the walls. Do not hang decorations from sprinklers as this may damage the sprinkler or cause it to activate throughout the building, causing several thousand dollars worth of damage to college and personal property.

Any decorations in the hall or visible to others must not be offensive, must not convey propaganda, and must not advertise drugs or alcohol. Refer to the Written and Symbolic Harassment section of the Student Handbook for more information about what may be considered offensive. If in doubt, consult with a RA or the Residence Life Coordinator

Other Guidelines to Consider:

1. Items hanging on the wall should be limited to papers, posters, photos, and materials that can be affixed with easily removable products. **NAILS AND SCREWS ARE PROHIBITED.** Students are also asked not to use duct tape on surfaces in the apartments.

2. Mounting or hanging items from the ceiling with anything other than tape is prohibited. Staples, tacks, and nails may pierce the underlying electrical wiring, presenting a risk of electric shock and fire.
3. Please DO NOT hang anything on the doors to rooms or apartments. Doors are solid oak and have a protective finish on them. Even scotch tape will remove bits of the finish. Each apartment has a bulletin board hung on the wall beside the front door – please use the bulletin board to decorate or post things.
4. Windows must be closed and LOCKED whenever it is windy – wind storms will rip the windows right out of the casement and can make for a cold week while a new one is ordered – you will be charged to cover the cost of replacement and installation.
5. Facilities Staff will conduct mid-semester and semester-end walk-throughs of every student unit for preventative maintenance measures. Students will be given 48-hours' notice prior to these walk-throughs.

### **Fire Code**

To comply with local and state codes and to observe prudent safety precautions, PWSC Office of Residence Life Personnel will enforce the following fire safety regulations:

1. Open flames (including candles), incense, kerosene lamps or stoves, and other similar items are not permitted in any university housing unit. Jar candles may be placed on electric candle warmers, though residents are reminded not to leave the warmer unattended or plugged in for extended periods.
2. No flammable or combustible liquids such as gasoline, propane, or similar substances may be stored in any university-owned or approved housing unit. Turpentine, kerosene, paint thinner, and similar flammable substances used for camping or art classes may be stored in storage rooms or bath-rooms in small quantities; no more than one half-gallon. These should not be stored near heaters or any heat-producing appliances, nor should they be kept in a fashion where they might tip or spill. Additionally, such substances may only be stored in the approved containers in which they were sold. Any flammable substances found in Student Housing that violate this policy will be confiscated and disciplinary action will be taken against those responsible for storing such substances.
3. No paneling or excessive tapestry (unless fire treated and for which permission has been obtained from the Residence Life Coordinator) is permitted in Student Housing.
4. Smoke detectors are not to be covered or blocked. Additionally, nothing should be hung from or affixed to smoke detectors in any way.
5. No tampering with the wiring or components of the smoke detection, carbon monoxide, or alarm systems is permitted. Fire extinguishers are not to be removed from their proper locations, including the wall-mounted extinguishers in apartments, or to be discharged except in the event of a fire emergency. Nothing can be attached to, or

hung from, sprinkler heads. To do so may activate the building's sprinkler system and cause thousands of dollars worth of damage to college and private property. There is a \$50-100 fine and disciplinary action for tampering with fire safety equipment, including smoke and heat detectors, pull-boxes, alarms and sirens, sprinkler heads, extinguishers, or fire panels.

6. Fire doors and any other doors with closing mechanisms are to be kept closed at all times except in the event of fire emergency. Fire exits may not be blocked with any furniture or objects. They must remain clean and empty at all times.

7. Only college wiring is allowed in units and apartments, and only a reasonable number of standard U.L. approved extension cords may be used. Extension cords must be 10 amp or larger, #18 wire with SPT2 plastic insulation and molded ends and not more than twelve feet long. Students should take caution not to overload extension cords and circuits with too many large appliances; televisions, stereos, microwaves, freezers, and other such appliances should be given their own extension cord or be plugged directly into the wall electrical outlet. All approved heat-producing appliances such as hair dryers, coffee pots, popcorn poppers and irons must be plugged directly into wall outlets and unplugged when not in use.

8. Extension cords must be exposed at all times; they may not be placed under carpets or rubber molding.

9. Flammable holiday decorations such as real Christmas trees, wreaths or garland made from spruce boughs, and untreated bunting are not permitted in Student Housing units.

10. No partitions or wall-like structures are to be installed in housing units by students.

11. Nothing is allowed to block, even partially, any means of egress, including doorways and windows. Furniture placed in front of windows must not be higher than will allow for access to the window sill and for individuals to easily climb over the furniture to escape through the window.

12. Safety signs and markings are not to be tampered with or defaced.

13. The use of space heaters in Student Housing units is not permitted. Unauthorized space heaters will be confiscated.

14. Scarves and fabric may not be placed over lamps or paper lanterns. Homemade lamps may be subject to approval or confiscation by the Residence Life Coordinator if they pose a high fire risk.

15. Posters, artwork, photos, and other flammable paper decorations should cover no more than one third of a room's total wall space.

16. Heat-producing appliances without exposed heating elements are permitted in Student Housing. These include irons, electric blankets, hair curlers, hair dryers, coffee-makers, hot pots, popcorn poppers, closed grills, toasters, electric kettles, electric woks,

and griddles. These items may only be used on kitchens counters. Additional microwaves, other than the one provided in each unit, are not permitted. Ask the Residence Life Coordinator about other appliances not listed.

**The following items may NOT be brought into Student Housing as they are not permitted:**

1. Incense, halogen lamps (halogen desk lamps with totally enclosed tops on nonflexible stands are permitted), or open flames such as candles
2. The installation and/or use of privately owned cook tops, cooking devices, ovens, space heaters, other such heating devices or full-size refrigerators or freezers
3. Toaster ovens, pizza ovens, and convection ovens (regular drop-in style toasters are permitted)
4. Buffet ranges and single-coil heating elements
5. Tanning beds, water beds or hot tubs
6. Kilns or other industrial or commercial appliances
7. Engines, hydraulic tools, generators, or other large mechanical pieces
8. Aquariums over 10 gallons, or other such containers
9. Flammable materials, firearms, slingshots, ammunition, fireworks, or other explosives

### Storage

There is no storage available to any resident outside of his/her rented unit. Residents in double rooms may be able to bunk their beds to create additional storage space. Residents must keep all items they wish to store inside the storage room internal to their apartment. Nothing may be stored outside of apartments in corridors, doorways, laundry rooms, lounges, or in the parking lots or yards, with the sole exception of bicycles stored on approved bike racks.

### Windows and Screens

Students are not permitted to remove the screens from their apartment or from common area windows. Screens are easily damaged and residents will be responsible for replacement or repair costs of damaged or missing screens. There will be an automatic fine of at least \$25 if any screen is found removed from a window, or for students found passing items through, or climbing through, open windows. Residents whose window screens are not able to be secured should submit a work order to have them replaced.

### Furnishings

Furniture located in Student Housing units which is not permanently attached may be moved within a student's room or apartment as long as such movement does not in any way damage furniture by using it in fashions for which it is not intended. In cases of doubt, students should check with Residence Life Coordinator before using their furniture in any fashion for which it was not originally intended. The removal of College property, including furnishings and appliances from student housing units is not permitted under any circumstances.

### Facility Exteriors

To maintain a neat and aesthetic appearance within the Student Housing Complex and to prevent clutter from creating fire code violations, PWSC prohibits the storage of

personal belongings on the grounds of student housing. This includes, but is not limited to: planting containers, BBQ grills, all-weather outdoor seating, and seasonal decorations (including miniature light strands). Bicycles, children's toys, garbage, furniture, tires and auto parts, and other such items may not be left on porches, alongside the buildings, in the parking lot, or on the grounds.

Additionally, at no time should any of the college-owned interior furnishings, including chairs, be removed from inside. Political propaganda and messages that may be considered offensive should also not be displayed on the exterior of the buildings or on the grounds. Residents may not alter landscaping or create flowerbeds or gardens outside their apartments or elsewhere on the grounds.

