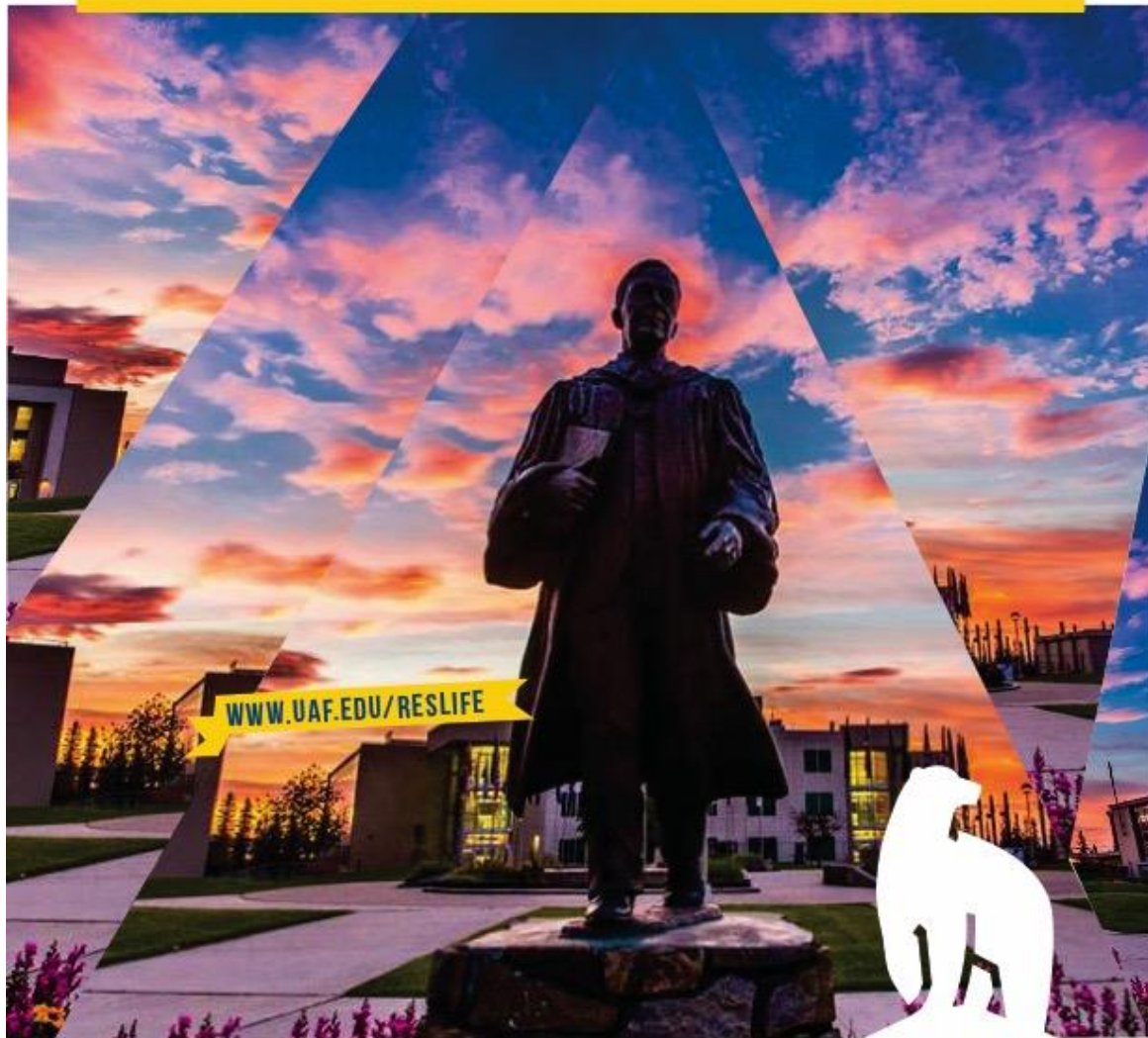


THE DEPARTMENT OF RESIDENCE LIFE HOUSING HANDBOOK



2017-2018

1872 Yukon Drive,
Fairbanks, Alaska 99775
PHONE 907-474-7247 | FAX 907-474-6423

Welcome to Your Community!

You are now a member of a community dedicated to academic achievement, learning, and personal growth. The Department of Residence Life at the University of Alaska Fairbanks hopes to provide you the ability to enjoy and benefit from a vibrant learning environment, as well as grant you the opportunity to responsibly contribute to your community by keeping it safe, healthy, and enjoyable for all.

Your residential environment will provide the opportunity to experience new concepts, different cultures, an active community, and a pleasant and comfortable living space. Our goal is that your learning experiences outside the classroom encourage and enhance the academic mission of the University.

This handbook is designed to help you make the most of your time as a resident and understand the policies and standards that apply while you are living on campus. Please familiarize yourself with its contents as you are responsible for knowing and complying with this information.

We hope you will get involved in your residential community; make it your “home away from home.” We are pleased that you chose to live on campus. Our staff is dedicated to making your living experience a positive and successful one.

Best wishes for a successful year!

Respectfully,

Jamie Abreu
Director of Residence Life

Holly Beamon
Associate Director of Residence Life

RESIDENCE LIFE **WELCOME**

Contact the Department of Residence Life

Phone: (907) 474 – 7247

Fax: (907) 474 – 6423

Email: uaf-housing@alaska.edu

Office Hours

Monday – Friday

9:00AM to 4:00PM

Physical Location

Moore-Bartlett- Skarland (MBS) Housing Complex

1872 Yukon Drive

Mailing Address:

P.O. Box 756860

Fairbanks, AK 99775-6860

University of Alaska Fairbanks Mission Statement

The University of Alaska Fairbanks is a Land, Sea, and Space Grant university and an international center for research, education, and the arts, emphasizing the circumpolar North and its diverse peoples. UAF integrates teaching, research, and public service as it educates students for active citizenship and prepares them for lifelong learning and careers.

Department of Residence Life Mission Statement

The Department of Residence Life supports the academic mission of the University of Alaska Fairbanks by providing communities that foster student success both inside and outside of the classroom. We provide well-maintained facilities that meet the diverse needs of undergraduate students, employees, families, and graduate students who live on campus. In addition to serving our live on population, the Department of Residence Life also provides hospitality to guests through our summer conference service program.

Department of Residence Life Vision Statement

Residence Life strives to encourage individual growth and academic success through meaningful relationships and community-centered programming. By holistically supporting the members of our community we will contribute to the retention and success of students at the University of Alaska Fairbanks. We will do this by:

- Emphasizing student development for all students, while putting an intentional focus on our development efforts for traditional first-year students.
- Connecting students with academic support resources at the university.
- Instilling a commitment to quality service in our employees and having consistent policies and procedures that lead to customer satisfaction.
- Accommodating the diverse makeup and needs of our students.
- Providing well maintained and comfortable facilities with a wide range of university services and functions integrated into them.
- Operating a welcoming profitable conference-housing program which enhances the public's exposure to the university by providing them an on campus experience.
- Providing a variety of employment opportunities for students throughout the year.
- Operating as a financially self-sufficient department.

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SECTION 1: ABOUT THE RESIDENTIAL COMMUNITY

RESIDENCE HALLS AND APARTMENTS

Bartlett Hall

Located in the MBS complex on upper campus, this hall is home to both young traditional students and older non-traditional graduate students. The eight-story building has capacity for up to 322 students in single and double occupancy rooms, with a lounge on each floor and a large lounge on the ground floor. It has a communal kitchen and also is host to the gender inclusive floor. Hall Office Phone: (907) 455-3900.

Cutler Apartment Complex

Cutler Apartment Complex (CAC) is a complex of apartments nestled in the woods next to the Reichardt Building. The atmosphere is quiet enough for the large group of graduate students and upperclassmen to complete their studies yet the location is close enough to the MBS complex for them to be part of the Residence Life experience. Each apartment comes complete with a kitchen, two bedrooms, and a bathroom. There are two laundry facilities in the complex that are open 24 hours a day as a convenience to residents. Hall Office Phone: (907) 455-3901.

Lathrop Hall

Located on lower campus next to the Student Recreation Center and Patty Center, this is a diverse hall made up of mostly upperclassmen students. The five-story building has capacity for up to 130 students in double occupancy rooms, with a large lounge on the ground floor, along with a lounge and laundry room in the basement. There are four kitchens available. Hall Office Phone: (907) 455-3902.

McIntosh Hall

McIntosh Hall, also known as Mac, is perfectly situated on lower campus, close to the main part of campus and just steps away from the Wood Center, this building offers a wide variety of activities to interest the diverse population of the hall. If you are looking for the complete package, McIntosh will provide you a great environment for studying and to hanging out with friends. In 2013, McIntosh Hall was floor-to-ceiling renovated and now comfortably accommodates 100 students in both single and double occupancy rooms. It also has a community kitchen, laundry, and a large study and recreational lounge on both the main and the ground floor. Hall Office Phone: (907) 455-3904.

Moore Hall

Located in the MBS complex on upper campus, this hall is made up of first-year students. The eight-story building has capacity for up to 322 students in single and double occupancy rooms, a lounge on even floors, laundry on all the odd floors, and a large lounge on the ground floor, along with a community kitchen and classroom.

Hall Office Phone: (907) 455-3905.

Nerland Hall

In the heart of lower campus, Nerland Hall offers its residents a friendly environment with an emphasis on healthy living and substance free choices. Nerland has two great lounges located on the main and ground floor along with laundry and community kitchen on the ground floor. Nerland is nestled amongst the other lower campus halls and is close to many of the academic buildings and the Wood Center. Hall Office Phone: (907) 455-3906.

Skarland Hall

Located in the MBS complex on upper campus, this four-story building has capacity for over 100 first-year students in single and double occupancy rooms, with lounges on the second and fourth floors, a laundry room on the third, and two large study lounges and a community kitchen on the ground floor. Hall Office Phone: (907) 455-3907.

Stevens Hall

Located in the center of lower campus, Stevens Hall is made up of double and single occupancy rooms, with lounges on both the main and lower levels that are frequently used by residents for studying with friends and for the building's many social programs. Hall Office Phone: (907) 455-3908.

Wickersham Hall

Wickersham Hall is located on lower campus next to the Wood Center and the Gruening Building. Wickersham is made up of single and double occupancy rooms in suite-style living. Suite-style rooms provide residents a half bath with a semi-private toilet and sink conveniently located in their room. Residents can prepare their own food in one of Wickersham's three fully functional kitchens. Enjoy a residential experience that is complete with a great study environment and a lot of opportunity for social interaction with a mature student population. Hall Office Phone: (907) 455-3909.

Sustainable Village

The Sustainable Village is a small community of four houses located on lower campus, east and adjacent to the Cold Climate Housing Research Center, which is located at 1000 Fairbanks Street. See a map of the location here http://www.uaf.edu/sustainability/sustainable-village/Location_map.pdf. The Sustainable Village is a collaboration between Residence Life, the UAF Office of Sustainability and the Cold Climate Housing Research Center. Each of the houses has four single bedrooms and residents share common living spaces. The Sustainable Village does not have laundry, but residents have *PolarExpress* access to a lower campus hall do laundry.

Employee, Family & Graduate Housing

We offer housing for employees, families, and graduate students. Please visit uaf.edu/reslife/graduate-family-housing/ for more information regarding these units.

HOUSING AND RESIDENCE LIFE STAFF

Residence Life Hall Staff are here to help you! You will no doubt get to know many of the student and professional staff members whose job it is to work with you to help make your residence hall experience an enjoyable one. The staff who work in your area are well trained and eager to be of assistance. Please introduce yourself and ask them for help when you need it. For a current list of full-time staff members working in the department please visit <https://www.uaf.edu/reslife/staff/>.

Director of Residence Life

The Director of Residence Life oversees all aspects of housing, including facilities, operations, summer conference services, and residential programming. The Director focuses on student, family and employee life by maintaining a supportive and positive department that is able to assist our on-campus residents where they live.

Associate Director of Residence Life

The Associate Director (AD) oversees all residence halls. They oversee programming across campus from weeklong RL tradition weeks to university traditions to ensure student participation and involvement. The Associate Director is responsible for oversight of student conduct within all residential facilities, student safety, and residence hall staff training and development. The Associate Director works in conjunction with the in Area Coordinators, supervising all hall staff and hall operations to ensure safe and well-maintained facilities and to provide a clear process for students to navigate life on campus.

Area Coordinators

Area Coordinators (ACs) are full-time professional staff with extensive experience working with students. They supervise multiple halls or larger residential areas. Their duties include supervising staff, facilitating training, and handling issues of student conduct. They also work with other campus departments in order to provide quality education, resources, and programming for residents to help them develop positive and supportive communities.

Resident Directors

Resident Directors (RDs) are full-time professional staff who live in the residence halls. Resident Directors are responsible for the managing and supervising residence halls, promoting a positive residential community, and facilitating large- and small-scale programs in the residence halls. Resident Directors assist students with personal and academic concerns and refer residents to the appropriate resources. Resident Directors adjudicate student discipline issues and serve on the department's 24-hour on call emergency service team.

Assistant Resident Directors

Assistant Resident Directors (ARDs) are upperclassmen students who have had extensive Residence Life experience as either a Resident Assistant or a Senior Resident Assistant. Under the supervision of a Resident Director, Assistant Resident Directors are responsible for managing and supervising a residence hall, promoting a positive residential community, and facilitating large- and small-scale programs in their residence hall. Assistant Resident Directors assist students with personal and academic concerns, as well as adjudicate student discipline issues with the assistance of their supervisor.

Senior Resident Assistants

Senior Resident Assistants (SRAs) are Resident Assistants with an elevated level of responsibility. Senior RAs hold office hours each week and provide extra support to hall staff and residents.

Resident Assistants

Resident Assistants (RAs) are undergraduate students who live in the communities and have extensive training with student concerns and campus resources. RAs receive many hours of training and are available to help you with problems or questions or to connect you with other resources on campus. RAs are trained in mediation and are available to help resolve any roommate conflicts within the hall/apartments. They are also responsible for communicating and interpreting University Housing policy and are expected to respond to policy violations. Resident Assistants sponsor and help organize many social and educational programs throughout the year.

Desk Attendants

Desk Attendants (DAs) work at the front desk of each residence hall. DAs assist in promoting a safe campus environment by facilitating the guest sign in/out process at each desk. DAs can also help you navigate campus and connect you with resources on campus. DAs are responsible for offering general customer service, reporting emergency situations, and working with RAs to address policy violations or safety concerns.

CENTRAL OFFICE STAFF

The Assignment & Records Coordinators

The Assignment & Records Coordinator are responsible for all housing assignments, coordinating the housing contract processes, preparing correspondence to current and potential residents. They are also responsible for facilitating all maintenance requests, concerns and complaints. They are responsible for ensuring housing records are managed in accordance with UAF policies.

Operations Manager

The Operations Manager is responsible for overseeing all housing assignments and placements, including room switches, and is the primary point of contact for students with questions related to their housing contract. This person oversees student bills and coordinates the daily office operations of the department. This person organizes and implements room selection and contract process for the department. They also coordinate department data systems and works toward the departmental strategic plan.

Personal Payroll Assistant

The Personal Payroll Assistant coordinates the hiring, payroll, and employment inquiries for the entire department. They manage department wide procurement card program and ensures that department auditing procedures are followed.

Central Office Assistant(s)

The Central Office Assistants are student staff who are available to answer questions and help direct families, students, employees, and guests with any questions about campus life. They work at the front desk of Residence Life Central Office and provide clerical duties within the department. They facilitate department housing records, logs, and audits to ensure accurate record keeping.

Package Pick Up Attendants

The Package Pick Up Attendants are student staff who handle package pick up for all resident packages mailed to the Department of Residence Life. Attendants contact residents when packages arrive and distribute packages during daytime office hours. Attendants can also assist with inquiries about campus life and residential housing. Package Pick Up Attendants work in the Conference Services office in the MBS Complex (outside of Skarland Hall).

Fiscal Officer

The Fiscal Officer handles day-to-day budgetary responsibilities of the department.

FACILITIES STAFF

The Facilities Coordinator

The Facilities Coordinator is responsible for coordinating crew and staff to perform a large portion of the routine maintenance done around all Residence Life buildings.

Facilities Manager

The Facilities Manager is responsible for the renovation, maintenance, and overall cleaning of all of the facilities. They collaborate with contractors, facilities services, and janitorial contractors. They are responsible for ensuring maintenance staff are assigned to make repairs in the residence halls/apartments. They follow up with work orders, emergency maintenance, and repairs.

Conference Services & Marketing Manager

The Conference Services & Marketing Manager is responsible for all marketing materials, website content and design materials for the department. They oversee and facilitate the summer conference program serving camps, groups, and guests visiting the University.

SECTION 2: LIVING IN A RESIDENTIAL COMMUNITY

LIVING WITH ROOMMATES

An integral part of your college experience is learning to get along with all types of people, especially your roommate or suitemate. Communication is key in developing a strong relationship with your roommate.