**Tents.** The erection of tents or camping on college grounds is prohibited. Individuals found to be in violation of this policy may be criminally trespassed from the premises. Individuals interested in camping may contact Valdez Visitors Center for information regarding local campgrounds.

### Trash Disposal

Residents must regularly transport their apartment trash directly to the dumpsters located in the housing complex. Trash should not be dumped into common area cans within the lounges, laundry rooms, and corridors of the Student Housing Complex. Improper trash disposal, or bags found outside in the hallways or on porches, will be removed and a fine will be assessed to the apartment or resident(s) responsible.

### Sanitation and Personal Hygiene

Students who elect to reside in Student Housing should be conscious of how their lifestyle, habits, and cleanliness might affect those with whom they share living space. In cases where roommates complain about poor hygiene or sanitation habits, the offending student will be addressed by a staff member and informed that his or her personal lifestyle is disturbing others. In essence, individuals should realize that maintaining relaxed hygiene or cleanliness standards is often not conducive for living in close spaces with others who do not share the same lifestyle and may damage the facilities. In the interest of helping to promote healthy habits, personal wellness, and a pleasant living environment for all students in an apartment, the following hygiene and cleanliness standards should be observed.

- Shower and wash hair several times per week, or daily
- Use antiperspirant and/or deodorant if body odor becomes an issue—everyone has different body chemistry
- Clean clothing, bath towels, and bed linens regularly with laundry detergent. Do not leave soiled laundry sitting in the room for long periods
- Clean dishes soon after use and remove trash that may contain food in a reasonable time frame
- Vomit, blood, and other bodily fluids and biohazard should be cleaned immediately with a disinfecting cleaning solution



Conflicts that arise from such issues will be addressed with the “offending” individual being instructed to improve his or her hygiene practices. It is possible that an unwillingness to improve these living conditions will result in the termination of a resident’s housing contract.

### **Cleaning and Care of Rental Units**

Residents are responsible for the regular cleaning and care of the fixtures in the units they rent. Neglect, prolonged lack of cleaning, and careless use may cause damage. PWSC does not provide general cleaning supplies or household chemicals. Please follow the guidelines listed below to preserve the appearance, durability, and functionality of Student Housing. Damages due to stains or lack of cleaning will be charged to students’ accounts.

- **Countertops** -- The Formica countertops in bathrooms and kitchens can be damaged by burns, stains, and scratches. Residents should take care not to sit hot cookware, irons, or curling irons directly on countertops, or to cut directly on the countertops without a cutting board. Stains from juices, gelatin, and other foods can usually be removed by rubbing pure bleach on the stained area.
- **Showers and tubs** -- Showers and tubs can be cleaned with a basic tub cleaning solution and a rag or sponge. Abrasive cleaners, steel wool, or metal scrubbers may damage the surface coating. All showers and surfaces, if cleaned with a solution with mildew and soap scum remover, will be left more attractive.
- **Sinks and drains** -- Hair should be removed from drains, and residents should not wash off mud, grass, or other substances in the shower or sinks that may cause clogs or backup. Grease or caustic chemicals should not be poured down drains. If a sink or a shower is not draining properly, students should attempt to plunge the drain or submit a work order rather than using clog removing chemicals such as Drano. These may deteriorate certain pipes in Student Housing. A utility sink is available in the laundry room for dirtier cleaning jobs.
- **Toilets** -- The only substance that should be flushed down toilets (other than human waste) is toilet paper. Feminine products, paper towels, condoms, and other waste do not dissolve properly and will clog toilets. Overflowing toilets are not only inconvenient but potential health hazards and can be avoided.
- **Carpeting** -- Spills on carpets should be blotted with soap and water, and persistent stains should be treated with carpet stain remover.
- **Upholstery and mattresses** -- Upholstery on student furniture has been stain treated and should be fairly easy to clean with soap and water or household upholstery cleaner. However, leaving stains and spills untreated will make cleaning more difficult. The material on couches, chairs, and mattresses might also deteriorate if general cleaning chemicals, grease, or heat come in contact with it.

- **Refrigerator and microwave** -- Both the refrigerator and microwave should be wiped out with non-abrasive cleaners on a regular basis. Spills and expired food should be removed to prevent bacteria from growing where several people store and prepare food. Discolored meat, green cheese, chunky milk, and hairy Tupperware contents are all indicators that it may be time to clean out the refrigerator.
- **Oven and stovetop** -- Spills and grease should be cleaned regularly from the stovetop. Coil burners can be removed and replaced with gentle pulling and pushing so that drip pans can be emptied and scrubbed out occasionally. Grease should also be cleaned from the hood above the stove. A silver grease trap screen can be removed and soaked in soapy water from time to time to make the hood fan more effective. Most ovens in units are self-cleaning models. For the few that are not, an oven cleaner should be used as described in the instructions on the can. Residents should use rubber gloves when handling this abrasive cleaner. To use the self-cleaning feature of most suite ovens, residents should follow oven directions carefully.

### **Maintenance and Repairs**

The Residence Life Coordinator liaises with PWSC Facilities Staff to ensure all maintenance needs and repairs are attended to. The extent of self-performed repairs by residents should be limited to 9-volt batteries in beeping smoke detectors. These supplies can be obtained at no cost from the maintenance staff. For other maintenance issues, including burnt out fluorescent bulbs, non-working appliances, damages to furnishings, plumbing problems, or electrical issues, a work order must be submitted on the PWSC website.

**Damages.** Students residing in Student Housing are responsible for damage done to their units and the common areas of their residence hall. A common area is one generally used by, or available to, all students of the hall. If damage occurs to property located in a unit or in a common area, a Residence Life Staff Member will investigate the incident to determine who is responsible for the damage.

In the event that an individual(s) cannot be identified, costs of the repair or replacement can be assessed on a distributed basis to accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges appearing on their Student Account. Furniture from the common space areas, such as the lounge and computer lab **MUST** remain in the common area of the building. Individual(s) responsible for removing furniture from these areas will be assessed a fine on their Student Account(s) and could result in possible termination of their Housing Contract.

**Work Orders.** Work orders should be submitted in a timely fashion online to the Residence Life Coordinator. It is important that residents fill out work orders to include as much detail as possible about the problem. The Residence Life Coordinator prioritizes work orders in order of their urgency. For instance, safety and health risks will be handled before cosmetic improvements are made. Residents are encouraged to

submit work orders for maintenance needs that they identify outside of their apartment as well, or refer the issue to a Resident Assistant.

### **Pets, Service, and Therapy Animals**

**Pets.** Pets are animals kept for ordinary use and companionship. In addition, pets create sanitation and safety concerns. Only fish and other non-venomous aquatic animals (animals which can remain under water for 20 minutes, excluding turtles) may be kept in student living units. Violations will result in immediate removal of the animal, fines, and possible eviction.

**Service Animals.** Service Animals are not pets and are not subject to rules and policies pertaining to pets. A service animal is defined as an:

...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (ADA Title III, 28 CFR Sec 36.104).

**Therapy Animals (see more on page 15).** Health care professionals have recognized and documented the therapeutic effect of animal companionship. Sometimes when an individual has a documented disability, a professional may recommend a therapy animal as an essential part of treatment. It is important to note that therapy animals are not service animals. They do not directly assist humans; there is no legal requirement that individuals have the animals accompany them in public.

Requests to have a therapy animal in campus housing are considered requests for accommodation and will be reviewed on an individualized basis. Individuals making requests must establish that they experience a documented disability and must also establish that the animal is indeed providing essential therapeutic benefit related to the documented disability.

Students are expected to meet with the Disability Support Services Coordinator to discuss all requests for adjustment on the basis of disability, including classroom, programmatic, and housing requests. A review of documentation is required. In the case of housing requests, DSS is typically not the entity to approve or deny requests. However, when housing and residence life staff are working with students to review disability-related requests, they will need to confirm that DSS has appropriate records on file.