Roommate Bill of Rights

As a UAF resident, there are certain rights you can expect and that you have the responsibility to maintain:

- The right to read and study free from undue interference in your room
- The right to sleep without undue disturbance from noise
- The right to have your personal belongings respected by your roommate(s)
- The right to a clean and healthy environment in which to live
- The right to full access of your room and facilities without pressure from a roommate
- The right to host guests with the expectation that the guests will respect the UAF guest policy and the rights of your roommate(s) and other facility residents

Suggestions for Living with Roommates

Complete a roommate agreement

A roommate agreement is a useful tool for you and your roommate(s) to use to discuss various issues that could come up while sharing a space. If you and your roommate(s) would like to fill out a roommate agreement, please contact a staff member in your building or download one from uaf.edu/reslife (found under Forms and Resources).

Share your space

Many students have never shared a living space before and can find it difficult to compromise, but it is important to realize that mutual respect is essential to avoid conflicts. Be respectful of your roommate's belongings and room space, and discuss issues early as they come up. We recommend within the first week of living together that you and your roommate(s) discuss expectations for living together. Taking the time to learn about each other's communication styles and living preferences can help prevent many conflicts. Suggested topics to discuss include guests, noise levels, room decor, windows and heat use, study and sleep times, cleanliness, personal routines, and relationship expectations.

Ask questions

Get to know your roommate--this will be a person you will share your living space with during the academic year.

Be aware of your differences

Establish the similarities and differences in your habits and interests and develop an effective agreement on how to balance these out. Don't be afraid to express your expectations and opinions--open communication is a basis for creating an enjoyable living environment. Create some ground rules from the start. Feel free to refer back to them periodically and make modifications if necessary.

Confront issues respectfully

If you are confronting an issue, avoid inflammatory language and be respectful. Say, "When you do X in situation Y, I feel Z." Approach your roommate in private--do not discuss issues in front of friends, etc., since this could put pressure on the other person. Find a good time for both of you to talk. Try not to approach them as they are rushing to class or about to go out with friends since this will make them feel rushed to make decisions. Be patient: listen to your roommate, accept criticism, and know that there are always two sides to every story. Remember that the solution will probably be a compromise and not your ideal scenario, but compromises will help you enjoy living together.

Try Roommate Mediation

If disagreements come up during the year, please talk with your roommate first and attempt to resolve the issue. If that is not successful, contact your RA or Resident Director, who can schedule a mediation between you and your roommate. Hall staff act as a neutral party and can help you find a positive solution.

Room Change

If you are unable to resolve your conflicts with your roommate and can no longer live in your current living space, please contact your hall staff or the Residence Life Central Office for assistance. If roommate mediation failed and you are certain that you cannot continue living with your roommate (or in your current living space) and need assistance outside the room move lottery times, please see your hall staff or contact the RL Central Office for assistance. The Department of Residence Life will do its best to find you an appropriate living space to transfer to. Please see the room change process for more information on moving rooms through the room change lottery.

COMMUNITY STANDARDS

The Department of Residence Life at UAF has compiled a list of community standards that all community members are expected to follow. These standards are in place for the well-being and happiness of our community.

Safety: The personal safety of every member of the community is of primary importance. Safety for people and property depends on a personal commitment from each individual. We hold one another accountable for acts that threaten safety and security because any such action affects the community as a whole.

Civility: Communities function best when we recognize our shared needs and resources. Civility does not mean we must always agree, but it does require tolerance and courteous communication. The development and use of communication, compromise, and problem-solving skills ensure that everyone has equal access to the living and learning opportunities at Residence Life and at UAF as a whole.

Engagement: Engaging in campus life enriches an individual's educational experience and strengthens the fabric of the community. Engagement can be accomplished in many ways in this opportunity-rich environment. The rewards of supporting your floor, hall and university community are immeasurable.

Development: Provide students with environments that assist them in growing academically and personally.

Service: Treat every person with courtesy and respect and consider the welfare of students when taking action.

Diversity and Inclusion: Our sense of community is heightened by remembering our commonalities and respecting our differences. Connecting with people with different cultures, beliefs, and values is an integral part of the educational experience. Standing up against bias is an act of personal and community integrity. We strive to accommodate and encourage diversity in our people, programs, policies, and facilities.

Loyalty: Faithfulness to our students, employees, mission, and organization.

SECTION 3: RESIDENTIAL AND DINING SERVICES

RESIDENTIAL SERVICES

Cable TV

Residence Life offers basic tv channels. We do not currently offer cable, however, we are researching cable and streaming options.

Community Kitchens

Cooking is not permitted in student rooms; however, a kitchen is provided in each residence hall for student use. There are community refrigerators in all hall kitchens except for Wickersham. Wickersham has large freezers in each kitchen and a micro-fridge in each room. There are no community kitchens in Cutler Apartments or the Sustainable Village as each apartment has its own kitchen.

Community Kitchen Expectations

Residents are expected to clean up after themselves in the kitchen. Community members are subject to billing if kitchen areas are damaged outside of normal wear and tear. Wickersham kitchens are locked on the last RA duty round to promote quiet hours and the safety of all residents.

Residents are responsible for:

- Cleaning all kitchen areas and items used in food preparation including wiping down counters, sink, stove, and microwave, and washing all dishes used.
- Keeping their cooking supplies in their room (but they may store supplies in the common kitchens).
- Providing their own utensils, dishes, and cleaning supplies.
- Not leaving cooking food unattended. Unattended food on a stove or in the oven can burn or boil over, causing a kitchen fire and endangering others within the community.
- Labeling all food with their first name, room number, and date the food was left in the kitchen. Unlabeled and expired food will be disposed of by hall staff.

Hall staff is not responsible for lost or stolen items. Hall kitchens may be closed, at the discretion of Residence Life staff, if the kitchen and/or items in the kitchen are not regularly cleaned.

Computer Labs

There is a computer lab in the MBS complex that is open 24 hours. Residents need their *PolarExpress* Card to access the lab. The computer lab is run by the Office of Information Technology (OIT). OIT should be contacted directly at helpdesk@alaska.edu or 907-450-8300 to report any computer or printer issues.

DINING SERVICES

Selecting a Meal Plan (Meal Plans contain a combination of Block Meals and Munch Money).

There are three ways to request a meal plan:

- Enter your My Housing account through UA Online and complete the dining services form electronically.
- Electronic UAF Dining Services Application - Requires UA login to access
- UAF Dining Services Application & Agreement (Paper form) Please print, sign and return to uaf-dining@alaska.edu for processing.

Fees for your meal plan will be applied to your University account. Payment for your dining plan should be made along with your tuition and fees on or before the fee payment deadline.

Participation in the food services program is required of all students living in university residence halls, with the exception of graduate students and students living in Sustainable Village.

Dining Locations

Dine 49 is the main dining area on campus and serves breakfast, lunch, and dinner. There is a variety of other dining and on the go locations across campus. An up to date list of dining locations and hours can be found here: <https://www.uaf.edu/dining/>

UAF meal plans are usable at all UAF Dining Services locations and on campus vending machines that have a *PolarExpress* card reader. Meal plans are not accepted off campus.

Your *PolarExpress* card will be used similar to a debit card, swiping it for each meal purchase. The amount of the transaction will be deducted from the remaining Munch Money balance on your account. You may view your current Munch Money balance on the bottom of each purchase receipt. Please note: your *PolarExpress* card is REQUIRED to access your Munch Money. No exceptions. If your *PolarExpress* card is lost or stolen, immediately notify the *PolarExpress* Office in Signers Hall at 907-474-7384 to have them disable use on that card. Funds used will not be reimbursed.

If money runs out on your meal plan, you can easily add money to your meal plan. Simply complete the Change/Cancellation Form indicating the type of plan you prefer and email to UAF Dining Services at uaf-dining@alaska.edu. Dining Services will add the charge to your UA account and you will pay either through UAOnline or directly with the Office of the Bursar within five (5) business days.

You may switch your dining plan between semesters for 100% refund of the original plan based upon actual usage, by submitting a change form to UAF Dining Services before the spring fee payment deadline. After this date, a prorated amount will be charged for use.

Should you have a question that is not addressed on this page please contact UAF Dining Services at uaf-dining@alaska.edu.

RESIDENCE LIFE HOUSING ACCOMMODATIONS

Your decision to attend UAF is the beginning of an exciting journey, but you may have questions about how well UAF Residence Life facilities will fit your needs. Some questions may involve safety, accessibility, and ease of mobility across campus. Helping you meet those needs is important to us. The Department of Residence Life at UAF is committed to providing and improving accessible and inviting spaces for students.

Housing accommodation requests are handled on a first-come, first-served basis. Once on-campus housing assignments have been assigned (typically in early July for the fall semester), there might be limited (or no) options left for on-campus housing.

OTHER SPECIAL HOUSING NEEDS

While many special housing requests relate to reasonable accommodations for qualifying disabilities, additional reasons for special housing requests include cultural or religious beliefs or other needs we have not covered. Students must complete the Exception to Housing Agreement form to make a special housing request based on cultural or religious beliefs or other non-disability-related preferences. The form can be found at <https://uaf.edu/files/reslife/files/HousingException.pdf>. Completion of this form is not a guarantee that the request will be approved. Please contact Residence Life if you have any questions.

Dining Plan Exemption or Modification: UAF Dining is committed to offering meal plan options that meet the needs of students on special or restricted diets. Reasonable accommodations are available to eligible students. For more information, please contact Dining Services.

ACCOMMODATIONS FOR STUDENTS WITH QUALIFYING DISABILITIES

UAF provides comparable, convenient, and accessible housing to students with disabilities. If you require a reasonable accommodation based on a qualified disability, start the process by

applying for housing and applying with Disability Services to confirm your qualified disability status. Disability Services then will assist Residence Life in providing you reasonable accommodation tailored to meet your needs.

Adjustments are always determined on an individual basis. UAF will make reasonable modifications to student housing and its policies, procedures, and practices for eligible students unless the modification will fundamentally alter the nature of its housing services. Below are some examples of accommodations UAF Residence Life has provided:

- Accessible Room: A room on the ground floor with moveable furniture. The door to the room may have an automatic door opener; the room may also have a roll-in shower.
- Accessible Toilet/Sink: A sink that can accommodate a wheelchair; usually no more than 34" in height with minimum cabinet space underneath for knee clearance.
- Remote Control Access: A door equipped with a power-operated mechanism and controls that help to open the door automatically or relieve the opening resistance of a door upon receiving a signal.
- Private Bathroom: A bathroom that is not shared between roommates.
- Modular Bathroom: A bathroom that is shared between two people. This bathroom is enclosed within the living space itself.
- Roll-in Shower (no lip): A shower with no barriers; a wheelchair can easily roll in.
- Strobe Light Fire Alarm: A flash lamp that produces high-intensity, short-duration light pulses that is attached to the fire alarm and used to aid individuals with hearing impairments during emergency situations.
- Ground Floor/First Floor Room: A room that does not require the use of stairs; room has access to the main level.
- Visual Doorbell: A light above the door that will light up when someone is at the door (typically for students with hearing impairments).
- Room with Additional Space for Medical Equipment.
- Substance-Free Environment.
- Private Room: Single room or a double room for a single occupant.
- Service or assistive animal.

This is not an exhaustive list, and we encourage you to contact Disability Services and Residence Life with specific questions. Approved accommodations provided to students with qualifying disabilities are not subject to surcharges.

Your best bet: COMMUNICATE EARLY! Although modifications can be made to rooms at any time, the best plan is to communicate early with Disability Services and Residence Life about your specific needs. With information from Disability Services and your assistance, we can look for a space that best meets your needs. Housing is limited and not guaranteed. An approved housing accommodation does not guarantee a housing assignment. UAF does not discriminate in the provision of housing to students with disabilities.

HOW TO APPLY FOR A REASONABLE HOUSING ACCOMMODATION RELATED TO A QUALIFYING DISABILITY

STEP 1: Apply for housing, making sure to indicate that a disability-related accommodation is requested.

STEP 2: Complete the UAF Disability Services Accommodation Form (<https://www.uaf.edu/disability/forms/>) and provide documentation as required by Disability Services. Please submit your request early to allow time for the determination process.

STEP 3: Once Disability Services determines your eligibility for services, Disability Services and Residence Life will work with you to identify a reasonable accommodation to meet your needs. Additional paperwork might be required.

STEP 4: You will receive a letter from Disability Services indicating whether your request is approved and the recommended accommodation. After submitting the necessary application and documentation, please allow 5 business days for your request to be reviewed.

Internet & Computer Support

All residence halls and apartments have wireless internet. There is also an ethernet connection in each residence hall room. A UAF username and password is required to access the internet. Personal wireless routers are prohibited.

State and Federal Law, UA Board of Regents' Policy and Regulation (R02.07.040), and UAF rules regulate all guidelines for responsible computing. The Office of Information Technology has the authority to operate network and information services in the best interest of the campus community.

Additional information about responsible computing behavior, UA and UAF policy, regulation, and rules and proper copyright etiquette may be found at www.alaska.edu/oit/

Laundry Rooms

Washers and dryers are available at no additional cost to residents. Residents must provide their own laundry detergent. Laundry facilities are open 24 hours. Please be courteous while doing laundry, especially during quiet hours.

Designated Animal Approved Washer/Dryer

Residence Life has designated washers/dryers for approved animals. This is to ensure the safety of both the animal and residents living in housing. These laundry machines can be used for clothes containing animal hair, animal supplies such as towels, bedding, clothing and other animal accessories. The cat and dog icon on washers and dryers indicate which machines your animal supplies should be laundered in. Please be respectful as some people are allergic to dander.

Laundry Room Expectations

- Do not overload the machines as it can damage both the machine and your clothes.
- Remember when you put your laundry in and remove your laundry in a timely manner so the washers and dryers are available for other residents. Please note that other residents may remove your laundry if it is left in a machine after the cycle is done.
- Washers and dryers are for resident use only. Please do not let non-residents into the facilities to do their laundry.
- Keep the laundry room clean and remove all of your belongings when you are done.
- If you have any problems with a machine, do not try to fix it yourself. Report any issues to RL staff.
- Residence Life is not responsible for lost, stolen or damaged articles that result from the use of these facilities.
- Do not put up clothes lines in the laundry rooms or outside of apartments.

Laundry Room Locations

- Bartlett Hall: Basement
- Cutler Apartments: 100 and 500 blocks
- Lathrop Hall: 1st floor
- Moore Hall: 3rd, 5th, and 7th floors
- McIntosh Hall: 1st floor
- Skarland Hall: 3rd floor
- Stevens Hall: 1st floor
- Sustainable Village: Lathrop Hall (there is no onsite laundry in Sustainable Village)
- Nerland Hall: 1st floor
- Wickersham Hall: 1st floor

Lights

Please contact RL staff if a light burns out in your apartment or room. Hall staff will submit a work order to replace the light.

Lounges

Each residence hall lounge is available for resident use. Lounges are open 24/7, but please be courteous and aware of the noise level during quiet hours. Lounges may be reserved through your Resident Director if you are interested in hosting a special event in the lounge (e.g. game night, movie night). Please note no alcohol can be consumed in the lounges. Lounge furniture may not be removed.

Lounge Locations

- **Bartlett Hall:** 1st-floor lounge and a small lounge on every floor.
- **Lathrop Hall:** 1st-floor and middle landing near the Lathrop entrance
- **McIntosh Hall:** 1st and 2nd floors
- **Moore Hall:** 1st-floor lounge and small lounges on the 2nd, 4th, 6th, and 8th floors
- **Nerland Hall:** 1st and 2nd floor
- **Skarland Hall:** 1st-floor lounge, 1st-floor study lounge (across from hall office), and small lounges on the 2nd and 4th floors
- **Steven Hall:** 1st and 2nd floors
- **Wickersham Hall:** 1st floor

Hall & Room Access

UAF uses the *PolarExpress* card to access each residential facility. Keep it under guard. If you lose your card, notify the *PolarExpress* Office immediately at 474-7384 (select menu option #1). For your own security, lock your door when you leave your living space. Carry your keys and *PolarExpress* card at all times. Your key/combination is for your personal use only. Duplicating, lending or sharing of room combinations or building keys is prohibited. Loss of combination or key may result in an \$85 fee.

Lock-outs

At check-in, you will be issued apartment/room keys. It is illegal to duplicate university keys. If your keys are lost or stolen, an \$85 replacement cost will be billed to your UAF account. Security and privacy are important. Contact Residence Life Department immediately if your keys are lost or stolen. Contact Residence Life or your hall office if you are locked out of your apartment or room. They will be able to assist you. You may not replace, re-core, or exchange door knobs/handles or locks.

During the first two weeks of each semester, there will be no charges for lock-outs. The first two weeks will be time for residents to get settled into the residence halls and become acquainted with their *PolarExpress* cards/keys/key codes/etc. Charges will occur for re-cores and lost keys. After the first two weeks of each semester, lock-outs will cost \$15. All lock-out and lost key charges will be placed on student accounts and can be paid through UAOnline.

Package Pick up/Mail

The Campus Post Office is located in Constitution Hall. Mail is sorted into student mailboxes by 3:00 pm daily. Package pickup is available from 12 - 3pm on weekdays. For more information about post office and mail services at UAF, please go to

<http://www.uaf.edu/fs/services/postoffice/>.

Items that cannot be shipped to a PO Box can be sent to the Department of Residence Life using the following address:

Student Name
1872 Drive
Fairbanks, AK 99775

Packages can be picked up at the Conference Services desk in the MBS complex (outside of Skarland Hall). If you have a package that was sent to the Department of Residence Life you will be contacted by RL staff.

Parking

Any motor vehicle parked on University property between the hours of 8:00 am and 5:00 pm M-F must display a valid UAF parking permit. Permits may be purchased online. Visit the Parking Services website for more information:

<http://www.uaf.edu/finserv/bursar/parkingservices/>

Recreation

The Department of Residence Life offers a variety of recreational opportunities around the facilities and grounds. These include ping-pong tables, foosball and pool tables, a beach volleyball court, and a horseshoe pit.

Recycling

In a combined effort with the Office of Sustainability, the Department of Residence Life supports sustainable efforts to reduce waste, recycle materials, and reuse resources. Recycling bins are located in multiple residential facilities and are clearly marked. If a bin is full please can contact the Office of Sustainability directly at 474-5070 or let a Residence Life staff member know.

Safe Building Access

Residential facility entrance doors are locked 24 hours a day. This is an important personal safety and crime prevention effort. If an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for anyone. Legitimate guests

should be escorted into the building by their host. Courtesy phones are located on the exterior of residential facilities (MBS Lobby) and outside the lower campus halls. Your guests can easily contact you, arrange for access and be escorted inside. Residents are encouraged to always lock their doors even when they are in their rooms or apartments.

Safety Issues

The safety of our residents is of utmost importance to us and we strive to keep all of our facilities secure. UAF is a safe campus, and we intend to keep it safe by making sure that our roughly 2,000 residential students, staff, and faculty understand and take a part in protecting themselves and their community. The more proactive we are, the safer we become. Remember: If You See Something, Say Something, Do Something! Please report a safety concern by either contacting the UAF Police Department at 907-474-7721 or by filing one with the Dean of Students here: <https://uaf.edu/deanofstudents/report-a-concern/>.

Telephone

Landline telephone service is available for an additional fee. Please contact the RL Central Office to request a landline.

Trash Disposal

Trash must be disposed of in dumpsters that can be found near all residence halls and apartments. Do not leave trash in public areas. You may be charged \$40/bag for any trash left in common areas. Do not place hazardous materials such as motor oil, antifreeze, vehicle batteries, and large appliances in the dumpsters. Dispose of these items at the proper facilities located at the Fairbanks North Star Borough landfill.

Trash Disposal Locations:

- **MBS Complex:** On the north side of Bartlett Hall and on the east side of Skarland
- **Cutler Apartment:** Near the 400 block
- **Lower Campus:** North side of the residence halls (behind Lathrop and McIntosh)
- **McIntosh and Nerland** may use the Lathrop Hall dumpsters but may find the dumpsters behind McIntosh more convenient for their use.
- **Sustainable Village:** Near the access road

UAF Crime Reporting

In the case of an emergency, **call 911.**

Emergency Reporting of Safety & Security

Call UAF Police: 474-7721

Email: UAF-Police-CrimeReporting@alaska.edu

Non-Emergency Reporting of Safety & Security

Call Crime Stoppers: 456-2583

For reporting via text messaging to UAF Police: Text to UAF-Police-CrimeReporting@alaska.edu.

For sending in crime tips online: www.uaf.edu/police/crime-reporting/crime-tips/

MAINTENANCE SERVICES, CUSTODIAL SERVICES, AND PEST CONTROL

The Department of Residence Life and UAF Facilities Services are partners in the maintenance of all residential facilities. Maintenance repair requests for your room or apartment are made through your hall staff or the Department of Residence Life. **Do not attempt to make any repairs.**

Your cooperation is asked in the care and maintenance of the University apartment premises (including grounds) by promptly reporting any breakage, damages, or needed repairs to the apartment units, facilities, or equipment.

You are responsible for promoting a clean and well-maintained living environment. It is expected that students will not damage or vandalize University property or remove property from its designated location in the residential communities. Residents are still responsible for repair costs even if the damages are accidental. If damages are the result of vandalism, residents may also face student conduct action. Upon check-in, residents have 48 hours to report any damages not listed on the Room Condition Report (RCR). (Please see Section Four for more information.)

MAINTENANCE SERVICES

A resident's request for maintenance constitutes permission for room or apartment entry by University Staff. If at any time you have a maintenance issue with a room, bathroom or common area, report it to your Resident Assistant or any Residence Life staff member and they will submit a work order. Please note that Residence Life reserves the right to charge for repair service if it is determined that the damage did not result from everyday wear and tear.

Emergency Maintenance Procedures

If your apartment or room has an emergency issue, call 907-474-7247 to report this directly to the Department of Residence Life between 8:00 am and 5:00 pm. After hours, report the emergency to the RA on duty (RA cell phone numbers are posted outside of each hall office). After-hours emergency requests will be called in by the Resident Director on duty.

The following maintenance issues are generally considered to be emergencies:

- Plumbing (toilet is not flushing or is spewing water)
- Broken window
- Fire safety equipment issue (fire alarm is activated or beeping)
- Fire Safety Equipment (fire alarm is activated or beeping)
- Loss of heat or hot water
- Electricity outage
- Key/lock issues (cannot unlock or lock your door).
- Any situation that compromises the health or safety of the residents/community

COMMON FACILITY ISSUES

Drains (Cutler/Sustainable/Wickersham)

For clogged sink or tub drains, **do not use Drano or any other cleaning compound.** Contact the Department of Residence Life or a Residence Life staff member regarding maintenance to sinks, bathtubs, or toilets. You may attempt to clear clogs with a plunger before calling for assistance. Do not put garbage, paper towels, fish tank debris, grease, tea or coffee grounds, etc., into any drain.

Heat Loss

Windows in the residential facilities are a significant source of heat loss. Due to costly repair, the University has established a “below zero window policy.” As the temperature drops below zero degrees Fahrenheit, all windows must remain closed. Residents violating this policy will be subject to student conduct action and held financially responsible for any damage (frozen pipes). Residents may be asked to close their windows at above zero degrees in order to maintain building heat levels. Residence Life policy states that all apartments will be supplied with heat up to 68-72 degrees. Facility Services will not respond to calls to increase winter heating levels above that temperature.

Key/Lock Issues

If your key is sticky or the lock is difficult to use, **do not use any type of** chemical liquid lubricant such as WD-40. Contact RL staff and a staff member from the key shop will clean or replace your lock to correct the issue.

CUSTODIAL SERVICES

Residence Life custodial services for common areas is provided by ABM under an annual contract. They work to maintain a clean and comfortable living environment in the common areas of your building. They are responsible for cleaning and sanitizing common bathrooms, showers, lounges, laundry rooms, kitchens, and corridors. If you find cleanliness issues in the residence halls, please use the QR code to report it (bathrooms only) or contact RL staff.

ABM is not responsible for the cleaning of private rooms, suites, and apartments, or private bathrooms and kitchens within the suites/apartments. It is the responsibility of the residents to clean rooms, suites, and apartments.

Emergency Custodial Services (non-routine)

Additionally, ABM can provide non-routine or emergency service on an as-needed and requested basis. This additional requested work is billed, separately for each occurrence. Custodial service may be requested through hall staff if an emergency has occurred.

In the event a resident has caused, either intentionally or not, an event which requires a non-routine or emergency cleaning request of the custodial contractor, that individual or group may be held responsible for all costs and assessments associated with that event. This includes but is not limited to vomit or biological event, spills, excessive trash, and negligent behavior requiring the need for contractor clean-up.

Should you cause, witness, or become aware of an event that may require contractor response for cleanup, contact your hall staff to initiate this action.

PEST CONTROL

With respect to your safety and that of our environment, we request your best efforts toward maintaining a clean and sanitary room/apartment. In the event of a pest infestation, contact a Residence Life staff member in your area immediately. There is no direct cost to you for this service. If, however, the infestation is found to be the result of poor housekeeping or hygiene practices, you will be assessed for the services

BEDBUGS INFORMATION AND RESPONSE PROCEDURES

Residence Life is committed to providing an efficient and effective response to students who suspect that they may have bed bugs. For the comfort and safety of the students living in the apartments/residence halls, RL staff will adhere to the following guidelines:

1. As soon as a resident suspects that they may have bedbugs, they should contact RL.
2. RL will contact American Pest Management (APM) and have them perform an inspection of the bed/room. Please note: for calls over weekends RL staff will attempt to get APM to respond but it is not a guarantee.

We ask that students not stay in another resident's room or go to another building if they suspect they have bedbugs. This is to prevent the spread of bedbugs if they are found to be in the resident's room. Residence Life will review each situation and determine if a temporary relocation is necessary, due to delay of APM or for the health and safety of the resident. If a temporary move takes place, it is crucial that the student who is temporarily relocated wash and dry all clothing and take only necessary items for the move. The student must also shower, put on clean clothes, and bag the clothes they are wearing until they can be washed and dried. Clean and dried laundry is all that can be taken to the temporary room. This is to ensure that if there are bedbugs, they do not travel to another room with the student.

Bedbugs Found (students will have no access to their room during the exterminator process)

- If bedbugs are found in the room, the room will be sealed, all surfaces sprayed and a gas treatment will be used.

- The room will be sealed for 24 hours, at which time it will be safe to enter again, and a follow-up inspection will be conducted after 14 days to make sure the bugs have not come back.
- The student will need to launder everything washable, with items brought to the laundry room in bags (using only one washer and dryer).
- Residence Life will not pay for the use of an outside vendor to launder resident's items.

Bedbugs Not Found

If no bedbugs are found the student will be asked to continue to monitor the situation and keep their hall staff updated or notify RL if there are further issues.

For more information on bedbugs: <http://www.cdc.gov/parasites/bedbugs/faqs.html>

SWALLOW BUG INFORMATION AND RESPONSE PROCEDURES

General Information

Swallow bugs are small, oval, non-flying insects that belong to the insect family *Cimicidae*, which includes three species that bite people. The swallow bug, (*Oeciacus vicarius*), is a parasite of cliff swallows and, less commonly, barn swallows. Wherever swallow infestations are found, insect extermination is usually necessary because these bugs will get into the building and multiply rapidly. Swallow bugs are similar to bed bugs, and they will bite like fleas.

The insects are largely dormant from when nests are abandoned in summer to just prior to the return of swallows the following spring. These bugs will overwinter in crevices and warm places on a building where swallows have nested. While these insects prefer other hosts, they can, when stressed, feed on humans.

Management of swallow bugs requires prevention of nesting by swallows on occupied buildings; this will prevent future problems with the insects. As migratory birds, swallows are federally protected. This means that it is illegal to trap them or to remove their nests when eggs or chicks are present.

What should I do if I suspect I have swallow bugs?

Report your suspicions to a staff member in your facility.

Swallow Bugs Found:

- If swallow bugs are found in the room, the room will be sealed, all surfaces sprayed, and a gas treatment will be used.
- Students will **not have** access to their room during the extermination process

- The room will be sealed for 24 hours, at which time it will be safe to enter again, and a follow-up inspection will be conducted after 14 days to make sure the bugs have not come back.
- The student will need to launder everything washable, with items brought down to the laundry room in bags (using only one washer and dryer).
- Residence Life will not pay for the use of an outside vendor to launder resident's items.

Swallow Bugs Not Found:

If no swallow bugs are found the student will be asked to continue to monitor the situation and keep their hall staff updated or notify RL if there are further issues.

RODENT INFORMATION AND RESPONSE PROCEDURES

General Information

Alaska is home to rodents; most commonly, residents notice voles, mice, and shrews. These small rodents have a tendency to come into apartments during the fall looking for a home for the winter. Typically, housing units are not where they want to stay for the winter, but they are tempted to enter the premise, explore, and scavenge for any food bits you have dropped.

What should I do if I find a rodent(s) in my apartment?

Report your suspicions to a staff member in your facility.

Rodents Found:

- If rodents are found in your room/apartment, traps will be used to remove them.
- Hall staff will provide these traps or install them in your apartment around the edges of the room, as this is where rodents tend to travel.

Rodent Prevention:

- Practice good sanitary habits and do not leave food out.
- Remove your trash; do not leave trash stored in your room for days or out on porches for days at a time. This can attract rodents.
- Remove boxes and paper piles, as these provide good places for rodents to hide.

For more information on rodents please click here:

<https://www.uaf.edu/files/ces/publications-db/catalog/anr/PMC-00200.pdf>

SECTION 4: RESIDENTIAL PROCEDURES

HOUSING AGREEMENT

You are required to sign a housing agreement each year to reserve a room on campus. Residents are expected to read and comply with all terms of the housing agreement.

Housing Agreement Terms

The cost of your room is applied to your student account at the beginning of each semester. All room costs are subject to change. If rates increase after a student has submitted an application, students with accepted agreements will be given the opportunity to withdraw their application without penalty (less application fee). All housing-related charges and fees placed on your student account after the fee payment deadline during the Fall and Spring Semester, or anytime during the Summer and Winter Semesters, must be paid within seven business days. All outstanding balances after seven days are subject to a late fee. If you are unable to pay these charges or fees, you must contact the Office of the Bursar before the seven-day time period has lapsed to determine your payment options. Students terminating their agreements will be charged room rent based on the following schedule. Canceling buyouts/double-singles will follow the same refund schedule:

Fall 2017

Spring 2018

Prior to August 1	100% refund, including deposit	Prior to December 1	100% refund, including deposit
August 1 - August 23	100% refund, forfeit deposit	December 1 - January 13	100% refund, forfeit deposit
August 24 - September 8	90% refund, forfeit deposit	January 14 - January 26	90% refund, forfeit deposit
September 9 - September 22	75% refund, forfeit deposit	January 27 - February 9	75% refund, forfeit deposit
September 23 - October 6	50% refund, forfeit deposit	February 10 - February 23	50% refund, forfeit deposit
October 7 - October 20	25% refund, forfeit deposit	February 24 - March 9	25% refund, forfeit deposit
After October 20	No refund, forfeit deposit	After March 9	No refund, forfeit deposit

Housing Eligibility

All students of UAF are eligible for campus housing but are not guaranteed housing until approved by the Department of Residence Life. To better manage occupancy, students must be registered for a minimum of six in-class credit hours (online or distance education classes do not apply) to live in campus housing. Students whose course loads fall below six credit hours need special permission to remain in housing. This permission is granted by the Director of Residence Life or their designee. If you are enrolled in less than six in-class credit hours, you must complete the Exception to Housing Agreement Form which can be downloaded online (<http://uaf.edu/files/reslife/files/HousingException.pdf>) and submitted to the RL Central Office. **Failure to complete the form will result in a \$45 charge and may result in a loss of housing eligibility.**

Housing Deposit

If the student chooses to vacate their assigned unit during the term of this Agreement but remains enrolled at the University, or the student fails to occupy their reserved space by the first day of classes, the student will forfeit their deposit and will agree to pay for occupancy as outlined in the "Housing Agreement" section. After July 31, students who have submitted applications are expected to live on campus and pay appropriate housing fees for their reserved space. NOTE: Notification of student status to other departments within the University does not cancel this Agreement.

Damage/Reservation Deposits

The housing deposit is currently \$315. These will be held by the University and carried forward to subsequent academic years until the termination of this Agreement. At the time of termination, the deposit may be used to cover cancellation/termination charges plus costs for any loss or damage caused during occupancy and not otherwise paid or provided for by the student. The same may be applied to pay for other obligations owed by the student to the University. Any portion of such deposit not applied as provided herein will be mailed to or refunded to the credit card used by, the student within 30 working days after proper check out. Deposits will be forfeited for the following reasons: 1) failure to complete proper check-in by 9:00 am on the first day of classes; 2) termination of occupancy during the first sixty (60) days after the official fall opening; 3) canceling room reservations after July 31; 4) failure to properly check out of a room or apartment. NOTE: All provisions of this Agreement apply to students with a confirmed room reservation for Spring Semester except that the date of record will be changed from Aug. 1 to Dec. 1.

ROOM ASSIGNMENTS

Room Consolidation

UAF reserves the right to change room assignments (consolidate) when vacancies occur and single occupants are residing in multiple-capacity rooms or when less than four students are living in one Cutler apartment; remaining resident(s) must accept another roommate and/or move to another room/apartment. In most situations, Residence Life will assign a student to fill the empty space in your room. In certain situations, residents may be given the opportunity to buy out the other half of their room. Students interested in purchasing a double-single (buyout) may keep the room and assume the additional cost if space is available.

Buyouts

A resident may request to buy out their room and pay to occupy the space that two students normally occupy (often called a double-shared room). Buyouts within housing are limited. The Director of Residence Life considers a number of occupancy requests in order to determine how much available space may be provided to students in a buyout capacity. Additional room space may become available throughout the year. Buyouts are charged at an additional rate above the double room rate and charges will be placed on the student's account. If you are interested in purchasing a buyout, please contact the RL Central Office.

Room Vacancy

If the other half of your room is empty at any time, please be advised that you must ensure that the room is ready to receive a new roommate at any time. You may have the opportunity to buy out your room if you choose. In preparation for possibly receiving a roommate, a UAF staff member will enter your room to ensure that the room is prepared for a new resident. The space should be free of personal belongings and should be clean. If you refuse to accept a roommate or your room is not ready for a roommate at the time of check-in, Residence Life staff will process a charge of up to \$250 and charge you for both sides of the room until the room has been made available for a roommate to occupy. Creating or maintaining an unwelcoming, hostile, or intimidating environment with the intent to discourage or drive out a roommate will be considered a disciplinary issue resulting in possible behavioral sanctions as well as financial responsibility for a buyout or termination and cancellation fees.