### **Energy Conservation**

Promoting a more sustainable environment is a compelling reason for residents to make efforts to conserve energy, as is the desire to keep student housing costs from climbing. Students are strongly urged to do their part to help reduce unnecessary waste. Turning off lights and appliances when not in use and unplugging miniature light strands at night or when no one is present helps to conserve electricity. Filling a kitchen sink with soapy water to wash dishes rather than leaving a continuous stream running while each

dish is scrubbed individually saves a tremendous amount of water. Shorter showers and turning on the bathroom faucet only when it's time to rinse and spit are also helpful. Turning down heaters when a room is empty for the day and leaving windows closed if the heat is turned on will drastically reduce heat loss and living expenses.

### **Routine Maintenance and Sanitation Checks**

The Office of Residence Life and/or Facilities Services Staff will conduct mid-semester and semester-end walk-throughs of student units for preventative maintenance measures and to ensure proper sanitation and care of the suites. Students will be given at least 48 hours notice prior to these walkthroughs. Students do not need to be present for the walkthroughs.

## **Personal and Public Safety**

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Maintaining a living environment that maintains personal safety and security, as well as the safety and security of residents' belongings is an utmost priority. Keeping the community safe is everyone's responsibility. Exterior doors to the residence halls should remain closed at all times. Suite doors and windows should be closed and locked when units are unoccupied. Suspicious activity and trespassers should be reported to the RA on duty and/or Residence Life Staff immediately.

### **Improper Key and ID Card Use**

Keys and/or key cards are the property of PWSC, are intended for use only by the assigned resident, and may not be loaned or duplicated. Lost keys or key cards must be reported immediately to student housing staff. Under no circumstances should a resident provide his/her key or ID card to a non-resident to access the student housing facilities. Please return found keys or key cards to student housing staff. Improper use of keys or key cards may result in disciplinary action up to, and including, eviction.

### **Missing Student**

If a resident has been missing for 24 hours, individuals should report this to the Housing Manager and/or the Student Affairs Director. Should a missing person report be filed on a resident's behalf, Residence Life and/or Student Affairs staff will gather information from the individual reporting the missing person, to include details about the reason for the report and any information that can be gathered about the missing student such as:

- personal description,
- information on when the student last entered the residence hall,
- clothing last worn,
- locations where the resident may be,
- vehicle descriptions and tag number,
- information concerning the physical and mental well-being of the student,
- up-to-date photographs,
- class schedule, and/or
- roommates, witnesses or other persons who may have more information.

PWSC Housing/Student Affairs staff may use any or all of the following actions to assist in locating the student:

1. Check and call the resident's room, using the Residence Life Key-In procedure if necessary.
2. Talk to the resident's roommate and friends, if available, about the missing student's whereabouts.
3. Pull residents inventory card and call the resident according to the phone number they listed on their inventory card.
4. Review the building access logs to identify when the missing student last entered the residence hall.
5. Call or text the student's cell phone
6. Send the student an email
7. Check the student's vehicle
8. Secure a photo of the student

Housing and Residence Life staff will ensure that the missing student report is immediately referred to the Student Services Administrator. If it is determined that a resident has been missing for 24 hours, the College will immediately alert the local law enforcement agency. Further, staff members will notify the resident's confidential contact (and parent if the resident is less than 18 years old) within 24 hours of the missing person report.

Should a missing person report be filed on a resident's behalf, authorized staff will contact the student's emergency contact or confidential contact as well as provide the following information to local law enforcement:

Individuals may notify Residence Life staff of a missing student by contacting the Office of Residence Life at 907-834-1634 during business hours (Monday through Friday, 8 am to 5 pm) or the Residence Life Coordinator at 907-834-1700 during non-business hours (Monday through Thursday 5 pm to 8 am and 5 pm Friday to 8 am Monday).

All students are required to provide emergency contact information as part of the check-in process. The emergency contact information must be for a parent or legal guardian for students under the age of 18.

Students also have the option of providing information for a confidential contact if they are 18 years or older to be utilized by authorized staff or law enforcement if they have been identified as being missing for 24 hours. They may change their emergency contact's information or confidential contact's information at any time with the Residence Life Coordinator.

### **Trespassing**

Use of student housing facilities is limited to residents and approved guests. Unescorted individuals found to be trespassing in student housing will be asked to leave. The police may be called to assist in the removal of trespassing individuals.

### **Safety and Security Emergencies**

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 9-1-1 before being referred to the RA on duty. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RA on duty or the Residence Life Coordinator.

### **Visitors & Guests**

Guests are welcome in the apartments and residence halls provided a resident accompanies them at all times. Hosts are responsible for checking in their guests with the Residence Life Coordinator. All guests must present a valid form of identification (government issued) listing their date of birth, a photo ID, and card identification number.

Residents who wish to host guests who are under the age of 17 must register their guest with the Residence Life office during normal business hours, Monday through Friday between 8 a.m. and 5 p.m. You are responsible for your guest at all times! It is your responsibility as a resident to ensure your guest(s) follow all University regulations. Guests who violate the privacy of roommates or any community guidelines may be asked to leave.

Overnight guests are permitted only if all residents of the suite have been informed and have given their consent. An individual is defined as an overnight guest if he or she is present in an apartment anytime during quiet hours. Overnight guests must sleep in the host resident's bedroom. Guests may not stay longer than three consecutive nights in a residential suite. Regardless of the number of residents who host them, an individual who is not a resident may not stay longer than a total of eight nights per semester in PWSC housing. Students found abusing the guest policy are subject to disciplinary action which may result in loss of guest privileges.

Residents hosting squatters will be fined and may be evicted with 48-hours notice; squatters will be criminally trespassed from the PWSC Residence Hall Complex and will be expected to vacate the premises immediately.

### **Right of Staff Re-Entry**

PWSC Office of Residence Life respects the privacy of the student, but reserves the right to re-enter and take possession of the accommodations upon breach of the terms of the housing agreement. Authorized departmental personnel may enter the rental unit with notice during reasonable hours to provide efficient services, repairs, improvements or for general inspection. The Residence Life Coordinator or Facilities Staff may enter the unit to attend to any work orders that were submitted by one of the residents, which grants permission for university personnel to enter the premises for that explicit purpose. When possible, the college will provide residents with at least 24 hours advance notice that they need to enter units for maintenance reasons or inspection.

**Unannounced Entry.** Authorized Residence Life or Facilities personnel may enter the accommodations without notice when necessary for the safety of the student or other occupants of housing units, for the purpose of emergency maintenance services or safety inspections, or when there is reason to believe that the terms and conditions of the Housing Agreement, Residence Life Handbook, or Student Code of Conduct are being violated and the residents are not willingly granting the staff entrance after they have announced themselves and their intention to enter. To protect student privacy, staff shall never enter student residences except for the reasons listed above. Residents who have not been in contact with family members for extended periods or whom are worrying peers and neighbors with their absence or behaviors may be visited by staff and local police for a “wellness check” to ensure their safety.

**Room Searches.** Any search of a student room or apartment, beyond a minimally intrusive alcohol search conducted by the Residence Life Coordinator and Resident Assistants in the presence of the resident(s), will be carried out only with reasonable cause. Should such a search be necessary, an attempt will be made to have the resident present at the time of the search and if the resident is not present, he/she will be informed of the action as soon as possible following the search. Students who do not cooperate with staff exercising the right of re-entry may be reported to the Valdez Police Department, who will likely respond by conducting a police search or forced entry into the resident's unit.

### **Children in Student Housing**

Supervision of children and other household members is the responsibility of the student housing agreement holder. Only registered PWSC students are permitted to live in student housing. At no time should persons aged 17 and under be left unattended either within the suite, outdoors on the premises, or in common areas of housing buildings or the main campus. Staff members are not available to provide day care. Improper care or supervision of children, suspected abuse, or neglect will result in reports to the Office of Child Services, college judicial action, and/or termination of the housing agreement.