Cohabitations/Unauthorized Occupancy

Only the residents assigned to a room may occupy that space. If you allow someone to live with you who is not an assigned roommate, it is a violation of guest policies. Cohabitation

and unauthorized occupancy are prohibited. Students found in this type of situation may be subject to paying for utilized services.

Abandoned Personal Property

Any personal property left in the apartment or on the premises by tenants who vacate or abandon an apartment will be held for 30 days and then deemed abandoned. The University may then immediately dispose of the property without compensation and may charge the student for the labor involved in removing any trash or property. The University may dispose of such property in any manner without liability.

FIRST YEAR EXPERIENCE: EDGE

The Education, Development, Growth, Experience (EDGE) program is a first-year experience (FYE) program for students under 20 years of age. EDGE was established in 1999 to provide an environment that is focused on the success of the first year students. EDGE is housed in Moore Hall and Skarland Hall.

The EDGE program is designed to provide extra support to students during their first year of housing through extra staffing and programming. Moore and Skarland have twice as many Resident Assistants as the other residence halls. Moore and Skarland also house the Peer Mentor program, which provides individual tutoring and study hall sessions for residents.

EDGE Room Moves

EDGE students may change rooms or halls between Moore and Skarland during any room lottery process or may move within the hall during any room lottery. For example, a student in Moore 201 may move to Moore 811 or any room within the hall where there is space.

EDGE Housing Exemptions

Sometimes students want to request to live outside of EDGE or have a non-EDGE student live with them in EDGE. To submit one of these requests, please complete the Exception to Housing Agreement Form: (<http://uaf.edu/files/reslife/files/HousingException.pdf>) and submit it to the RL Central Office.

Requests to move out of EDGE will be considered under the following circumstances:

- You are 21 years or older when you enter college.
- You have an older sibling who lives outside of EDGE whom you would like to live with.

- You would like to live in gender-inclusive housing.

Requests to have a non-EDGE student live with you in EDGE will be considered on a case-by-case basis and accommodated if space is available.

Please note that each request is evaluated on a case-by case basis. All requests may not be able to be accommodated due to occupancy levels or student conduct history. RL strives to be consistent and neutral when evaluating EDGE housing exemptions.

Violation of Policy

Any FYE student within EDGE who is allowed out of the EDGE program and then violates policy or creates a community disruption may be relocated back to the EDGE program with no further room/building changes available for that individual.

CHECKING INTO YOUR ROOM

When you check into your room, you will need to complete a Room Condition Report (RCR) and data card, and you will receive a room key.

Data Cards

Students are encouraged to fill out data cards with allergies and emergency contact information. These cards are kept within the hall offices and are used in crisis situations where emergency contacts need to be contacted or in medical emergencies where allergies or medical conditions need to be reported.

Key(s)

Students will be given room/apartment keys by the hall staff upon checking into their rooms. Hall staff will review important move-in information with each student upon their check-in. (Please see keys for more information on information pertaining to your room/apartment keys, including lock-outs.)

Room Condition Reports (RCR)

A room condition report is an inventory of the items in your room and their condition at the time of check-in. It is each resident's responsibility to review the condition of their room by signing the Room Condition report. If there are any additions, corrections, or notes that need to be made, you will update the copy that you are provided and return it to the RA within 48 hours of your check-in. These additions will be made to your original RCR kept on file in the hall office of your residence hall. Your copy will be slipped under your door for your records. (This RCR is used when you check out--please see check-out

procedures for more information. If the condition of your room/apartment changes during your stay you will be assessed charges for the repair, replacement, or cleaning of items which may have been damaged or removed from the room/apartment.)

*If using the online process (Skarland Hall and Lathrop Hall only) a copy of the RCR will be emailed to the email account you have on file with the University.

It is very important to review the condition of your room carefully upon your arrival. Please document any problems and ensure that everything is noted on your RCR. This is your opportunity to attest to the condition of the room. It is also important to contact hall staff if any issues occur within your room or damages happen that need to be repaired.

Rev-It-Up

Rev-It-Up is held each year from 8:00 am – 3:00 pm on the day the residence halls open. The event is designed for first year students moving into Moore and Skarland. Staff are on hand to help move residents into their rooms. In an effort to simplify your transition to campus, various services are set up in the MBS Complex including *PolarExpress*, the Office of the Bursar, and the Post Office. All residents are welcome to attend Rev-It-Up to take care of University business.

ROOM CHANGE POLICY

During the course of the year, students may change rooms/apartments. Room changes are not permitted until the second weekend of hall opening in the fall and spring semesters and again toward the end of each semester. *Students in an emergency situation where a move is necessary should contact hall staff to initiate a move.*

- Fall 2017 room freeze dates: 8/23 - 9/7, 11/20 - 12/17
- Spring 2018 room freeze dates: 1/14 - 2/1, 4/23 - 5/6

There are three types of room changes:

- New Room Change
- Even Swap
- Emergency Room Move

New Room Change

A new room change happens when a student wants to move to a different room within the same hall or change to a different hall or apartment complex. *Please note: EDGE students may only move within the designated EDGE halls.

- **Step 1: Access Self Service** To access the online housing room change lottery, log on through your UAOnline account and select the following menu headers:
 - *Student Services and Account Information*
 - *Campus Housing and Dining*
 - *UAF Housing and Dining*
 - *Go to Self Service*
- **Step 2: Click Room Selection.**
- **Step 3: Select Available Beds.**
- **Step 4: Confirm Selection.** Once you confirm your selection, *you will give up your rights to your current bed assignment. Any additional room charges will be applied and due at this time.*
- **Step 5: Email Confirmation.** An auto-generated email will be sent to your preferred email confirming your new room request and providing instruction on how and when you can move. *Note: You can change your room selection as many times as you would like while the lottery is open. This includes selecting your original room assignment, if still available.*

Even Swap Room Change

Even swap is a move that occurs when two or more residents swap spaces. This can happen within a hall or can occur from one building to another. No empty space is created by an even swap.

- **Step 1: Pick Up Form.** Pick up an Even Swap Form from the Central Office in the MBS Complex. Forms are also available for download: [Even Swap Request Form](#)
- **Step 2: Complete Form.** Fill out the form and ensure *all* residents involved sign the form.
- **Step 3: Submit Form.** Submit completed form to the Central Office (Monday - Friday, 9:00 am – 4:00 pm) or submit to after-hours drop box next to Central Office door. Forms must be submitted in accordance with the Even Swap Timetable.

- **Step 4: Email Confirmation.** An email will be sent to your preferred email confirming your new room request and providing instruction on how and when you can move.

Please be aware that by submitting a room change request, you agree to the terms outlined in the approval letter. If you fail to meet these requirements, or if you do not complete your move, you may be charged \$150.

Emergency Room Move

This move occurs when students do not feel safe in their room and request a move. This move usually takes place after business hours from 5:00 pm – 8:00 am. Emergency room moves are approved and facilitated by Resident Directors.

If you feel that you can no longer live in your current living space and need assistance outside the room move lottery times, please see your hall staff or contact RL Central Office for assistance.

CHECKING OUT OF YOUR ROOM

If you decide to leave campus housing during the academic year, it is your responsibility to cancel your housing and check out of your room. Please follow these steps to cancel your housing and get your housing deposit back:

1. Complete a housing cancellation form.
2. Sign up and properly check out of your room.
3. Appeal any damages at the time of your check-out (if applicable). You have the opportunity to appeal any damages online at <https://goo.gl/HQbfs1>. To be considered, your appeal must be completed within 24 hours after check-out.
4. Make sure your forwarding address is changed on UAOnline.

Damages (Room/Apartment)

As your University Housing Agreement explains, you are responsible for any damages that happen in your room or apartment while you live there. If damages are accidental, you must still pay repair costs. When damages are the result of vandalism, the person(s) responsible must not only pay for repairs, but they may also face disciplinary proceedings. Students have 48 hours to report any damages not listed on the Room/Apartment Condition Report to hall staff to ensure they have been updated so that student(s) will not be charged. Excessive damage discovered after checkouts (regardless of

signing the RCR) may still be applied through the charging process with a letter explaining the damages. Students have a right to appeal these charges outlined in the letter.

Check-Out Charge Appeals

If you are assessed any check-out charges, you have the opportunity to appeal the charges online at <https://qoo.gi/HQbfs1> within 24 hours of your check-out. To be considered, your appeal must be completed within 24 hours after the time of check-out. Your appeal response will be sent to you via your preferred email with the University. All charges will appear on student accounts and may be paid online or at the Office of the Bursar in Signer's Hall (PO Box 757640). Students will not be able to receive grades, register, or pay registration fees until charges imposed on an account are paid.

Checking Out of Your Double or Single Room

- **Step 1:** Sign up for a check-out appointment by the set deadline. Changing your appointment after this deadline will result in an improper check-out fee. Sign-up sheets are located by hall offices.
- **Step 2:** Prior to your appointment time, remove all belongings from your room and clean the room thoroughly.
- **Step 3:** At your appointment time, meet with your RA to have your room inspected.
- **Step 4:** You have the opportunity to appeal any damages online at <https://qoo.gi/HQbfs1>. **Your appeal must be completed within 24 hours after the time of check out in order for it to be considered.**
- **Step 5:** Sign your Room Condition Report (RCR). Make sure to provide a forwarding address on the RCR for billing and refunds.
- **Step 6:** Lock the room door. Give the RA the key.

Checking Out of Your Apartment (Cutler/Sustainable Village)

Each resident must check out of their apartment with an RA and follow the instructions below. In an effort to simplify this process we ask that residents choose one of the following options:

Option 1: You check out before the rest of your roommate(s). This option is for those residents who will be leaving prior to the departure date(s) of their roommate(s).

- **Step 1:** Discuss check-out process with roommates and formulate a cleaning plan for the entire apartment. Residents are responsible for the cleanliness of their apartment when Residence Life conducts the apartment check-out.
- **Step 2:** Complete the apartment check-out form included in this handbook. Provide this form to your roommate(s) so that all methods of check-out for all roommates can be determined and documented on this form. The Cutler Apartment Check-Out Form tells Residence Life what all residents are going to do. This form is mandatory and must be completed.
- **Step 3:** Pick up an Express Check-Out envelope form. These forms are available at the Cutler Office or the Office of Residence Life. You will need one per resident.
- **Step 4:** Sign up on the Express Check-Out sheet. This sheet is posted in the Cutler Office and is only available from 7:00 pm – 10:00 pm each night.
- **Step 5:** Remove all personal belongings and clean your apartment following the apartment cleaning guidelines in this handbook.
- **Step 6:** Complete the Express Check-Out envelope. Place both keys in the envelope and seal. Take the top copy of the Express Check-Out Form for your records. Place the envelope in the mail slot in the Cutler Office door.

Option 2: All roommates can check out at the same time. This option is for those who can check out as a group.

- **Step 1:** Discuss check-out process with roommates and formulate a cleaning plan for the entire apartment. Residents are responsible for the cleanliness of their apartment when Residence Life conducts the apartment check-out.
- **Step 2:** As a group, decide on a check-out date and time. Sign-up sheets are located in the Cutler Office and are available daily between the hours of 7:00 pm – 10:00 pm.
- **Step 3:** As a group, complete the Cutler Apartment Check-Out Form. This form must include all signatures of the residents of the apartment.
- **Step 4:** Clean apartment and remove all personal belongings.
- **Step 5:** Meet Residence Life staff at your apartment at your sign-up date and time. Roommates who selected Apartment Check-Out must be present.
- **Step 6:** Turn in keys to staff and sign RCRs.

RESIDENCE HALL ROOM AND APARTMENT CLEANING CHECKLIST

The following is an outline of required cleaning standards. To avoid cleaning charges, please make sure that every cleaning task on the list is completed before your scheduled check-out time. A limited number of vacuums are available through the hall office and Residence Life. It is your responsibility to buy, rent or borrow a vacuum.

Bedrooms and Other Common Areas

- Remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Dust the top of the closets (where applicable).
- Dust light covers.
- Empty and clean wardrobes and drawers
- Dust the top of the wardrobes (where applicable).
- Clean shelves (including shelves in closets, and wipe down closet bar(s)).
- Reassemble and un-bunk beds and set to knee height.
- Arrange room to original set-up
- Clean baseboard and heater (throughout entire room/apartment).
- Clean all desks and dressers, including drawers and shelves (leave drawers open).
- Wipe off desks and radiators with a wet cloth and remove all writing.
- Arrange furniture so that everything is easily accessible for the next residents.
- Vacuum carpet and sweep tile floors. Do not sweep anything into the hallway
- Clean windows and windowsills.

Door and Walls

- Remove all stickers and writing on the front and back of the door and all walls.
- Remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Dust and wipe down shelves.

Trash

- You must remove all personal items and trash from the apartment/storage unit (if applicable). Everything left will be considered abandoned property or trash.

Windows

- Clean glass and windowsills.
- Wipe mini-blinds with a wet cloth.

Bathroom (Cutler, Sustainable Village, and Wickersham)

- ❑ Clean out cabinets, wipe all shelves and drawers.
- ❑ Wash mirror with window cleaner (do not just use water).
- ❑ Wash sink and countertop, remove all hard water stains and clean well around fixtures.
- ❑ Clean toilet (especially under the rim), remove hard water ring.
- ❑ Clean the light cover.
- ❑ Clean shower walls and tub (MAKE SURE THERE IS NO HAIR IN THE DRAIN). Remove all hard water stains and clean around fixtures and drains.
- ❑ Clean baseboards.
- ❑ Sweep and mop floors.

Refrigerator (Cutler, Sustainable Village, and Wickersham)

- ❑ Refrigerator must be thoroughly cleaned inside and out.
- ❑ Remove all contents from both fridge and freezer, wipe down door seals, wash the interior of fridge and freezer. (Do not use a hammer or sharp object to speed defrosting.) Clean out the drip pan under the fridge.
- ❑ Pull refrigerator away from the wall, clean the sides. Vacuum the dust off all of the coils on the back of the fridge. Clean the wall behind and floor underneath. When the fridge is clean, leave it on the initial setting (usually "5") and leave the fridge pulled out for inspection.

Kitchen (Cutler and Sustainable Village)

- ❑ All surfaces must be cleaned and wiped down, carpets vacuumed, and all dust removed from every surface.
- ❑ Clean and wipe out the sink, remove any food or items left in the strainer or strainer basket of the sink. Wipe the faucet and remove any hard water stains.
- ❑ Clean out kitchen cupboards and under the sink.
- ❑ Wipe down cabinet faces with disinfecting spray. Wash shelves with a damp sponge.
- ❑ Dust off lights, table, and chairs.
- ❑ Sweep and mop the floor.

Oven and Range (Cutler and Sustainable Village)

- ❑ For your safety, unplug the oven before cleaning this appliance
- ❑ Clean all parts thoroughly, including drip pans, exterior, oven, broiler pan, oven racks, hood, exhaust fan, and screen.
- ❑ Remove and clean the stove knobs.
- ❑ Clean the area under the drip pans.

- Clean the storage drawer under the stove.
- If the unit is not built into the countertop, pull it away from the wall and clean sides, floor underneath, and surrounding walls. Please leave the oven pulled out for inspection.
- Clean and wipe the inside and the entire exterior of the microwave.

Living Room (Cutler and Sustainable Village)

- Remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Wipe off and dust shelves and furniture.
- Clean windows and windowsills. Clean all window blinds.
- Dust light covers.
- Clean baseboard and heater.
- Vacuum furniture, including underneath cushions and underneath the furniture.
- Vacuum your carpet and stairs where applicable and wipe laminate floors if applicable.
- Clean arctic entry if applicable.
- Wash windows (inside and out), sweep and mop floor, remove scuff marks from walls.
- Wipe hardwood floors (if applicable).

Outside Your Apartment

- Pick up all trash in front of and behind your apartment (including on and under balconies/porches).
- Pick up any cigarette butts. NOTE: Separate from cleaning charges, if it is determined you have been smoking around in or around your apartment student conduct sanctions may be applied and residents may be charged \$.50 for each cigarette butt that needs to be cleaned up. ***PLEASE NOTE: UAF is a smoke and tobacco free campus.***

Common Check-Out Charges

Residents are responsible for taking good care of their living space and reporting any damage to hall staff. Residents are responsible for room damage that exceeds normal wear and tear. When two or more residents live together and it cannot be determined who was responsible for the damage, the damage charge will be divided equally among residents. Below are some common check-out charges:

Trash Removal	\$40/bag or large item
Failure to Sign Up for Check-Out	\$150
Room Cleaning	\$45 minimum
Lost Key	\$85
Not Ready for Check-Out Time	\$35

HEALTH AND SAFETY CHECKS

At times, Residence Life must conduct inspections of apartments to evaluate the condition of the apartment and furnishings, to ascertain maintenance and/or equipment needs, damages, and sanitation, and to monitor health, fire, and safety conditions. We also ensure that residents are living in their assigned apartments in a manner that does not present a danger to the safety, health, and welfare of the members in their community.

While we allow a great deal of latitude in how students choose to maintain their assigned space, we must ensure the space does not present a hazard to residents or staff. To assist in maintaining a safe and healthy living environment, the Department of Residence Life will conduct periodic visual inspections of the living spaces in the Residential Facilities. The purpose of these inspections is to identify and correct unsafe conditions. Advance warning of the inspections will be provided, as well as instructions and deadlines for conditions to be corrected.

A notice of no less than 48 hours will be posted to notify the residents when University personnel will be entering their apartment. These inspections are kept to a minimum so as not to disturb the resident(s). You may choose to be present during the inspection. Inspections are made by the University to protect our residents and assess the nature of maintenance requirements. In all cases in which an apartment is entered by University officials, a Notice of Inspection Form will be placed in the apartment.

What are health and safety checks?

Staff will be performing a quick visual check of every room in your apartment. Each apartment inspection will likely take less than 10 minutes but will be dependent on the size and state of each individual apartment. It is perfectly acceptable for your apartment to look “lived in”; however, staff will be looking to see that effort has been regularly made to maintain the facility and that no health and safety concerns exist. Please note: Our staff will not be opening cabinets or drawers in any room; however, staff will be inspecting all Residence Life-provided appliances. This includes, but is not limited to, refrigerators, microwaves, stoves/ovens, dishwashers, washers, and dryers.

Why does Residence Life have health and safety checks?

Around midterms, each semester, Residence Life staff inspect every room on campus—including apartments—to identify and address any health, safety, sanitation, and maintenance issues that might be present. There are several reasons for these inspections:

- To encourage students to maintain the condition of their living environment
- To promote a better understanding of University expectations for living on campus
- To help prevent pest infestations, damage, and other issues that impact health and safety as well as the quality of life for all on-campus residents
- To help maintain the condition of our residential facilities

Our department understands your concerns about privacy. However, we believe these inspections are a necessary measure and prove beneficial to all current and future residents in our facilities.

Who performs health and safety checks?

Residence Life student and professional staff—in most cases Resident Assistants (RA), Resident Directors (RD), or Area Coordinators (AC)—will enter each apartment after providing a minimum 48-hour notice. Staff will conduct health and safety inspections in pairs between 10:00 am and 8:00 pm. You do not have to be present for your apartment’s inspection. Staff will leave documentation that they have completed your health and safety check, and your door will be locked when they leave.

How do you pass health and safety checks?

Staff will focus on general cleanliness, potential fire hazards, Residence Life policy violations, and appliances provided by Residence Life (fridges, microwaves, etc.).

Here is a sample checklist of preparations you can make prior to the inspection:

*This checklist does not have to be completed before health and safety checks, but these steps will likely prevent staff from finding health and safety concerns in your apartment.

- Remove all trash and properly dispose of it in the dumpsters available in your area.
- Vacuum or sweep and mop all floors in your apartment.
- Check all electrical outlets, cords, and connections to make sure they are not overloaded.
- Check to ensure that furniture or personal belongings are not blocking emergency exits or heating and ventilation units.
- Note any maintenance problems and report them to the staff during the inspection.
- Make sure your screens are installed on windows (they are not to be removed).
- Clean up any spills or messes and get rid of any leftover food sitting around.
- In the kitchen, dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food.
- In the bathroom(s), clean the toilet, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away or organize personal items.

What happens if you do not pass health and safety checks?

If any policy violations or health and safety issues are identified, Residence Life staff will document these issues and communicate to you corrective measures that need to be taken. Policy violations and the like must be corrected within a time determined by staff—typically 24 to 48 hours following the apartment inspection.

Please note: failure to correct violations might result in sanctions.

VACATION PERIODS, SUMMER, AND WINTER HOUSING

Vacation Periods

Students with valid housing agreements may stay in their residence hall room/apartment over Thanksgiving and Spring Break periods at no additional charge. Limited summer and winter break housing will be available for an additional fee on a first-come, first-served basis.

Summer Housing

Limited summer housing is available. Summer residents are usually housed in one residence hall in the MBS Complex. All other spaces are used for conference services, accommodating guests from all over the world during the summer months. Residents must apply and be approved for summer housing.

Summer Transition

Transition is when Residence Life closes most of the residential campus in May in order to reopen for summer. Transition takes place in two parts. First, all current residents signed up for summer housing are moved from their current hall on campus to the designated summer hall. Next, all new residents arriving for summer move in.

Summer Transition - Current Residents

Students living in summer housing will transition to the summer hall after the residence halls close. Current residents moving to summer housing stay in their current housing assignment until their summer room is ready and move during transition. Current residents must sign up for a transition check-out in their designated halls. There are two transition days (dates vary each summer). Your move must be completed by 10:00 pm on the last day of transition in order to avoid charges. Residents are expected to sign up for a check-out time by the posted deadline.

Summer Transition - New Residents

New residents will be able to check in their rooms after current residents have transitioned. Specific check-in dates and instructions will be included in your summer housing assignment letter.

Current Resident Transition Check-In

Transitioning residents will need to check in at the summer hall office during key pickup times. All check-in instructions are outlined in your summer housing assignment letter. If you will not be here during summer transition dates, you will need to contact the Resident Director of the summer hall to arrange an alternate check-in time. If you will not be here for transition, we can provide short-term storage for your belongings. Please contact the RL Central Office for a storage application.

If you have a confirmed continuing assignment for the summer and have been assigned the same room, you do not have to sign up for a check-out time. If you have maintenance requests you would like to have addressed, please notify your RA prior to hall closing.

Winter Break Housing

Residents staying over the winter break (the break between fall and spring semesters) must complete a winter break housing application by November 30. A \$50 late fee applies after November 30. Winter break housing is not guaranteed and is based on space availability, first-come first-served. Food services are limited over the break. During the

winter break period, students remaining on campus may be consolidated into another residence hall.

Winter Break Inspections

In an attempt to prevent fire and safety hazards, Residence Life staff members conduct security inspections in all rooms and apartments at the beginning of winter break. This is done to prevent electrical fires, water leaks, and other safety hazards. Residence hall rooms in non-designated winter break buildings may not be accessed for any reason during vacation periods. Your cooperation with these inspections is appreciated. Please set your thermostat to 68 degrees when you leave for winter break to ensure that pipes do not freeze.

PERSONAL SAFETY

The UAF campus, like any other community, is subject to inappropriate and/or illegal actions by individuals. Your best protection against theft is locking your door when leaving your room or apartment. Should a theft occur, report it immediately to Residence Life staff and to the UAF Police Department at 474-7721.

“Blue light” emergency phones are located throughout campus. These phones dial directly to the UAF Police Department. UAF Police staff make daily rounds of the residential facilities and campus. If you are suspicious of or uncomfortable with someone or a situation, contact your Resident Assistant, Resident Director, or the UAF Police (ext. 7721). For emergencies, dial 911. Remember that your security is both a personal and community responsibility.

For personal safety and security, Residence Life recommends that the following precautions be observed:

- When leaving the hall at night, tell your roommate when they should expect your return.
- After dark, try not to walk alone. Walk in pairs at night or call UAF Police at 474-7721.
- Be aware of your surroundings.
- Trust your instincts. Report suspicious persons or situations.
- Keep your residence door locked at all times.
- Never leave personal items unattended.
- Lock your vehicle and park in lighted areas.
- Report all incidents of crime or suspected crime to UAF’s Police Department.
- Never hesitate to call for help.

Theft/Property Damage

Residence Life does not accept liability for the damage, theft, or loss of personal property or for the loss of money. Please be sure that you lock your room door when you leave for even a short time and when you retire for the night. This is the best guard against property loss. In the event that property is lost or stolen, notify hall staff immediately. Hall staff will then contact UAF PD for you to file an incident report.

It is recommended that students either carry their own personal renter’s insurance or determine if property loss is covered by their parents' insurance policy.

To guard against theft of your property, Residence Life recommends that the following safeguards be observed:

- Record all serial numbers and makes of electronic valuables (laptops, video game systems, cell phones, etc.).
- Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room, or on you.
- Record the numbers of all credit cards and checking accounts; record the addresses of these companies and banks so that they can be notified if cards are lost or stolen.
- Report the presence of any strangers in non-public areas of the residence halls to UAF Campus Police or a hall staff member.

Renter's Insurance

Regardless of where you live in University Housing, you are strongly encouraged to purchase renter's insurance. Renter's insurance can protect the valuables in your apartment/room/suite in case of theft, fire, water damage or other disasters. It can also help cover costs that you may incur if you are responsible for causing a fire that damages either your or a neighbor's apartment/room/suite. You can purchase renter's insurance through a number of local agencies (search "insurance companies"). Please note that renter's insurance is not medical insurance.

The University does not insure student's private property and strongly recommends that students secure insurance for personal property with a private insurance company.

Crime Prevention

The University Police Department offers a variety of fully comprehensive training and educational programs to promote a safe and secure environment. Contact for any of these programs is the UAF Police Department at 474-7721. You can also learn more at <http://uaf.edu/reslife/safety/>.

SECTION 5: RESIDENTIAL COMMUNITY POLICIES AND PROCEDURES

Students living with the Department of Residence Life have certain rights and responsibilities. Included in the responsibilities are an awareness of standards of appropriate behavior and the exercise of self-discipline. We expect students to act independently and maturely while in residence. Policies and procedures are established to outline standards by which all members of the community can live together and the Department of Residence Life can function appropriately; we expect students to comply with all policies and procedures.

The policy section of our handbook has been developed to provide you with information that will be helpful to you during your stay at UAF. We encourage you to read it at the beginning of your stay in the residence halls and reference it throughout the year.

The primary responsibility for individual behavior and discipline rests on you, the student. It is expected that qualities such as self-discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property will be fostered and developed. You have the right to live in a residential community in which you can pursue your academic goals and be treated in a civil and respectful manner by all members of the community. You, in turn, will be asked to treat other residents with respect and consideration, to do your part to promote a safe and clean community and to abide by University policies and regulations that are designed to support an academic environment in a residential community.

The policies that follow provide a general outline of the types of conduct that are prohibited in the residential communities. They reflect local, state, and federal laws as well as unique requirements of a university residential environment. They are based on common sense and reflect the importance of consideration for other individuals and their property. These policies are not intended to define misconduct in exhaustive terms.

STUDENT CODE OF CONDUCT

The Department of Residence Life adheres to the University of Alaska Student Code of Conduct found in Board of Regents' Policy 09.02.020:

A. As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the student code of conduct (Code), university rules, regulations, or procedures. 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 university or at activities authorized or sponsored by the university.

B. Sexual and gender-based misconduct is addressed separately in accordance with Regents' Policy and University Regulation 01.04, which provide policies and regulations for the reporting and investigation of alleged sexual and gender-based misconduct. Sanctions for sexual and gender-based misconduct are imposed according to the student code of conduct.

C. The University may initiate disciplinary action and impose sanctions on any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. cheating, plagiarism, or other forms of academic dishonesty;
2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
3. damage or destruction of property;
4. theft of property or services;
5. harassment;
6. discrimination, including sexual or gender-based discrimination, which is addressed in accordance with Regents' Policy and University Regulation 01.04;
7. hazing; 09.02 3 Student Rights and Responsibilities
8. endangerment, assault, or infliction of physical harm;
9. sexual or gender-based misconduct (reports of sexual or gender-based misconduct should be made under Regents' Policy 01.04);
10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of Regents' Policy, University Regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

D. Examples of actions that constitute these prohibitions will be described in the University Regulation and MAU rules and procedures.

E. This policy and University Regulation and MAU rules and procedures 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.

RESPONSIBLE USE OF RESIDENTIAL SPACE AND PROPERTY

You are responsible for creating an environment that promotes the academic mission of the University. This includes maintaining a respectful and responsible treatment of residential space and property, upholding the visitation policies in the residential communities, and being held responsible for your visitors' and guests' behavior.

Aerosol/ Spray Paint Cans

These are prohibited and may not be used inside any residential facility. Hairspray is not considered part of this policy.

Alcohol and Substance Free Housing

UAF is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. We do our best to accommodate requests to live with a substance free roommate. The following residence halls are substance free:

- Moore Hall
- Skarland Hall

Alcohol Policy

- Alcohol is not permitted for students under 21 years of age.
- Residents and guests who are at least 21 years of age may consume alcohol in their individual residential room/apartment, excluding the residence halls that are designated as substance free.
- Alcohol cannot be consumed in the presence of anyone younger than 21 years of age.
- Residents and guests under 21 years of age may not be in the same room or apartment as an open container of alcohol.
- Students under 21 years of age may live with a roommate who is 21 years of age or older and their of-age roommate may have closed alcohol containers stored on their shelves or in their fridge.
- If alcohol is found in student residential facilities, it is considered to be in student possession. In all residential areas, any alcoholic beverages possessed in violation of UAF regulations will be confiscated and disposed of by Residence Life staff.
- Residents and guests are expected to follow state laws and University regulations related to alcohol use and possession.

We expect our students to have knowledge of the ages of those present and consuming alcohol in their apartment or room, as they will be held responsible for those individuals (see guest policies).

Alcohol in Common Areas

Alcohol must be confined to individual rooms, suites, and apartments. The consumption of alcohol is not permitted in or on public and common areas, including hallways, lounges, lobbies, and porches.

Alcohol Containers and Displays

Displays of alcohol or alcohol containers are permitted for residents of legal age, as long as displays are not in public view (able to be viewed by someone outside the room or apartment or through a window). Underage residents or residents of substance-free halls **may not display** containers that once held alcohol.

Alcohol Distribution

The sale of alcoholic beverages to a person by another individual on campus is prohibited.

Alcohol Transport into Halls

In order to transport alcoholic beverages into a residence hall or student apartment, students must:

- Be of legal age (21 in Alaska).
- Live in that particular building/apartment.
- Not be perceptibly under the influence of alcohol, marijuana, or other illegal drugs.
- Alcoholic beverages and non-alcoholic beer cannot be brought into any substance-free environment, including Moore Hall and Skarland Hall.
- Staff may ask to inspect student bags, backpacks, briefcases, etc. (Please see guest policies for more information on bag checks).

Alcohol Common Source Containers

Common Sources of Alcohol: Use of common sources of alcohol, including but not limited to kegs, party balls, beer pong, trash cans, and punch bowls is prohibited.

Appliances - Cooking - Electrical Safety

Your appliances must be UAF approved. Please practice safety when using appliances or electronic items and do not overload the circuits.

Due to fire and safety standards, the following items are prohibited from residence hall rooms and apartments:

- Open coil appliances
- Halogen lamps
- George Foreman-type grills
- Space heaters
- Chest freezers

The following items may not be used in individual rooms, but may be used in the community kitchen of each hall or apartment (including Sustainable and Cutler):

- Crock pots
- Rice cookers
- Toasters
- Hot pots or tea pots

For convenience, residents may store the above items in their room, but if they use or are suspected of using these items in their room they may lose the privilege of storing them.

The following items are permitted in rooms/apartments:

- Automatic coffee makers
- Cup warmers
- Scentsy wax warmers
- Air popcorn poppers
- Refrigerators (which do not exceed 3 1/2 feet in height)
- Microwave ovens smaller than 1 cubic foot (1,000 watts)

Each resident is allowed **one** microwave and **one** refrigerator unless a resident has bought a double-single room.

- Single Room: one microwave & one refrigerator
- Double Room: one microwave & one refrigerator per resident
- Double Single: two microwaves & two refrigerators
- Wickersham: Suites come with a micro-fridge in each resident room, and one additional refrigerator is allowed in each student's room. Extra refrigerators may be placed in the shared suite study room (cannot exceed two/room).

Animals

Possession of an animal, except for non-poisonous/non-venomous freshwater fish (in a tank not exceeding 10 gallons) is prohibited.

Certified service animals for persons with a disability are allowed in all residential facilities (see the section titled **Residence Life Housing Accommodation for more information.**)

Unapproved animals are not permitted in the residence halls or apartments, including visiting animals. Should an unapproved animal be found in a living unit, the animal will be immediately removed from the premises and the resident(s) responsible may be sanctioned under the UAF Student Code of Conduct and will be responsible for all cleaning costs.

Antennas and Satellite Dishes

You are not allowed to install satellite dishes or external antennas inside your apartment. You are also not allowed to erect any antennas, satellite dishes, or other structures on the roof or exterior walls of the premises, or to go on the roof for any reason whatsoever.

Attire

When outside of your residence hall room and in restroom common areas residents are expected to wear shirts and bottoms at all times. Students may not be nude in hallways, lounges, common areas, or community bathroom sections (see community showers/bathroom policy).

Balconies, Decks, and Ledges (Cutler/Sustainable Village only)

Residence Life furniture and hammocks are not allowed on balconies and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs), on the roofs or ledges of University buildings. Residence Life staff may remove any object obstructing egress (emergency exit) from balconies, ledges, or hallways and charge students for that removal. Throwing or shooting objects from balconies, decks, or ledges is prohibited. Individuals may not climb in/out of or hang off balconies, decks, or ledges.

Babysitting

Babysitting is not permitted in the residence halls/Cutler/Sustainable apartments.