### **Parking**

Vehicles must be properly registered to be parked in the PWSC Student Housing parking lot for extended periods, and unregistered vehicles will be towed. Parking passes must be displayed. Temporary parking permits can be obtained from the Residence Life Coordinator with a Guest Registration Form for registered guests approved to stay longer than the standard 3-night guest visitation period.

There is a limit to one vehicle per single resident and two vehicles for family residents. Recreational vehicles such as RVs, travel trailers, truck bed campers, mopeds, ATVs, snowmobiles, or boat trailers may not be stored in campus parking lots. In addition, moving vans, trailers, and U-Haul rented equipment may not be left in the parking lot beyond 48 hours after the student's initial arrival in Student Housing, or as they are moving out.

A student's personal vehicle, its security, and any hazards it may cause to others are the student's responsibility. The college is not responsible for damage, loss, or theft of a student vehicle or any of its contents. The college is also not responsible for any accident or injury caused by the driving of any student. Weapons and illegal substances may be stored in any vehicle when it is on college property. Residents will be asked to move their vehicles during the winter when PWSC Facilities is plowing the parking lot; all housing residents will receive written notice on their apartment door at least 12 hours in advance. Failure to move vehicles by the stipulated deadline impedes snow removal and will result in fines.

### **Bicycles**

Bicycles are a great way to get around Valdez. When not in use, bicycles should be parked and locked in a bike rack or taken in to the student's apartment with care taken not to soil the carpet. Bikes may not be kept in hallways or other public areas inside the residence halls. Bicycles should not be chained or locked to posts, signs, guiderails or any other structures aside from bike racks as this may result in damage to the structure.

### **Weapons**

PWSC does not provide secure storage for residents to store firearms. Storing a weapon anywhere in the residential community is prohibited, except in a locked vehicle. The following weapons are prohibited in PWSC's residential community: firearms, sporting or hunting knives, spears, swords, sling shots, bows and/or arrows, nunchucks, potato cannons or guns, ammunition, taser/stun guns, BB guns, and all CO2 or compressed air weapons and other dangerous devices. Alaska state law prohibits the possession of brass knuckles. Residents found to be in possession of firearms or explosives, in violation of this law, will be evicted immediately, and criminal charges may be assigned.

### **Weather-related Safety**

Residents should be aware of safety hazards presented by the weather. Windows should be closed and locked during windy weather, as the seasonal high winds in Valdez often damage open windows and frames. When snow and ice are present, residents should take care in entering and exiting the buildings and should report snowy and/or icy entrances to the RA on duty. Residents are asked not to pull on icicles or snow overhangs where the snow sheds, as hundreds of thousands of pounds of ice and snow could break loose and cause serious injury. Residents should dress warmly in the winter and be prepared for unexpected power and/or heat outages. Outdoor enthusiasts are encouraged to dress appropriately for the weather and to bring additional blankets and safety gear when driving out of town in the winter.

### **Liability**

Prince William Sound College does not assume responsibility for any loss to person(s) or personal property in student housing. It is strongly recommended that you maintain adequate insurance coverage for your personal property.



## Community Conduct Policies

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### Civility

Individuals residing in student housing are expected to interact with one another in a mature, civil, respectful manner. It is the administration's hope that residents will actively work to develop and maintain a positive and engaging community of students who are happy and comfortable living with neighbors and peers. Gossip, intimidation, bullying, and general incivility will not be tolerated.

### Student Code of Conduct

As with all members of the college community, PWSC requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the college or at activities authorized by the college.

Violations of the Code, which occur on property, owned or controlled by the college, or at activities authorized by the college, are subject to judicial review and disciplinary action by the college. Student behavior which, were it to occur on property owned or controlled by the college or at activities authorized by the college, would constitute a Code violation is subject to disciplinary sanction when the college determines that the behavior would likely have an adverse impact on the health or safety of members of the college community, regardless of where the behavior occurs.

Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the college if the offenses are also violations of the Code. The judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. College actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process or who fails to complete disciplinary sanctions as assigned may be prohibited from re-enrolling in the college or student housing until the charges or disciplinary sanctions are resolved to the satisfaction of the college.

Disciplinary action may be initiated by the college and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

## **1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty**

Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

- a. presenting as their own the ideas or works of others without proper citation of sources;
- b. utilizing devices not authorized by the faculty member;
- c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge)
- e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- f. acting as a substitute or utilizing a substitute;
- g. deceiving faculty members or other representative of the university to affect a grade or to gain admission to a program or course;
- h. fabricating or misrepresenting data;
- i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j. altering grade records of their own or another student's work;
- k. offering a monetary payment or other remuneration in exchange for a grade;
- or
- l. violating the ethical guidelines or professional standards of a given program

## **2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds, Property, or Electronic Records**

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;
- b. misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;
- c. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources such as:
  - (i) possession of fake or altered identification;
  - (ii) unauthorized duplication of any university key or key card;
  - (iii) lending keys or key cards to individuals not authorized to possess them;
  - (iv) misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with messages, files, electronic storage devices, programs, passwords or other computer users without their permission (as further defined in Board of Regents' Policy 02.07);or
  - (iv) misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with messages, files, electronic storage devices, programs, passwords, or

other computer users without their permission (as further defined in Board of Regents' Policy 02.07); or  
(v) use or possession of copyrighted material, including, without limitation, software, graphics, text, photographs, sound, video and musical recordings without the express permission of the owner of the copyright in the material, or other legal entitlement to use the material;

d. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or  
e. unauthorized entry into, presence on, or use of property which has not been reserved or accessed through appropriate university officials.

### **3. Damage or Destruction of Property:**

a. damage or destruction to property owned or controlled by the university; or  
b. damage or destruction of property not owned or controlled by the university, e.g.:

(i) the action occurred during an event sponsored or authorized by the university;  
(ii) the student was a representative of the university, such as an athlete, student government representative or club member, and the action occurred while traveling to or from an event sponsored or authorized by the university; or  
(iii) the property not owned or controlled by the university was located on university property;

### **4. Theft of Property or Services:**

a. theft or unauthorized possession or removal of university property;  
b. theft or unauthorized use of university services or unauthorized presence at university activities without appropriate payment for admission; or  
c. theft of property or services not owned or controlled by the university if:

(i) the action occurred during an event sponsored or authorized by the university;  
(ii) the student was a representative of the university, such as an athlete, student government representative or club member and the action occurred while traveling to or from an event sponsored or authorized by the university; or  
(iii) the property not owned or controlled by the university was located on university property.

### **5. Harassment:**

Harassment is defined as behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from fully accessing educational benefits, university services, or other opportunities. Harassment is also defined as behavior that limits the ability of university employees to conduct business. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion (that is not speech or conduct otherwise protected by the First Amendment).

In addition, harassment may be conducted in a variety of mediums, including, but not limited to, physical, verbal, graphic, written, or electronic.

- a. threats, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;
- b. intimidation, defined as implied threats or acts that cause reasonable fear of harm in another;
- c. bullying, defined as repeated, unreasonable actions directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals;
- d. cyberbullying, defined as repeated, unreasonable actions using electronic communications that are directed towards an individual (or a group) resulting in intimidating, degrading, humiliating, or undermining behavior that creates a risk to the health or safety of individuals; or
- e. stalking, defined as repetitive and/or menacing pursuit, following, or interference with the peace and/or safety of an individual(s).

#### **6. Discrimination:**

Discrimination is defined as being adversely treated or affected, either intentionally or unintentionally, in a manner that unlawfully differentiates or makes distinctions on the basis of the individual's legally protected status. Illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood is prohibited (as further defined Regents' Policy P01.02.020 and P04.02.020 and University Regulation R04.02.020).