Bicycles

Bicycles may be placed in the racks outside each residential facility, stored inside residents' rooms, or kept in storage areas. For fire safety reasons, please do not park bicycles on sidewalks, in entrances, or in stairwells. Bicycles found in hallways will be subject to impound. Bicycles may not be ridden or parked inside the lobbies and common areas of any residence halls or in the MBS complex but may be walked through to a resident's room or apartment. Bicycles should be kept locked at all times. Unused bicycles locked in public areas over the summer will be removed. Additional bike tires cannot be stored in your room as they are flammable.

Blocking Egress

Balconies, hallways, and stairwells must have a clear passage at all times. Hanging beads, tapestries, banners, flags, sheets, or other items in a manner that blocks egress from the inside of a residential community room is prohibited.

Arrange your furniture and store belongings so that exits, heat vents, and/or water heaters are not blocked. Do not store bicycles, sporting equipment, unwanted furniture, luggage, etc., in hallways, lounges, stairwells, entrances, or any area that is a means of escape during an emergency.

Bunk Beds/Lofts

All residential facility beds on campus can be bunked with metal pegs available from your hall office. Beds can only be lofted in Lathrop Hall using the provided furniture. Lofts are not permitted in any other residence halls/apartments.

Business/Private Enterprise

The use of your address or residential facility for conducting private entrepreneurial ventures, by you or your visitors is prohibited. You are not allowed to run a business on state property.

Cohabitation/Subleasing/Squatting/Subletting

Renting out your space, or allowing unauthorized students, residents, or individuals to live in your space is prohibited. You are not allowed to sublet (rent out) your room/apartment or any part of it. Do not permit anyone other than your roommates to live in your room/apartment. Doing so is a violation of your agreement and may lead to your removal from the room/apartment and possible additional charges.

Cohabitation is defined as the regular and/or steady presence of a guest (typically more than three consecutive nights; however, multiple nights within a semester may be viewed as cohabitation). Violations of the cohabitation policy may result in disciplinary action. Someone living in your room/ apartment beyond what is allowed by the guest policy constitutes squatting; if you allow squatting you may be assessed a bill and face removal from your particular residence hall or from housing.

Community Billing

The University may bill students for costs, assess fines, and/or take other conduct action in order to carry out a community billing. False fire alarms activated within buildings that are not chargeable to individuals may be billed to the members of the community. The University

reserves the right to assess the entire community for cost or damage to equipment if the responsible party is not identified. Report any violations to the University Police Department or Residence Life staff. The reporting student will remain anonymous. Examples of damage resulting in community billing include vandalism to a floor, clogging of toilets, and removal of showerheads (please note: this list is not exhaustive). You will be notified via email of any community billing on your floor or in your building.

Community Showers / Bathrooms

When in community areas residents are expected to be clothed, especially while in the common areas and hallways; please use private stalls to change. Individuals may use the restroom that corresponds to their gender identity.

- Shower/toilet stalls are reserved for one individual only.
- No photos shall be taken in any restroom/shower.
- Residents are not to wash dishes or clothing in the sinks or showers.

Dartboards

Dartboards are prohibited unless they are the magnetic-tipped NERF dartboards.

Decorations for Your Room

By choosing to live on campus, you receive the right to consider the interior of your room/apartment as your own. Any use/decoration of that space, within established guidelines, is permitted as long as it is intended to enhance the interior of the room. Space beyond the interior of one's assigned room (e.g. windows and door exteriors) is considered to be public space and therefore is maintained under the jurisdiction of the Department of Residence Life.

Possessions or displays that are inconsistent with accepted standards or University policies should not be displayed on the outside of room/apartment doors or in general view of the public. Residents have the right to approach anyone who displays a decoration that they believe to be offensive or obscene in order to discuss their concern and ask for its removal. For example, posters of nude individuals and harassing or intimidating visual materials are generally considered inappropriate. Check with your hall staff if you have questions about what may or may not be appropriate.

Door Tampering

Tampering with another resident's door is a serious safety hazard and prohibited.

Drains

For clogged sink or tub drains, **do not use Drano or any other cleaning compound**. Contact your Resident Assistant, Area Coordinator, or Resident Director regarding any maintenance needs pertaining to sinks, bathtubs, or toilets. You may attempt to clear clogs with a plunger before calling for assistance. Do not put garbage, paper towels, fish tank debris, grease, tea or coffee grounds, etc., into any drain. Damage determined to have been caused by residents may result in charges being placed on a student's account.

Drones

Drones or Unmanned Aircraft Systems (UAS) may be stored in your residential room/apartment but may not be flown within the residential community. Please refer to FAA guidelines for flying in the Fairbanks community.

Drugs & Other Substances

UAF is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. As a member of the residential community, you are responsible for upholding federal, state, and local laws dealing with substances, including tobacco (UAF is tobacco free). Substance abuse will not be tolerated under any circumstances.

The following items (including, but not limited to) are specifically prohibited on Residence Life properties:

- herbs such as Salvia divinorum, Salvinorin A, and Divinorin A; nitrous oxide or other gases except for oxygen; seeds or plants of Morning Glory, Hawaiian Wood Rose and Datura; Amanita muscaria mushrooms; and synthetic crystals such as 5-MeO-DMT.
- Possession of marijuana, ecstasy, heroin, inhalants, cocaine, crack, methamphetamines, barbiturates, hallucinogens, amphetamines, and other drugs not prescribed by a physician for medical use is illegal.
- The possession of substances such as glues, paints and over-the-counter medicinal products is authorized as long as they are used solely for their intended purpose.

Marijuana

The possession of marijuana for any purpose is a violation of UAF Residence Life policy. While the laws of the state have changed, Residence Life's policies regarding marijuana remain unchanged. Those suspected to be in violation of this policy will be documented and may face disciplinary action as outlined in the Residential Life Conduct Process.

While in University housing residents or guests will not possess or use, manufacture, purchase, sell, share, distribute, transport or be under the influence of marijuana, or knowingly be in the presence of illegal drugs/marijuana within the residence halls/apartments.

Note: Possession of a medical marijuana license or prescription does not provide an exemption from this policy.

Manufacture of Substances

The unauthorized use, distribution or possession of illicit drugs in violation of Alaska Statutes or federal law on University premises or at activities sponsored by or affiliated with the University is in violation of the University Code of Conduct and is prohibited.

It is a violation of Student Code of Conduct and the Department of Residence Life policy to possess, distribute, or use any substance solely for the purpose of becoming intoxicated.

Elevators

Tampering with or misuse of University elevators is prohibited. This includes but is not limited to overcrowding, overloading, jumping in, vandalizing, and tampering. Pulling the doors apart may result in damages and charges.

Entrance Procedures

Although each individual has a right to privacy, at times the University must enter a living space. The University reserves the right to enter any premises to inspect; to make essential, preventative, or routine repairs or improvement; to supply necessary or agreed-upon services; to exhibit the premises to laborers or contractor; or as is otherwise necessary for the operation/protection of the premises or persons therein. Under certain circumstances, residential facility staff or University officials may enter residential facility living spaces. Such circumstances include but are not limited to the following:

- In an emergency or when it is suspected that a room occupant's physical safety is in jeopardy
- When there is reason to believe that a University policy is being violated
- In response to a work order, for scheduled or emergency maintenance, or for inspections
- When other community members' rights are being violated (e.g., an alarm clock or stereo is making sounds and no one is answering the door)
- To conduct health, safety, and welfare inspections

If one of the above situations should occur and residential facility staff or designated university officials exercise their right to enter a residential facility living space, they will adhere to the following protocol:

- Staff will attempt to gain entrance to enter (knock). If no one responds, the staff member will enter the space. If possible, staff will leave notification of having been in the living space, when they were there, and why they entered.
- Facility staff will lock the door behind them regardless of whether or not it was locked when they entered.

Excessive Uncleanliness or Necessary Room/Apartment Cleaning

In the event that a student's individual room or common space becomes uninhabitable for a suitemate or roommate, Residence Life reserves the right to go into those spaces for cleaning purposes. If these services are necessary, the student(s) will be charged for the cleaning and/or damages as appropriate. In the event that Housing assigns a previously vacant room to an incoming resident in the middle of an academic semester (fall, spring, or summer), all current residents are responsible for reasonable common area cleanliness. Housing reserves the right to clean common areas of currently occupied apartments and suites on behalf of incoming residents, and assess cleaning fees to the current residents of that apartment or suite.

Exterior of Apartment (Cutler/Sustainable Village)

Apartment residents are responsible for the cleanliness of the area around their apartments. Storage of tires, boxes, etc., on decks, is prohibited. In addition to cleaning charges, apartment residents will be charged for disposal of cigarette butts. All items must be stored in a safe manner that will not restrict emergency exits. If the area becomes unkempt and unclean, the residents may be charged for cleanup.

Extension Cords- Daisy Chaining

Extension cords may not be connected to each other (daisy chained) in order to plug in items. This creates a tripping hazard and other electrical issues and is prohibited. Extension cords also may not be run from one room or apartment to another out windows or doors. Residents and their guests may not run extension cords from their apartments out to the road, across sidewalks and/or across parking lots to plug in a vehicle.

Flammable Items, Fuel, and Fuel-Powered Equipment

Fuel-powered equipment is prohibited in the residence halls and apartments. Bottled gas and flammable fuels are also prohibited. Examples of prohibited items include gas, fuel, kerosene, propane, white fuel, flares/firecrackers, charcoal, lighter fluid, and tires.

Furniture

All private furniture must be removed at the time of move-out. Furniture left/abandoned in the residential areas will be stored, at the student's expense, for up to 30 days. After that time period, all remaining private furniture will be disposed of, including TVs. University furniture may not be removed from the residence halls or apartments at any time. This includes moving furniture from common areas such as lounges to your room.

Gambling

Gambling of any kind is prohibited. Raffles are considered gambling and are prohibited by University regulation. Special approval may be given on a case-by-case basis. Contact RL staff for more information.

Guest Visitation Policy

Residence Life has established guest visitation policies and procedures in order to address the safety and security needs of the residential community. UAF's residence halls and apartments are not open to the public. Housing is intended for the residents that reside within the communities and is open to guests based on the invitation of the resident(s) that reside in that specific building or apartment.

All guest visitation policies are the same regardless of buyouts or single rooms. This ensures consistency and eliminates the temptation of intimidation or hostile environments to encourage roommates to leave in order to get a single/private space.

Please note that a resident's right to privacy and comfort takes precedence over the community member's privilege to have a guest. It is important for roommates and suitemates to discuss visitation and arrive at an acceptable agreement. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents, and/or the community, the guest may be asked to leave and the hosting resident may be held accountable for the guest's actions. Hosts are responsible for their guests and their behavior/actions. Residents may be subject to student conduct sanctions for the misconduct of a guest, and liable for any damages caused by a guest.

Failure to comply with University policy may result in the guest's removal from the hall and loss of future visitation privileges for both the guest and the hall resident.

All guests, regardless of age,

- must be escorted and checked in by a resident of the hall they are visiting.
- must be checked into the building or brought down to the desk to be checked in when a desk attendant is present; if no one is sitting at the desk when the guest arrives the guest must come back down at 7:00 pm to check into the building.

- may use the bathroom without their hosts but are otherwise expected to be with the host at all times.
- who are unescorted will be asked to leave the building immediately.
- are not allowed to bring alcohol into a building and will not be allowed to check into the building if the host or guest is intoxicated.
- are expected to follow the policies and procedures outlined in the Housing Handbook or may be asked to leave the hall/apartment and may have their access restricted.

All hosts, regardless of age,

- may have their guests removed from the hall/apartment if their guest(s) violates the privacy of roommates or any community guidelines.
- are responsible for their guests at all times and are expected to be with their guests at all times except in the bathroom.
- are responsible for ensuring their guests follow all University regulations, laws and policies.
- are responsible for checking in guests with the Desk Attendant whenever a desk attendant is present; if a desk attendant is not present when a guest arrives, hosts must return to the desk with their guest at 7:00 pm to check them in.
- will not be allowed to check in guests if the host or guest is intoxicated.
- are expected to follow the policies and procedures outlined in the Housing Handbook or may be asked to leave the hall/apartment and may have their access to that hall restricted.

Check-In Limitations

Due to limited room capacity, students are permitted to check in up to four guests per resident (i.e., single room: four guests allowed, double room: eight guests allowed, double single (buyout) room: four guests allowed) at any given time. A resident may never check in more than four guests at a time, even if living in a double single (buyout) room. If you live in Cutler or Sustainable Village please talk with your Resident Assistant about your options for having more guests; make sure to plan in advance as you will be required to fill out and submit a Party Planner.

Checking In On-Campus Guests

- If a student shows a valid *PolarExpress* Card or valid form of identification, and they are listed on the All Campus Roster, they will be considered an on-campus guest.
- The student (guest) must show their *PolarExpress* Card or another valid form of identification every time they sign into a building.
- Once the student has been properly identified they will sign in with their host and initial the sign-in sheet.

Checking In Off-Campus Guests

- Off-campus guests must present a valid form of identification (government- issued) that includes their date of birth, a photo, and a card identification number.
- The first time they sign into a hall they will have to fill out an Off-Campus Visitor Log; this will likely only happen one time.
- After they are entered into the system they will sign-in with their host and initial the sign-in sheet.

Guest Check-Out Policy

- All guests who are checked in must be checked out by their host when they leave, even if it is only for a few minutes.
- The guest and host will go down to the desk and initial on the same line that they initialed signing in; if they want to sign back in they will have to go back to the desk and sign back in every time.

Overnight Policy

- Guests in the building between 2:00 am – 7:00 am are considered overnight guests.
- Hosts and guests are responsible for keeping track of their overnights; if a host and/or guest goes past the allowable number of overnights they will receive sanctions and/or restricted access to hosting guests or visiting a hall.
- In order to keep guests from making other residence halls their home, an overnight guest in any given building or apartment **may not stay more than**
 - 3 consecutive nights
 - 5 nights per month in August, December, January, and May
 - 10 nights per month in September, October, November, February, March, April, June, and July
- Residents in any given building or apartment **may not host guests more than**
 - 3 consecutive nights
 - 5 nights per month in August, December, January, and May
 - 10 nights per month in September, October, November, February, March, April, June, and July
- Residents who are summer residents who live on campus for the entire month of May or August may host guests 10 nights per month during those months.

Bag Checks

At their discretion or at the instruction of their supervisor, Desk Attendants will conduct bag checks. It is expected that all residents and guests comply with this request. Students and guests may refuse the bag check. If a bag check is refused, the guest and bag cannot enter the building.

Guest Policy for Minors

Guests 16 & 17 Years of Age

Any individual 16 or 17 years of age may check in and stay overnight in a residence hall if their parent or guardian provides written permission to the Resident Director a minimum of 48 business hours in advance of the guest's arrival.

- Written permission from parent or guardian must include a parent or guardian's phone number; the full name of the minor, parent/guardian, and host; specified dates of the proposed stay; and the DOB of the minor.
- Online permission form: For ease, parents or guardians may complete an online permission form, which can be found at https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=9
- **Please note: This provision applies only to 16 & 17 year - old guests of UAF students. UAF students residing on campus who are under 18 years of age are not subject to this parent/ guardian permission policy.**

Visitors 15 Years of Age & Younger

Any individual younger than 16 years of age is not permitted to check in or stay overnight in the residence halls. Visitors younger than 16 years of age may only enter the residence halls accompanied by a parent or guardian, who must accompany them during their entire visit and only between the hours of 8:00 am to 10:00 pm.

Please note: This provision does not apply to approved camps and programs using the residence halls for approved activities (summer only).

Hall Sports

Sports are not permitted in interior residential areas, including the MBS lobby. Playing sports games in hallways, lobbies, or on balconies (including but not limited to basketball, bicycling, Frisbee, skateboarding, hoverboarding, football throwing, baseball, hockey, Frisbee golf, running, NERF activities, squirt gun/water fights) is prohibited.

Hanging Items

Displays that raise a legitimate safety concern or violate university policies regarding harassment may not be hung on residential facility doors or in general view of the public. Residence Life staff will determine if items need to be removed.

Hammocks

Hammocks are not to be attached to any walls or Residence Life furniture; only self-hanging hammocks are allowed inside private residences. Hammocks may be hung from porches as long as no permanent damage is done to the structure they are affixed to. Hammocks can be hung from trees at residents' own risk but should cause no damage to the trees they are tied to and should create no hindrance to other members of the campus community (e.g., they are not permitted across a sidewalk or common walking path). If a university official determines that where you have placed your hammock is causing damage or harm to you or others, you may be asked to remove your hammock. Damage caused by the hammock will be charged to the resident(s) of the room/apartment.

Holiday Decorations

- Only mini-lights approved by the Underwriters Laboratories (UL) are permitted for residential facility decorations. All lights must be unplugged when residents retire for the evening or leave their room.
- Exterior lighting (outside residential facility windows or doors) is not permitted.
- Natural trees are not permitted in residence hall rooms/apartments. Flame retardant artificial trees are permitted but must be no more than four feet tall.
- Any organic materials used for holiday decorations (e.g., pumpkins/jack-o-lanterns) must be disposed of in a timely manner to avoid damage due to decay and may not be placed outside rooms, in hallways, or outside apartments, as they attract rodents and large wildlife like moose.