#### **7. Hazing:**

Hazing is defined as an act(s) considered by a reasonable person to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, pledging, recruiting, joining, or continuing participation, in any group-affiliated activity. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented or acquiesced to the physical abuse.

#### **8. Endangerment, Assault, or Infliction of Physical harm:**

Endangerment, assault, or infliction of physical harm is defined as conduct which threatens the health and safety of another person, or conduct which threatens or causes physical harm to another person, or threatening or causing physical harm to another person.

- a. physical abuse, defined as threatening or causing injury or physical pain to another person, or threatening or causing physical contact with another person when the person knows or should reasonably have known that the other person(s) will regard the contact as offensive or provocative;
- b. relationship violence, defined as violence or abuse by a person on another person with whom they are engaged in an intimate relationship. An intimate

relationship is defined as a relationship related to marriage, cohabitation, dating or within a family and can occur in opposite-sex and same-sex relationships, regardless of whether it is a current or past relationship. Examples of relationship violence include but are not limited to:

- (i) domestic violence: a pattern of coercive, controlling behavior in which one intimate partner uses physical violence, coercion, threats, intimidation and emotional, sexual, psychological, digital or economic abuse to control and change the behavior of the other partner; or
  - (ii) dating violence: behavior(s) used to exert power and control over a dating partner. Examples of power and control may come in the form of emotional, verbal, financial, physical, sexual or digital abuse;
- c. dangerous behaviors, defined as actions that pose a risk of physical harm to another, which cause reasonable apprehension of physical harm, and/or create hazardous conditions; or
- d. acts that jeopardize the safety or security of the university, the university community, or any university facilities, buildings, or premises, including but not limited to:
- (i) starting a fire or creating a fire hazard on university property without university authorization;
  - (ii) tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms, and fire doors;
  - (iii) misuse of medical equipment such as automated external defibrillators; or
  - (iv) disabling safety equipment such as security cameras, door locks, key card readers, and alarms.

## **9. Sexual or Gender-Based Misconduct**

Sexual Misconduct Terminology:

- a. Consent: Consent is clear, knowing and voluntary, and can be withdrawn at any time. Consent is active, not passive and cannot be given while an individual is incapacitated. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent cannot be given by individuals who are not of age to give legal consent. Silence, or an absence of resistance, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
- b. Incapacitation: Incapacitation is when individuals are in a state or condition in which they are unable to make sound decisions. This can be due to sleep, age, unconsciousness, alcohol, drug use or mental and/or other disability. For example, someone who is not of legal age or ability or someone who is unable to articulate what, how, when, where, and/or with whom they desire a sexual act to take place is incapacitated.
- c. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce unwilling consent. Force invalidates consent.

- d. Coercion: Coercion is unreasonable pressure for any sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion invalidates consent.
- e. Sexual Contact: Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch themselves with or on any of these body parts; or any other intentional bodily contact of a sexual nature.
- f. Sexual Intercourse: Sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Examples of unacceptable behavior include, but are not limited to:

- a. sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - (i) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
  - (ii) submission to or rejection of such conduct by an individual is used as the basis for retaliation, or for other employment or academic decisions affecting that individual; or
  - (iii) such conduct has the purpose or necessary effect of unreasonably interfering with an individual's work or creating a hostile, intimidating, or offensive working, living or learning environment; and (a) such conduct is known by the offender to be unwelcome, harmful or offensive; or (b) a person of average sensibilities would clearly understand the behavior or conduct is unwelcome, harmful, or offensive;
- b. non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any object, by one person upon another person, that is without consent;
- c. non-consensual sexual intercourse, defined as any sexual intercourse however slight, with any object, by one person upon another person, that is without consent and/or by force;
- d. sexual exploitation, defined as occurring when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited (and that behavior does not otherwise constitute one of the other gender-based or sexual misconduct offenses), including but not limited to:
  - (i) invasion of sexual privacy, such as prostituting another person, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as secretly letting others watch consensual sex), engaging in voyeurism;
  - (ii) knowingly transmitting an STI or HIV to another student;
  - (iii) exposing one's genitals for the purposes of sexual gratification;
  - (iv) inducing another to expose their genitals; or

- (v) sexually-based stalking and/or bullying;
- e. other misconduct offenses, such as threats, intimidation, bullying, cyber-bullying, stalking, discrimination, or relationship violence, when the offenses are sex- or gender-based.

**10. Disruptive of Obstructive Actions:**

- a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the university, e.g.:
  - (i) behavior in a classroom, e-learning environment or instructional program that unreasonably interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to benefit from the class or program;
  - (ii) any behavior in class or out of class, which for any reason, unreasonably interferes with the classwork of others, involves disorder, or otherwise disrupts the regular and essential operation of the university;
  - (iii) non-compliance with reasonable time, place, or manner restrictions on expression; or
  - (iv) leading or inciting others to disrupt scheduled and/or normal activities on university premises;
- b. interfering with the freedom of movement of any member or guest of the university to enter, use or leave any university facility, service or activity;
- c. disorderly conduct, including but not limited to, lewd or indecent behavior or conduct that disturbs the peace.

**11. Mistreatment of Animals:**

- a. noncompliance with accepted animal research procedures, regulations or guidelines set forth by institutional, local, state or federal policies; or
- b. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the university.

**12. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:**

- a. unauthorized use, possession, or sale of these items in violation of law, Regents' Policy, University Regulation, or MAU rules and procedures. See Regents' Policy and University Regulation on Possession of Weapons, currently 02.09.020.

**13. Failure to Comply with University Directives:**

- a. failure to comply with the directions of law enforcement officers or university officials acting in the performance of their duties;
- b. failure to identify oneself to university officials when requested; or
- c. failure to comply with disciplinary sanctions imposed by the university.

**14. Misuse of Alcohol:**

- a. use, possession, manufacture, or distribution of alcoholic beverages in violation of local, state or federal law, Regents' Policy, University Regulation, or MAU rules and procedures; or

b. engaging in any other category of prohibited conduct while under the influence of alcohol may constitute a violation of this category.

**15. Misuse of Drugs or Other Intoxicants:**

- a. use, possession, manufacture, distribution, or being under the influence of illegal drugs or other controlled substances in violation of local, state or federal law, Regents' Policy, University Regulation or MAU rules and procedures;
- b. abuse or misuse of prescription or over-the-counter medications, other chemical substances or other intoxicants;
- c. use, possession, manufacture, distribution, or being under the influence of designer drugs; or
- d. engaging in any other category of prohibited conduct while under the influence of legal drugs or other intoxicants may constitute a violation of this category

**16. Violations Regents' Policy, University Regulations, or UA Rules or Procedures:**

Any violation of Regents' Policy, university regulations or other university policies, procedures, or rules published in hard copy or online or that are otherwise communicated to students verbally or in writing is considered a violation of this category of the Student Code of Conduct. Examples of such policies, procedures, rules or regulations include, but are not limited to, those described in:

- a. student handbooks;
- b. residence life handbooks;
- c. dining hall policies;
- d. housing agreements;
- e. course syllabi; or
- f. classroom rules.

**17. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.**

**Student Rights and Responsibilities**

Students, and all members of our campus communities, are afforded certain rights that they should protect and exercise in the classroom, campus residences, and in the general presence of peers and college staff. Please see the PWSC Student Handbook to understand your rights and responsibilities as a student. These are extended into the residence halls. In essence, all residents have the right to access their living unit and their personal property, to feel safe and unthreatened when living there, and to have their basic rights as a student and a human being respected.

**Privacy**

Student Housing serves as the residents' private, legal residences. Unauthorized entry into any unit is considered unlawful and could result in disciplinary and criminal charges. Unauthorized borrowing of another resident's belongings could be interpreted as theft and could result in disciplinary and criminal charges. Jokes and pranks, regardless of



their intent, may be interpreted as harassment, could damage the integrity of the community and/or facilities and could result in disciplinary or criminal charges.