Installations

Installation of air conditioners, ceiling fans, wall shelves, hanging lamps, or other non-approved items in rooms/apartments is prohibited. Additionally, covering more than 20% total surface of the outside of room doors in the residential community is prohibited by University Fire Code.

Instruments and/or Speakers

Use of amplified instruments in residential community rooms is prohibited. Placement of sound equipment or speakers in windows and common areas of the residential community without the express permission of Residence Life professional staff is prohibited.

Key Access

For your own security, lock your door when you leave your living space. Carry your keys and PolarExpress card at all times. Your key/combination is for your personal use only. Duplicating, lending, or sharing of room combinations or building keys is prohibited. Loss of combination or key may result in an \$85 fee. Contact the Department of Residence Life immediately if your keys are lost or stolen.

Noise and Quiet Hours

Courtesy hours are in effect at all times. This allows residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Stereos, radios, televisions, musical instruments, and conversations must be kept at a level that will not disturb other residents. The placement of stereos or speakers in residence hall/apartment windows is prohibited. In the event of repeated noise violations, residents will be asked to remove the noise-making item (e.g., stereo, speakers, and/or computer) from campus.

Excessive noise (loud music, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable. It is the responsibility of every person to control their noise level.

Quiet Hours

Sunday through Thursday: 11:00pm – 8:00am

Friday and Saturday: 1:00am – 10:00am

All residence halls/apartments have 24-hour quiet hours during final exams.

If you encounter an excessive noise situation, contact the individual(s) in the room generating the noise and request that the problem be resolved by lowering the noise level. If a direct approach is not successful, contact the Residence Life staff within your residence hall. Resident Director or other approved indoor and outdoor activities may deviate from the quiet hour guidelines. The Department of Residence Life grants approvals as appropriate.

Obstructing Public Space

In an effort to keep all common areas safe and free from clutter and obstruction, students are asked to keep personal belongings and trash in their personal areas. Bicycles, trash, boxes, and other items that are found in common/public areas are subject to a \$40 removal fee per item.

Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are perfume/cologne, air- freshening spray, trash, or large amounts of dirty laundry. Offensive odors will be addressed by the staff when complaints are received.

Off-Campus Behavior

The university considers an individual to be subject to student conduct proceedings for conduct that occurs while the individual is in any way affiliated with the university. Students may be held accountable for behavior that occurs off campus. For more information please see Board of Regents Policy 09.02.030 <https://www.alaska.edu/bor/policy/09-02.pdf>.

Parental/Guardian Notification

Residence Life is concerned about students who misuse alcohol and other drugs and the effects such use may have on their health, community, academic success and, ultimately, their future.

The Alaska State Law and the Department of Residence Life alcohol policy prohibits possession and/ or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited.

In accordance with the Family Educational Rights and Privacy Act (FERPA), **the Director of Residence Life (or designee) reserves the right to notify the parents/guardians listed in the emergency contact portion of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the Student Code of Conduct & Residence Life alcohol and drug policy.**

PolarExpress Access

UAF uses the *PolarExpress* card to access each residential facility. In the event of a lost *PolarExpress* card, **contact the Bursar's Office immediately (907-474-7657)**. Students are responsible for *PolarExpress* cards and should not lend or permit others to use their UAF ID at any time. Residence Life has a small number of temporary *PolarExpress* cards for resident use. Temporary cards must be returned within 3 business days. Failure to do so will result in a replacement fee of \$85.

Postings

Posting of printed materials will be allowed on bulletin boards and other surfaces as designated by UAF. All posted materials must include specific information as to the individual/organization

responsible for the material, the date of the event, and the posted date. No posting on glass surfaces is allowed. Handbills, leaflets, pamphlets, and other similar materials shall not be placed on vehicles parked on UAF property.

Pranks

Pranks that result in disturbances or distress to others, or that cause damage to University or personal property (or those that foreseeably could have caused damage, disturbance, or distress), are prohibited.

Pressurized Items

Pressurized items (e.g., scuba equipment, CO2, helium, propane canisters, etc.) may not be kept in the residence halls/apartments. Individuals using these items for UFD classes and activities are an exception and can store items for the duration of their training.

Privacy

The University community has the right to privacy. Actions and equipment that invade another's privacy are expressly prohibited. This includes, but is not limited to, scanning devices, monitoring mechanisms, computer "hacking," and eavesdropping. Students in violation of these standards are subject to conduct action, including confiscation.

Residents' Responsibility for Their Guests

Students are responsible for the actions of guests in their residence hall room or apartment. If a student is present in their own or any other residence hall room or area where University policies are being violated, they are subject to the same disciplinary action as the resident of that room. In some situations, this may also include violations that occur within an adjoining room in a suite or apartment, regardless of whether or not the student is present in the room in which the violation(s) occurred. Please see guest policies for more information.

Rooftops

Being up on the roof of the building/apartment is dangerous and prohibited. Climbing out of your window or using your decks to be on the roofs of your building is unsafe and not allowed.

Security

Do not let someone in the building who is not your guest. Unescorted and unknown guests compromise your own safety and the safety of every resident in the building. Suspicious persons and individuals who cannot explain their presence should be asked to leave and immediately reported to University Police at 911 or a Residence Life staff member.

The following actions are prohibited:

- For anyone to enter any residential facility without showing a PolarExpress card or proper identification upon housing/University staff request
- For any visitor to enter the building without being escorted by a resident of that facility, or a housing or University staff member
- For any visitor who is not escorted by a resident of that hall to fail to leave the building upon the request of any housing or University staff member
- To escort or permit entrance to any nonresident of a residential facility whom you do not know or for whom you do not assume responsibility as host
- To prop open any doors or exit ways
- To block any fire exit door or fire exit
- To sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators
- To duplicate any room key or access card
- To fail to return a room key upon checkout of room/apartment
- To enter or exit the residential facility through a window when no emergency exists

Solicitation

For the protection and privacy of residents and to prevent the interruption of studies, no door-to-door activity or public area solicitation for any purpose unrelated to the management of the residential building is allowed without prior consent of the Resident Director or Associate Director of Residence Life.

Generally, consent will only be granted if the following questions can be answered in the affirmative:

1. Is the solicitation request from a UAF student, faculty, or staff?
2. Is the solicitation being done in the non-commercial interest of getting residents involved in UAF-affiliated programs and activities?
3. Does the “plan to solicit residents” harmonize with the UAF Residence Life Mission Statement?

4. Solicitation can be defined as an uninvited attempt to make contact with a student in the residential communities for the purpose of trying to convince the student to endorse an idea or person (e.g., political candidate, recycling, religion), purchase an item (e.g., T-shirt, credit card, button) or ticket to an activity or event (sometimes with a built-in fundraising component), or join a club or organization.

Handbills, leaflets, pamphlets, and similar materials may always be left with the Resident Director or at the Office of Residence Life for posting on residential bulletin boards.

Stray Animals

Stray animals are not allowed in your apartment/room at any time. Stray cats and dogs will be taken to the Fairbanks Animal Control/Shelter. You may contact them directly at 907-459-1451. Do not leave out any food for strays. When you feed strays you are also attracting rodents and bugs. Call Campus Safety at 907-474-7721 if you find any strays.

Street Signs

Removal of signs from University, city, state, or other government property poses a potential safety hazard for citizens. Possession of these signs constitutes theft. Residence Life staff who see these signs in your living space will notify the UAF Police.

Theft

Residents cannot take or possess another's property without permission of the owner. This includes, but is not limited to, the property of a roommate, resident, any other individual, company, or the University.

Trash Regulations

Failure to remove trash and/or recycling to designated trash containers is prohibited. Leaving trash in bathrooms, common areas, elevators, etc., may lead to a charge on your student account of \$40 per bag or item.

Trespassing

Attempting to gain access or trespassing in a residential community when closed for break periods is prohibited, and violators may be charged. Entering a building you do not live in can result in restricted access from that facility. Individuals not affiliated with housing who are found in residential communities without a host are in violation of policy and may be asked to leave.

Unauthorized Access

Students are prohibited from entering restricted access areas unless specifically authorized to do so by Residence Life staff. These areas may include but are not limited to, community front desks, roofs, attics, staff apartments, or machine/storage rooms. Forced or unauthorized entry into any residence halls or resident's room is prohibited, as is entering a bathroom designated for the opposite gender/sex.

Unauthorized Room/Building Change

For safety, it is imperative the RL staff know where all of their residents live. Moving to a different residential community room/hall/apartment without the written approval from Department of Residence Life is prohibited. Residents moving without permission may be charged for occupying two spaces.

Use of Common Areas

Lounges are available for study, social, and recreational uses. Formal group activities in common areas without proper authorization from Residence Life staff are also prohibited. Common lounges and study lounges may be reserved through the Resident Director of that facility. Moving furniture to individual rooms deprives others of its use and is not permitted.

Vandalism

Residents should take proper care of their building and its furnishings. The preservation of student housing units and their furnishings is the joint responsibility of all roommates assigned to a specific suite, room, or apartment, and all residents assigned to a specific building or residence hall. Vandalism will bring disciplinary actions. Students who witness any act of vandalism and/or who may know the identity of the responsible person(s) should notify a Residence Life staff member. Examples of vandalism include but are not limited to the following:

- Water fights
- Removal or destruction of peepholes
- Tearing, burning, or removal of posters or bulletin board displays
- Public urination/defecation
- Tampering with door locks, window locks, or smoke detectors
- Any other damage to University or personal property

Residence Life reserves the right to assess residents collectively or individually for any vandalism to the buildings, grounds, or furnishings.

Violation of University Policies and Government Laws

Residents must follow all University policies, municipal ordinances, and state and federal laws. Students can be met under conduct terms through Residence Life for any violation of municipal, state, or federal laws.

Waterbeds, Hot Tubs, and Jacuzzis

Waterbeds, hot tubs, and Jacuzzis are not allowed within campus housing.

Weapons

Concealed weapons are not allowed on University property. For personal safety, all weapons and explosives are prohibited in residential facilities. Some items that are considered weapons or explosives include: all guns (including BB guns) and ammunition, axes, martial arts weapons, mace, nunchucks, slingshots, spears, swords, knives larger than pocket knives, taser/stun guns, potato guns/cannons, bows and/or arrows, acid, paintball guns, and gunpowder. Alaska state law prohibits the possession of brass knuckles. Residents are allowed to carry and store pepper spray for personal protection in their residence hall rooms and apartments. Residents possessing pepper spray should be familiar with the instructions for their personal protection device.

Weapon storage

Weapon storage is available free of charge to UAF residents courtesy of the UAF Police Department. Contact the UAF Police Department at (907) 474-7721 to use the weapon storage room and for storage room hours. Storing a weapon anywhere in the residential community is prohibited. Residents may store their weapons in their locked vehicles.

Wildlife

UAF's residential community is surrounded by wooded areas which attract Alaska's wildlife. We often have the unique opportunity to encounter, up close, various species of wildlife including moose, ravens, fox, owls, squirrels, and other Alaskan animals. Please respect our coexistence with these and other creatures that may visit. Do not pet, feed, or approach any of these animals for any reason. Also closing our dumpster helps deter our wildlife from trying to scrounge a free meal or hang around. Moose, especially mothers with a nearby calf, have been known to charge. Feeding animals disrupts their search for food and endangers their survival. Throwing items at animals to scare them away can also agitate or cause survival instinct to kick in and make our wildlife aggressive toward us. Enjoy our unique setting from a safe distance, but please do not disturb the animals. Examples of prohibited behavior include, but are not limited to: touching, petting, feeding, riding, inciting, etc. If you need assistance with wildlife please contact UAF Police Department and they can encourage wildlife to move out of your driveway, porch or another area which may have inhibited you from getting to your residence.

Windows

Students should not remove and/or damage the windows, screens, or window restraining devices in the residence hall rooms or common areas.

- If the screen is damaged or lost, contact Residence Life staff immediately. Students will incur a re-hanging fee of \$45 and/or screen replacement fee of \$75 if a screen appears to be intentionally removed.
- Students are prohibited from throwing, shooting, or receiving items through windows.
- Students may not climb in or out of or hang off of windows
- Windows may not be used to access roof areas or to enter or exit rooms/apartments.
- Nothing should be hung or placed outside windows or on the window sill.

Windows and Heat Loss

Windows in the residential facilities are a significant source of heat loss. Please refrain from leaving windows open when temperatures drop below 32 degrees Fahrenheit, as freezing can occur, along with buildings creating more heat and higher temperatures within other rooms, making the community, uncomfortable.

- Residents violating this guideline will be subject to conduct action and held financially responsible for any damage (frozen pipes).
- Residents may be asked to close their windows at 32 degrees in order to maintain building heat levels. Students who leave windows open during the winter may be subject to disciplinary action and/or damage fees.

RESIDENCE LIFE CONDUCT PROCESS AND SANCTIONS

The Conduct Process

The procedures outlined in this handbook are designed to ensure fundamental fairness but are not to be confused with a court of law. Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student, the Department of Residence Life, or the University may result. We are committed to protecting individual rights as well as the rights and interests of all community members.

The Department of Residence Life conduct system is not a court of law and will not be held to criminal standards, as it operates in an informal manner that is designed to ensure fairness, be easily understood, and be able to function in a timely manner.

Regardless of where violations of the Student Code of Conduct occur—whether on property owned or controlled by the Department of Residence Life or not, or at activities authorized by the Department of Residence Life—individuals are subject to a conduct review or sanctions when the Department of Residence Life determines that the behavior would likely have an adverse impact on the health or safety of members of the community.

Students who are charged with violations of local, state, or federal laws may be subject to conduct action by the Department of Residence Life, in addition to and separate from criminal proceedings, if the offenses are also violations of the Student Code of Conduct.

The Department of Residence Life conduct procedures and actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. Department of Residence Life actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

BASIS FOR THE DEPARTMENT OF RESIDENCE LIFE CONDUCT PROCESS

Board of Regents Regulation R09.02.04 (C) authorizes the Chancellor of UAF to establish a conduct process that is specifically designed for students living on campus. This handbook describes the Department of Residence Life conduct process established under the authority granted the Chancellor. For all conduct actions that originate within the Department of Residence Life, the procedures in this handbook will apply, but this process is not used for major sanctions. Residence Life policies do not preclude other disciplinary action under Student Code of Conduct. Although the Department of Residence Life conduct process is distinct from the general University process, the two are closely aligned and both fall under the oversight of the Dean of Students.

Incident Reports

Resident Assistants (RA), Assistant Resident Directors (ARD), Resident Directors (RD), and Area Coordinators (AC) are charged with the responsibility of confronting and working with students, employees, guests, and anyone who violates University or Housing policies and the law. Such violations are documented through incident reports, which are completed and submitted by RAs, ARDs, RDs, and ACs. Once an individual violates a policy and an incident report is completed, a Residence Life staff member decides how the infraction is to be handled. Violations of policy are outlined throughout the conduct section of this handbook.

Causes for Conduct Action

Conduct action may be initiated by the Department of Residence Life, and sanctions may be 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 prohibited forms of Code of Conduct (BOR 09.02, <http://www.alaska.edu/bor/policy/09-02.pdf>):

1. cheating, plagiarism, or other forms of academic dishonesty;
2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
3. damage or destruction of property;
4. theft of property or services;
5. harassment;
6. discrimination, including sexual or gender-based discrimination, which is addressed in accordance with Regents' Policy and University Regulation 01.04;
7. hazing; 09.02 3 Student Rights and Responsibilities
8. endangerment, assault, or infliction of physical harm;
9. sexual or gender-based misconduct (reports of sexual or gender-based misconduct should be made under Regents' Policy 01.04);
10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of Regents' Policy, University Regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

The student who is subject to conduct process reserves the following rights:

- To receive, upon request, a copy of any documentation filed pertaining to the alleged violation. This does not include police records; requests for copies of police documents must be made to the appropriate police department. The Department of Residence Life

may edit any information from documentation that may violate the privacy of other persons.

- To receive a written summary of the Conduct Meeting or Appeal Hearing and the decisions made in either.
- The opportunity to present their side of the story.
- The opportunity to submit written materials pertaining to the violation for inclusion in their file.
- To remain silent to avoid self-incrimination.
- To make one appeal of decisions made in Conduct Meetings.

The Conduct Meeting

Generally, a written record will be made to document events involving violations of policies or the Student Code of Conduct. As soon as possible (normally within 7 business days of a report of misconduct being filed), the student(s) involved will be notified to meet with a hearing official for a Conduct Meeting. Notification is sent via email to the email listed as the resident's selected email address on file with the University. The hearing official may be the Residence Life staff member responsible for the area where the person lives, the Associate Director of Residence Life, the Director of Residence Life, or another designated University official. In some cases, the Dean of Students may serve as the hearing official, at their discretion.

The Conduct Meeting will be conducted in an informal manner. Generally, the meeting will take the form of a discussion between the student and the hearing official. All proceedings will be conducted in a manner that assures fundamental fairness. The proceedings will be closed to the public.

Students must represent themselves at the Conduct Meeting. A Conduct Meeting may be conducted in multiple sessions if the hearing official deems it appropriate. Students may ask for witnesses to provide information on their behalf. The hearing official will decide on whether or not to hear from a potential witness based on the relevance of the information to be provided. If the hearing official determines that the anticipated information from a proposed witness is relevant, then the hearing official will determine how the information will be provided (written statement or orally).