### Quiet Hours

Strict Quiet Hours for Student Housing begin at 10:00pm on weeknights. On Friday and Saturday nights, quiet hours begin at 11:00pm. This applies to indoor and outdoor areas of the Residence Hall complex. PWSC Office of Residence Life observes 24-hour courtesy hours, so that if at any time of day there is unnecessarily loud noise, residents are expected to reduce the volume if a Staff Member or fellow student resident requests it.

Noise violations are often viewed subjectively by both students and staff. Based on experience, the following examples constitute clear violations of the noise policy and could result in disciplinary action:

- noises, music, or voices that are clearly distinguishable in the hallway
- heavy percussion or bass sounds that vibrate through any walls, doors, ceilings, or floors
- alarms sounding or music playing in an empty room
- pounding on doors, bouncing sports equipment or other items on the walls or floor of an apartment or hallway
- failure to respect courtesy hours

**Sound Equipment.** Stereos are permitted in Student Housing, but residents are expected to exercise the utmost consideration in their use. Please keep in mind that bass travels easily through the walls and can be heard far from its source. Every student is responsible for maintaining an atmosphere within the residential environment that is conducive to study and respectful of the needs of others. Stereos, radios, and musical instruments should be played at moderate volume levels. Residents are encouraged to use headphones. No amplifiers are to be used in the residence halls. Residents are also encouraged to carefully read through the "Fire Safety Codes" section of this handbook where important information on extension cords and use of outlets can be found.

If at any time during the day residents are asked by neighbors or staff to cease or quiet their playing, they are expected to comply. Unreasonable complaints and requests for special exceptions to these policies should be directed to the Residence Life Coordinator.

### Disruptive and Unruly Behavior

Any behavior that disrupts the living/learning environment or damages student housing facilities can result in disciplinary action up to, and including eviction, and/or criminal charges. Students will be held responsible for the costs of repairing damaged facilities. Students are prohibited from playing sports or rough-housing in the halls as this may disrupt the living/learning environment and may damage the facilities. Hall sports include, but are not limited to, tossing, bouncing, or kicking a ball or frisbee, rollerblading, biking, using a scooter, or use of water guns or water balloons.

## Drug and Alcohol Policy

You are responsible for upholding federal, state, and local laws dealing with alcohol, tobacco (smoking and all forms of tobacco are not permitted in any residential community), and other drugs. All forms of tobacco are prohibited, including (but not limited to) cigarettes, cigars, snus, e-cigarettes, and chewing tobacco, on the PWSC campus and all UA properties. **Alcohol is not permitted for students less than 21 years of age, and illegal drugs are not permitted for anyone within the on campus communities.**

- **Alcohol Policy:** Alcohol is not permitted for students under 21 years old. Residential students, who are a minimum of 21 years of age, may possess and consume limited quantities of alcoholic beverages in certain apartments or suites. An individual resident and his/her/ze's non-roommate guests who are of legal drinking age may collectively be in possession (opened or unopened) of up to 144 ounces of beer or 750 milliliters of other alcohol in the resident's room, apartment, or suite. In an apartment or suite where two or more students of legal drinking age reside, there may not be more than 288 ounces of beer or 1500 milliliters of other alcohol (opened or unopened) anywhere within the apartment or suite at any given time.
- **Alcohol Containers and Displays:** Empty alcohol containers count towards the limit of alcohol per person, suite, or apartment. Each resident is responsible to keep under the individual, personal, and collective limit within the apartment or suite. Collections of alcohol containers are prohibited. While you are permitted to possess alcohol/drug signage, it is a community expectation that it is not visible from the exterior of buildings, i.e. outside windows or balconies, as to promote our Wellness Initiative-Substance Free Housing.
- **Alcohol Distribution:** Sale or distribution of alcohol by a person to another person is prohibited. Sale of alcoholic beverages on campus, including indirect sales is prohibited.
- **Alcohol in Common Areas:** Possession or consumption of alcohol in common areas of residential communities is not allowed, including but not limited to: lounges, hallways, stairwells, balconies, laundry rooms, bathrooms, study areas, and courtyards.
- **Common Sources of Alcohol:** Use of common sources of alcohol, including but not limited to kegs, party balls, beer pongs, trash cans, and punch bowls is prohibited.
- **Drinking Games:** Playing drinking games within residential communities is prohibited. The definition of drinking games includes but is not limited to: the rapid consumption of shots of any liquid, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of water, alcohol, or any other liquid which involves duress or encouragement related to the consumption of alcohol or water.
- **Drugs:** The UAA Student Code of Conduct and Residence Life policy prohibit students from possessing, using, selling, distributing, or providing marijuana or any other illegal

drugs, prohibited substance, or drug paraphernalia. Residence Life policy also prohibits students from possessing, using, selling, distributing, or providing synthetic cannabinoid products, such as K2 and Spice. Being found responsible for violating UAA's drug policy may result in immediate termination of the student's housing agreement whether or not the resident has a prior UAA disciplinary record. Residents who have their housing agreements terminated for disciplinary reasons will be assessed any charges in accordance with the mid-term release schedule.

- **Drug Paraphernalia:** Possession of paraphernalia for intended or implied use of controlled substances or paraphernalia possessing illegal drug residue, including but not limited to: devices and/or materials used to prepare, use, or cover up the use of drugs is prohibited (ex: glass pipes, hookahs, etc.)
- **Hosting Parties Involving Alcohol:** A party is defined as a group of nine or more individuals who are present to participate in a social event involving alcohol. Students are considered hosts if they organize or co-organize a party at their residence, participate in a party at their residence, or invite guests to the residence to join the party. Additionally, providing alcoholic beverages to minors or hosting a party where alcohol and minors are present is prohibited. Any resident found responsible for hosting a gathering that exceeds the above stated alcohol limitations and/or hosting a gathering in which one or more minors consume alcohol in the resident's room, apartment, or suite may have his/her/ze's housing agreement immediately terminated as a disciplinary sanction, whether or not the resident has a prior UAA disciplinary record.
- **Guests and Alcohol:** Residents of legal drinking age who bring or allow guests to bring alcohol into their rooms, apartments, or suites are responsible for coordinating with their roommates, in advance, to ensure that they collectively (resident, roommates, and all guests) do not exceed the alcohol limit permitted in their apartment or suite. Residents who are not of legal drinking age may not be in possession of alcohol at any time in their room, apartment, or suite nor may they allow guests to bring alcohol into their room, apartment, or suite regardless of the age of their guest(s).
- **Perceptively Under the Influence:** It is prohibited to be perceptibly under the influence of alcohol, marijuana, or other illegal drugs regardless of one's age within the residential communities.
- **Production of Alcohol:** Production of alcoholic beverages, or possessing materials used in the production of alcoholic beverages, is prohibited.
- **Smoking Tobacco, E-Cigarettes, & E-Hookahs:** Smoking and all forms of tobacco are not permitted inside any residence hall or apartment. Smoking and the use of all forms of tobacco outdoors are not permitted on the PWSC campus and all UA properties. Smoking in residence hall or apartment rooms or common areas will result in cleaning fees being assessed to student accounts.
- **Underage Usage of Alcohol:** The purchase, possession, consumption, or disruptive behavior due to public intoxication of alcohol by a person under the age of 21 is

prohibited. No one over the age of 21 is allowed to have alcohol that is accessible to any person under the age of 21. Alcohol paraphernalia is also prohibited.

Smoking in residence hall or apartment rooms or common areas will result in cleaning fees being assessed to student accounts.

### **Solicitation**

Solicitation is prohibited in PWSC Student Housing. Solicitation includes the act of seeking by persuasion, entreaty, or formal application of one's audience, money, or influence. This may include door-to-door visitations by individuals selling merchandise, sharing religious or political beliefs, or requesting participation in surveys or petitions. This policy helps protect residents from unscrupulous persons selling magazines, presenting religious agendas, or seeking political support. It also protects the privacy and sanctity of the residents. Report any solicitation in Student Housing immediately to the Resident Assistant on duty or the Residence Life Coordinator

Any solicitation on campus for personal profit is not permitted. Solicitation or selling for the benefit of a recognized organization on campus must be cleared through the Residence Life Coordinator. If written permission is not made available by a solicitor, contact the Residence Life Coordinator immediately.

**Operating a Business.** Residents are not permitted to operate a business, legal or otherwise, with the physical address of their apartment or from any part of student housing. They may not sell or peddle wares or services from their apartment in student housing.

### **Freedom from Harm and Harassment**

Actions that infringe upon the rights, freedoms, or safety of other students are prohibited, regardless of the intention behind the action. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, or threat. Please refer to the Student Handbook for detailed explanation of harassment. Transgender Housing Assignment Policy

### **Computer Use and Ethics**

PWSC's computer resources provide a vital service to all segments of the college. In using the system, therefore, we ask that you do so conscientiously. The individual and the college have fundamental rights and responsibilities to foster the mission of the educational community. PWSC recognizes the ownership rights of a user's own intellectual work and that all files (programs, documents, mail messages, directories, etc.) are the private property of individuals who create them, or to whom they are legally sent or assigned. As such, electronically stored information is considered confidential and will only be examined or disclosed when authorized by the owner of the information, approved by the appropriate college official, or as required by local, state or federal laws. It is a most serious offense for any user to attempt to degrade the performance of the college computer/information system, to seek to penetrate its security or in any way to deprive or attempt to deprive other users of resources or

access to the computer. The intent of the following list is to give an overview of unacceptable uses of PWSC's computing resources. Computer misuse includes, but is not limited to:

1. Using a computer account or username belonging to another individual
2. Tampering with the operation of the PWSC computing system or other computer systems available through the network, including both equipment and programs
3. Using the system for commercial purposes and/or for personal profit
4. Modifying, copying, or deleting programs or data without proper authorization
5. Using the electronic mail system to send abusive, obscene, or other-wise harassing communications
6. Using the electronic mail system to distribute chain letters or broad-casting to lists of individuals in such a manner that might cause congestion and performance degradation of the network
7. Specifying false or misleading identification when required to do so for any purpose associated with use of the system
8. Using a computer account to download copyrighted material
9. Using a computer account to view pornographic or otherwise offensive materials in public areas

In order to insure system performance, data integrity and security, PWSC Information Technology personnel may read, copy and/ or delete files when operationally necessary.

In addition, the Student Housing wireless network relies on the integrity of the college-operated signals within each building. Residents are not permitted to install personal wireless repeaters, which interfere with the college system and may interrupt service to neighbors in nearby apartments and suites.

Operational privileges may not be used to abuse user rights. Persons discovered in violation of the principles stated above or any other provisions established by the Information Technology Department shall be reported to the appropriate judicial authorities and subject to disciplinary action.

### **Laundry Courtesies**

The laundry facilities in student housing exist as a convenient way for students to do their laundry. Laundry facilities are located in each building and are accessible on a 24-hour basis. Students must pay to use the laundry facilities as a way to offset the cost and maintenance of these facilities.

As the laundry facilities are a common resource, used by all students in the community, please keep in mind the following courtesies:

1. Students should do laundry regularly to avoid accumulating an excessive amount of laundry which could tie up the washers and dryers for an extended period of time.

2. When doing laundry, keep in mind the cycle times and remove or change your laundry promptly.
3. Excessively soiled clothing or clothes soiled with volatile chemicals such as oil, paint, or gasoline should not be washed in college laundry facilities.
4. Clothing or other personal items should not be left in the laundry rooms.
5. Dryer lint traps should be cleaned after each load.
6. Dyes may not be used in the washing machines.

Repeated misuse of laundry facilities may result in disciplinary action taken against the offending individual and/or the suspension of laundry facility availability to the community.

### **Passive Participation**

Passive participation includes, but is not limited to, the following:

- a. Encouraging or enticing any behavior or activity prohibited by law and/or University policy; and/or
- b. Knowingly witnessing or observing any behavior or activity expressly prohibited by law and/or University policy.

### **Use of Lounge and Common Areas**

The lounge in Cordova Hall exists as a place for students to gather, study, and socialize. Students should be considerate of their peers when using the lounge by keeping noise levels to an appropriate level, by not moving the furniture, and by cleaning up any messes. Similarly, other common areas, such as the Copper Basin computer lounge, the laundry rooms, and the hallways should be kept neat, clean, free of offensive material, and students should be mindful of noise levels when using the common spaces.

### **Violence**

Violence of any sort will not be tolerated in PWSC student housing. Should any resident or guest be found behaving in a violent manner, the police will be notified. Violent behavior could result in disciplinary as well as criminal charges. Residents will be held responsible for guests' violent behavior. If a resident observes violent behavior, he/she should immediately call 9-1-1 and then report the behavior to a RA and/or the Residence Life Coordinator

**Assault.** Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm or touching another person, with or without a weapon, in a manner that is aggressive or threatening. Assault/battery will result in termination of the housing agreement, disciplinary action, and may result in criminal charges.

**Domestic Violence.** Domestic violence is any violence/physical harm or threat of violence/physical harm by a person to another with whom he or she is living. Domestic violence negatively affects the academic and physical well-being of both the individuals involved and their neighbors. Domestic violence is not tolerated in PWSC Student Housing and will result in termination of the rental agreement. Please consult with the Residence Life Coordinator if you are in a violent relationship or suspect that another member of the housing community is.

**Stalking.** Stalking commonly refers to unwanted, obsessive attention by individuals (and sometimes groups of people) to others. Stalking behaviors are considered harassment and intimidation. Individuals who suspect they are being stalked should immediately report the behavior to the Residence Life Coordinator. Residents who are suspected of stalking others will be subject to college disciplinary action, up to and including eviction, as well as possible criminal charges. Non-residents found to be stalking a resident of student housing will be criminally trespassed from student housing.

**Child Neglect.** Instances of suspected child neglect may result in reports to the Office of Child Services, college judicial action, and/or termination of the housing agreement.

### **Criminal Trespass**

The Residence Life Coordinator, who serves as the Student Conduct Administrator, may serve a notice of criminal trespass to any resident or non-resident to prevent him or her from returning to the PWSC Residence Hall Complex. Criminal trespass can be issued verbally and be held as legal notice for up to 24-hours until written notice can be provided to the offender. Once the individual has been served notice of criminal trespass, PWSC has received verification that the notification was delivered via certified mail, or the offender was witnessed to be approached with the notice but refused to sign it, his or her subsequent presence in the Residence Hall Complex will warrant immediate notification of local police for arrest. Criminal trespass may be issued to any non-residents or recently evicted residents who demonstrate repeated conduct or noncompliance issues, individuals stalking or harassing residents, or squatters and others violating the Guest Policy. Criminal trespass from the PWSC Residence Hall Complex prohibits individuals from being present in any facility or on the main grounds of the housing complex, in the parking lot, or on the paths between Student Housing and campus. Individuals may also be trespassed from PWSC campus as a whole, or in more severe circumstances, from any University of Alaska property or event.

## **Incident Response and Housing Conduct Procedures**

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The primary purpose of the policies and regulations set forth in this manual are to protect the well-being of the residential community and to advance its mission by defining and establishing certain norms of behavior. The Office of Residence Life, as well as the college as a whole, views disciplinary proceedings as subordinate to positive guidance, rational admonition, and reasonable appeal to members of the community

to observe stated norms. The disciplinary system, as outlined in the Student Handbook, establishes procedures for a fair hearing. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published or for actions that can be reasonably deduced as violations in light of those specifically defined as such.

### **Student Incident Response**

Should a student observe disruptive behavior, the appropriate immediate response is to confront the offending individual. The RA on duty is available to assist with confrontation if the offending individual becomes combative or if the individual observing the behavior feels unsafe or fears retaliation. Students may also file a formal complaint describing the observed misconduct – please see a RA or the Residence Life Coordinator assistance in completing filing a formal complaint.

### **Staff Incident Response**

Staff, including the RAs and Residence Life Coordinator, may respond to incidents of suspected policy violation or misconduct within student housing. Students and guests are expected to follow the directives of any staff, including the RAs. Failure to comply with staff directives may result in an incident report and a conduct referral.

### **Housing Conduct Hearings and Due Process**

The housing conduct process mirrors the conduct process as outlined in the Student Handbook, including the guarantee of due process being afforded to the resident who has been referred to the conduct process. The Residence Life Coordinator will serve as the primary adjudicator of violations of student housing policies.

### **Housing Conduct Appeals**

Appeals to decisions made by the Residence Life Coordinator will be made to the Director of Student Affairs or Director of Academic Affairs as outlined in the Student Handbook.

## **Emergency Preparedness and Response**

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It is important that residents be prepared for emergencies and disasters whenever they may strike. Response and preparedness for certain emergencies are outlined below – students should refer to the Student Handbook for more thorough information regarding emergency preparedness and response.

In any emergency situation, residents should attempt to contact the Residence Life Coordinator or Resident Assistant on duty (907-831-1264), but if an individual is in imminent danger he/she should first dial 9-1-1. Office of Residence Life Staff are trained to assist in handling emergency situations and crisis response scenarios. These may include medical and trauma emergencies, mental health crises, such as suicide risks/attempts, alcohol poisoning or unresponsiveness, violence and threats, etc. Residents are not encouraged to assist in situations where they might be placed in



danger, such as con-fronting someone who is seemingly under the influence of intoxicating substances, someone who is making physical threats, or someone in possession of a weapon.

In any emergency situation, PWSC also reserves the right to summon emergency medical services to any situation that might involve a person's health. Any medical costs incurred will be the responsibility of the patient and may include ambulance, emergency room charges, medivac, or hospitalization.

### **Fire Evacuation**

In the event of evacuation due to fire or fire alarm, housing residents will meet at PWSC Operations and Maintenance Building parking lot located just west of Cordova Hall at 153 Pioneer Dr. Students should anticipate notable wait times outdoors before exiting their apartments, and should therefore grab proper footwear, coats, and hats for the weather before leaving the building. Weather in Alaska can be harsh, and students might be waiting in snow, rain, or extreme cold until the buildings are cleared. An indoor rally point will be identified when extended displacement times have been determined. In case of evacuation, students will be notified of their ability to re-enter student housing by appropriate hall staff, the Valdez Police Department, the Valdez Fire Department, or other emergency personnel.

All residents are expected to follow fire evacuation policies, building fire codes, and any safety or emergency procedure instructions by Student Affairs staff, including those of Resident Assistants. Failure to evacuate the building when an alarm has sounded will result in judicial action up to, and including, eviction. Placement of furniture, parking and driving of vehicles, spills/messes, or any condition of a resident's living area should not endanger the safety of others or cause damage to the facility itself.

Immediate evacuation is mandatory when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by the Residence Life Coordinator or Resident Assistants. Re-entry is not permitted while the alarm is sounding. Re-entry into a building before receiving confirmation from appropriate hall staff, the Valdez Police Department, the Valdez Fire Department, or other emergency personnel is prohibited. Failure to evacuate the building when an alarm has sounded will result in judicial action up to, and including, eviction. It is illegal to remain in a public facility when the alarm has sounding and hefty fines can be assessed by police. Housing residents are expected to participate in scheduled fire drills each semester. These drills will be unannounced. See below for more information about specific emergency procedures.

### **Natural Disasters**

Valdez, like the rest of coastal Alaska, lies on the Pacific Ring of Fire – a seismically active zone encircling the Pacific Ocean. Earthquakes and tsunamis have struck Valdez in the past and remain a very real threat to the community. Please be familiar

with tsunami evacuation plans. Residents may also wish to keep a disaster supplies kit in an easily accessible location. For guidelines on creating such a kit, please review FEMA's guide-lines which may be found online.

### **Safety or Security Emergencies**

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 9-1-1 before being referred to the RA on duty. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RA on duty or the Residence Life Coordinator.

### **Medical Emergencies**

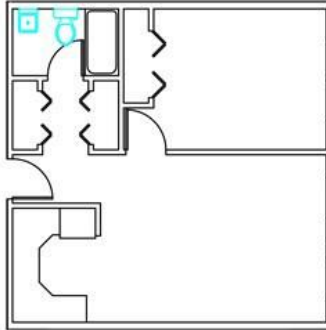
If a resident or guest requires immediate medical attention, call 9-1-1 immediately. The RA on duty and/or Residence Life Coordinator should then be notified. Residents are asked to assist staff and emergency personnel by giving the afflicted person space and to help guide responders to the person needing assistance, such as meeting an ambulance in the parking lot. RAs, Residence Life Coordinator, and all Student Affairs staff are trained in First Aid and CPR.

### **Mental Health Emergencies**

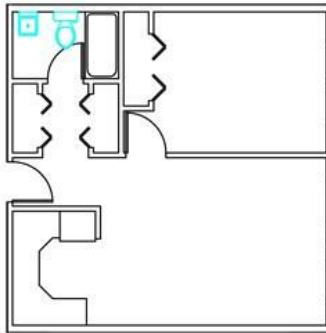
Mental health emergencies, such as suicidal ideation, self-harm or self-injurious behavior, mania, and panic/anxiety attacks should be afforded the same care and concern as other medical emergencies. Call 9-1-1 immediately if the resident or guest requires immediate medical attention. Also notify a RA and/or the Residence Life Coordinator. If a person seems to be experiencing an emergent or disruptive episode but is not in physical danger, call a staff member immediately to assist with the situation and to determine the best course of action. Office of Residence Life staff have been trained in a wide variety of incident and crisis response techniques and can assist in obtaining the appropriate resources to help. In general, keep the afflicted individual calm and stay with him/her until help arrives unless he/she is a danger to others.

## Apartment Floor Plans

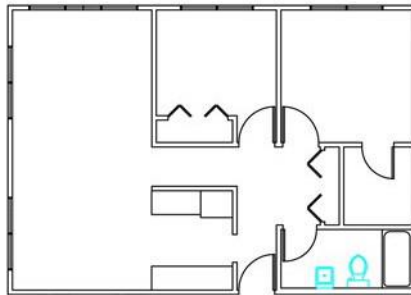
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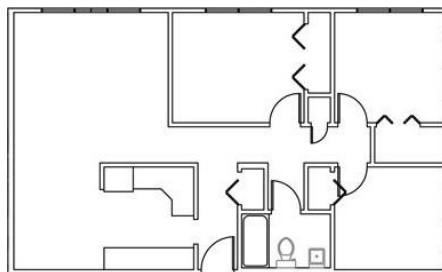
Studio



1 Bedroom



2 Bedroom



3 Bedroom

## Useful Numbers

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- Emergency: 9-1-1
- RA on Duty Cell Phone: 907-831-1264
- Residence Life Coordinator: 907-834-1634
- Non-Emergency Police and Fire: 907-835-4560
- PWSC Help Desk: 907-834-1600
- PWSC Health and Fitness Center: 907-834-1684
- Valdez Post Office: 907-835-4449
- Providence Valdez Medical Center: 907-835-2249
- Valdez Public Health: 907-835-4612
- WIC Clinic (Women, Infants & Children): 907-835-2173
- Valdez Animal Control (Report wildlife within city limits, etc.): 907-835-4560
- Valdez Child Care Assistance Program: 907-834-9459
- AVV (Advocates for Victims of Violence): 907-835-2980
- 24-hr Domestic Violence/Sexual Assault Crisis Line: 907-835-2999
- Valdez Civic Center Hotline: (907) 835-3200
- Yellow Cab: 907-835-2500
- GCI Cable TV: 907-835-4930