The participation of a witness must be voluntary. The hearing official may elect to proceed with the Conduct Meeting before deciding on whether or not to hear from any proposed witnesses and, if desired, hear from the witnesses at a later date. At the Conduct Meeting, the hearing official will:

- Determine whether or not a violation has occurred.
- Determine the degree to which the student was found responsible.
- Assign a sanction if appropriate.

The student will receive a written summary of the meeting and any decisions made as soon as possible (normally within 10 business days of the completion of the Conduct Meeting).

Formal Hearings

The Department of Residence Life does not conduct formal hearings. If a student's alleged involvement in an incident is a matter that could potentially lead to a major sanction (suspension or expulsion from the University), the case will be referred to the Dean of Students for action and a possible formal hearing as prescribed in Board of Regents' policy. Loss of housing or restricted access from residential or other University properties are not major sanctions necessitating a formal hearing.

Failure to Appear or Comply

A student who fails to appear for a Conduct Meeting or Appeal Meeting after receiving notice is not excused from pending action. Not appearing may result in further and increasingly significant sanctions. The meeting may take place as scheduled, with evidence being reviewed and a decision being made without the student present. The student will then be informed of the decision in writing. A student charged with a violation of the Code of Conduct who refuses to participate in the conduct process may lose their eligibility to live on campus until the charges are resolved to the satisfaction of the Department of Residence Life.

A student who fails to comply with sanctions imposed as a result of a Conduct Meeting will face additional sanctions, including potential loss of eligibility for campus housing.

A student who voluntarily withdraws from the residence halls, apartments, or the University prior to the completion of proceedings is not excused from pending action and may have their Department of Residence Life records along with other University records put on hold until a final outcome is reached.

Appeal

Students have the right to one appeal of any decision made in a Conduct Meeting. The appeal must be made to the Associate Director (AD) or Area Coordinator (AC), unless the AD or AC was the hearing official in the Conduct Meeting. In that case, the appeal is to be directed to the Director of Residence Life. In cases where a student loses housing eligibility from campus housing by the Director of Residence Life, the appeal may be heard by the Dean of Students or designee. The appeal must be typewritten and submitted within 7 business days of receiving the decision. The hearing party will normally contact the student within two weeks concerning the status of the appeal. Students may appeal cases based on these criteria:

- A procedural error was made during the process which significantly impacted the finding or sanction;
- The sanctions imposed are substantially outside the parameters of guidelines set by the University for the type of offense or the cumulative conduct record of the respondent;
- There is new information that was not available at the time of the decision that, if introduced and credible, would have significantly impacted the finding or sanction. Any

party's unwillingness to provide a statement or participate in the student conduct process will not satisfy this ground for appeal; or

- The decision is not supported by a preponderance of the evidence.

After reviewing the case material, the appellate official can refuse to hear the case on the basis of the above criteria not being satisfied, thus denying the appeal. Sanctions imposed in a Conduct Meeting will remain in effect unless modified or reversed by an appellate official in writing. At the discretion of the appellate official, sanctions imposed in a Conduct Meeting may be stayed pending the outcome of an appeal. If accepted, the person conducting the appeal will informally investigate the case by talking with the student, any person with pertinent testimony, and those bringing the case against the student. The student has the right to be accompanied by a non-lawyer advisor, to call witnesses, and to speak on their own behalf. The advisor's participation in the hearing is limited to advising the student in a quiet and unobtrusive manner. An Appeal Hearing may be conducted in multiple sessions if the hearing official deems it appropriate.

How to Write the Appeal

The written appeal should be detailed and provide an explanation of why the appeal should be granted. The appeal should be specific to what the student is requesting (e.g., not to be charged the cost of sanctions, not to be removed from housing, not to attend the in-person class due to conflict of others attending). The student should explain why they made the choices they made to end up in the situation they are appealing. If other evidence is present such as video, witnesses, text messages, etc., it should be provided for the appeal hearing official to review all new documentation.

Conduct Hearing

More serious cases or repetitive violations may be referred to the Dean of Students Office. The Dean of Students may require that they personally conduct a Conduct Meeting or Appeal Hearing for any offense, at any time. Although the Dean of Students is not a member of the staff of the Department of Residence Life, they are an active participant in all aspects of the department's conduct process.

Conduct File

A resident documented in any report provided to Residence Life will have a file created within the current conduct database that will stay within the University system. This conduct file, depending on the severity of the documentation, may affect academics, university standing, employment, etc.

Review by Dean of Students

In accordance with the Student Code of Conduct and Regents Policy R09.02 (Students Rights and Responsibilities), if further information pertaining to or connected with the documented violation(s) is present after adjudication, the case may be reviewed by the Dean of Students or designee. Further disciplinary or referral action may occur beyond the sanction(s) assigned.

The following list of sanctions is illustrative rather than exhaustive. The Department of Residence Life reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

Living on Campus

According to University of Alaska Board of Regents, "All residents and their guests must comply with UAF rules and procedures pertaining to housing and residence life. Noncompliance may subject a resident to disciplinary action, including dismissal from student housing. The University will not permit or tolerate behavior toward residents of student housing that creates an intimidating, hostile, or offensive living and learning environment" (P09.08.010).

UAF RESIDENCE LIFE STUDENT CONDUCT SANCTIONS

As a result of a resident's or guest's actions, the Department of Residence Life may impose one or more sanctions. Sanctions are imposed as a means of holding students accountable for their actions. In determining appropriate sanctions, the following will be considered: a student's present and past disciplinary record, known criminal background, the nature of the offense, the severity of any damage or injury or harm resulting from the prohibited behavior, the student's readiness to assume responsibility for their actions, and other factors relevant to the matter.

WARNING (R09.02.050.B9(1))

A warning is notice that the the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

DISCIPLINARY PROBATION (R09.02.050.B(2)).

University probation is a sanction assigned to a student for a serious policy violation or because they have a history of multiple policy violations; the student, however, can remain in the on-campus community. The conditions of probation can vary. Conditions of probation can include no further policy violations, counseling, restitution, community service, and other sanction. Failure to comply could result in more sanctions or loss of housing eligibility.

Residence Life example of disciplinary probation:

- A written warning which included the probability of more severe disciplinary sanctions if the student is found to be violating the UAF student Code of Conduct, including Residence Life policies and procedures, during a specified period of time (the probationary period).

LOSS OF HOUSING

Loss of housing is a sanction assigned to a student for a serious policy violation or because they have a history of multiple policy violations for which no behavioral change has occurred. Living on campus is a privilege, not a right. A loss of housing decision is an administrative action taken to remove a student from any residential area. The student is no longer permitted to reside in any University-operated residential facility. Most loss of housing actions occur within 48 hours of official notification and may involve a trespass from all Department of Residence Life properties. In some cases, students may be allowed to complete an academic term before losing their eligibility to live in campus housing. A loss of housing action is not a major sanction as described in Board of Regents' policy.

SUSPENSION (R09.02.050.B(7)) or EXPULSION (R09.02.050.B(8))

University of Alaska suspension or expulsion are major sanctions that may be imposed by the UAF Dean of Students, in accordance with the provisions of Board of Regents' Policy 09.02.040 University Student Conduct Procedures and its corresponding University Regulations.

DENIAL OF BENEFITS (R09.02.050.B(3)).

Specific benefits may be denied a student for a designated period of time.

INTERIM RESTRICTION (R09.02.050.A)

Administrative 48-Hour Restricted Access: This written interim restriction from UAF housing and/or its surrounding property is often administered by a Resident Assistant or a Residence Life staff member when there is a report to UAF that a guest or resident may have violated a policy on campus or in a residential facility. This is a temporary solution while the incident is being reviewed by the University.

48-HOUR RESTRICTED ACCESS

This interim measure is often administered by a Resident Assistant or a RL staff member when a guest or resident has violated a policy on campus or in a residential facility. This is a temporary restriction as the incident is reviewed.

RESTRICTED ACCESS (R09.02.050.B(6))

A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment or services for a designated period of time.

If a resident's or guest's behavior violates policy, police may issue a formal police trespass. Police trespasses may be appealed via the Dean of Students Office or through the Chief of Police.

LOSS OF GUEST PRIVILEGES

- Loss of guest privileges: This is a sanction assigned to a student for a policy violation. If students violate the visitation policy or if guests are involved in policy violations, all individuals can lose their visitation privileges for campus housing for up to one year.

RESTITUTION (R09.02.050.B(4))

A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property or for reasonable expenses incurred.

DISCRETIONARY SANCTION (R09.02.050.B(5))

Discretionary sanctions include community service work or other uncompensated labor, educational classes, research papers, reflective essays, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will typically be the responsibility of the student.

Residence Life examples of discretionary sanctions:

ALCOHOL EDUCATION CLASS

The alcohol education class is an in-person sanction assigned to a student for a policy violation. This one-hour class discusses alcohol use and abuse on college campuses and carries a charge of \$50.

EDUCATIONAL SANCTION

Educational sanctions are intended to help students learn from their decisions and reflect on what they want to get out of their University experience.

Some educational sanctions used in the past have included creating an educational bulletin board, writing a paper on the prohibited behavior, and attending events hosted on campus for more education on issues relevant to the resident.

ONLINE EDUCATOR MODULE(S)

This is a web-based sanction assigned to a student for a policy violation. This sanction has a cost of \$50-100. Modules provide education on a variety of issues, such as alcohol, marijuana, and social responsibility.

ONLINE VISITATION AND SECURITY COURSES

These are online sanctions that reviews Residence Life visitation and security policies to help educate students and guests on the community standards within the residential community. These sanctions cost \$25-\$100 depending on the course.

POLICE EDUCATIONAL REFERRAL PROCESS CLASS

This is an in-person sanction assigned to a student for a policy violation. The one-hour class, presented by a member of the UAF Police Department, discusses state and federal laws, alcohol and drugs, and UAFPD's role on campus, with a charge of \$50.

DRUG AND ALCOHOL AWARENESS SKILLS CLASS

This is an in-person sanction assigned to a student for a policy violation related to drugs or alcohol. This two-session class, presented by a counselor from the Center for Health & Counseling, is a drug and alcohol awareness skill building course. Each class is 1.5 hours long, and the course costs \$100 total.

COMMUNITY SERVICE

Community service is a sanction assigned to a student for a violation.

STUDY HALL

Study hall is a sanction assigned to a student for a policy violation. This is a session, overseen by a member of the Residence Life staff, to assist students in academic efforts.

WRITTEN/VERBAL APOLOGY

This is a sanction assigned to a student for a policy violation. This sanction is often used when behavior affects a specific member(s) of the UAF community or greater community.

GROUP SANCTIONS (R09.02.050.C)

Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned, which may include loss of university-related benefits and access to university facilities and university-held funds.

FIRE POLICY AND EMERGENCY PROCEDURES

Candles

Scentsy electric wickless candles are allowed in the residence rooms. The use of candles for birthdays and religious or ceremonial purposes is permitted if given written permission in advance by the Resident Director.

Fire Alarms

Under federal law, you are required to follow these safety expectations:

- Immediately evacuate the building when a fire alarm is sounded.
- Do not re-enter any building during a fire alarm before receiving permission from Residence Life or public safety staff.
- Except in the case of a fire, do not under any circumstances tamper with fire equipment, or carry away or remove fire extinguishers/hoses from their mounts or storage boxes.
- Remember: Causing a false fire alarm affects the safety of every individual on this campus.

All residential facilities are equipped with a smoke detector. The act of tampering with any smoke detector or fire safety equipment, or the sounding of a false fire alarm, is a criminal offense. These offenses are punishable by up to one year in jail and a maximum fine of \$5,000, and/or imposed sanctions through UAF including immediate loss of housing, monetary fines, and other conduct actions. Malicious abuse of fire equipment may result in immediate removal of the individual(s) involved. False activation of fire alarms/pull stations within buildings may be billed to the members of the entire community when the responsible individuals do not take responsibility for their actions. False alarms take the University Fire Department away from real fires.

Immediately report any malfunctioning fire equipment or smoke detectors to your facility staff. Do what is necessary to mitigate setting off the detectors. Should your apartment set off the alarm, this may result in a fine (a fee applied by the UAF Fire Department for emergency fire services).

Evacuation Procedures

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside, 100 yards away from the building in a designated area. Residents may not re-enter until the "all clear" signal has been given by the University Police Department, the University Fire Department, or Residence Life staff members. Interference with or noncompliance with emergency evacuation procedures in a residential community is prohibited. Residents must exit the building within three (3) minutes of the alarm sounding. **DO NOT USE ELEVATORS.** Please remember to dress quickly and appropriately for Alaskan weather.

Designated Evacuation Locations

- MBS: If all buildings in the MBS complex have a fire alarm, residents should be moved across the street to the lawn directly across from MBS. If it is just one building, residents should stand within the MBS lobby or in the vestibule to stay warm.
- Wickersham: Residents should head to the Gruening building lobby.
- Lower Campus Halls: Residents should head to the top of Lola Tilly.
- Sustainable Village: Residents should head to the CCHRC building.
- Cutler Apartment Complex: Residents should head to the parking lot unless multiple blocks are on fire, in which case they should head toward MBS complex to keep warm.

Fire Codes

The following are prohibited within residence rooms, apartments, halls, and common areas:

- Setting a fire within the buildings or in areas contiguous to the buildings
- Using a halogen lamp, octopus lamp, kerosene lamp, broiler oven, hot plate, deep fryer, electric griddle, toaster oven, open burner, or coils in student rooms, on carpeted floors, in hallways, or in other non-designated areas
- Having flammable fuels (such as gasoline, kerosene, and propane) or fuel-powered engines and equipment
- Cooking indoors with charcoal and gas grills or any open flame device. All grills must be used a minimum of 10 ft. from all UAF buildings and cannot be stored within 10 ft. of buildings until they are completely cooled and cleaned.
- Possessing or burning candles, hookahs, fireworks, or incense. Prohibited articles will be confiscated and discarded.
- Using electrical lights and appliances totaling more than 850 watts in a student room at any one time. Only three strands of lights can be linked together per electrical outlet, and live holiday trees are not permitted.
- Running electrical wires beneath rugs or carpet
- Smoking in any residential facility
- Smoking in non-smoking areas (please see Tobacco-Free Residential Campus)

Storage of Barbecues and Grills

- Barbecue grills, charcoal, and lighter fluid cannot be stored in a student's residence. This equipment can be utilized in apartment areas in a responsible manner.
- Barbecue grills can be used on uncovered porches and balconies of apartments only.
- Apartment residents are permitted to store less than 50 pounds of charcoal and less than 20 fluid ounces of lighter fluid in their storage unit.
- Storage of charcoal, lighter fluid, or other flammable items within a student's residence area presents a safety hazard and is not permitted.
- Students are responsible for safe grill operation and disposing of the extinguished ashes and coals in a proper manner.

Sprinkler System

The residence halls are equipped with automatic sprinkler systems. These sprinklers are provided for your safety and the safety of those around you. Do not tamper with or hang items from the sprinklers or pipes; it is a fire code violation and may cause the sprinklers to malfunction. Students who tamper with the sprinkler system may be subject to disciplinary action and/or damage fees.

U.S. Consumer Products Safety Commission

For the safety of our residents, if a recall notice comes to our attention from an organization such as the U.S. Consumer Products Safety Commission for an item that may be used by students in UAF housing, the student(s) will be asked to comply with the recall by not using the item in UAF housing. The item must be disconnected and stored or completely disposed of.

Illegal Use of Emergency Exits

Emergency exits are to be used during emergency evacuations only. Any misuse of emergency exits is prohibited.

Tobacco Free Residential Campus (All of UAF is tobacco free)

All UAF residential facilities are considered smoke-free environments. This includes all rooms/apartments and public areas. The University is committed to providing a safe and healthy environment for its students, employees, and visitors by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. BOR Policy P05.12.102. For more information on where to smoke or other frequently asked questions, visit <https://www.uaf.edu/tobaccofreecampus/>.

Permitted

- Residents may store their tobacco products in rooms/apartments.
- Residents may use tobacco products in their vehicles.

Not Permitted

- Hookahs, shishas, or similar pipes are prohibited within the residence halls and apartments.
- Marijuana may not be consumed/stored in a resident's room/apartment.
- Residents may not be knowingly present in a room/suite/apartment where someone is smoking.
- Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, incense, and other inhalable burning substances, is prohibited in all residential facilities.

- Using smokeless tobacco or tobacco-containing products is prohibited in all residential facilities.

EARTHQUAKES

The Fairbanks community is not free from earthquakes and other natural disasters. If you have never experienced an earthquake, do not panic; stay calm. Injury often occurs when individuals panic and are hurt by falling debris or broken glass on the ground. Be aware of your surroundings. Take cover under a desk or table. Evacuate once the main tremor has subsided. Assist others if it is safe to do so.

Preparation:

- Share information with your roommate/friends and make a plan for communicating with them.
- Rehearse walking possible evacuation routes out of your building; have multiple routes planned; do not plan to use elevators.
- Keep a flashlight and portable radio with fresh batteries where you can find them in an emergency.
- Keep a basic first aid kit in your room and have at least a week's supply of medications on hand.
- Check your room or apartment for possible hazards, such as heavy items stored above the bed.
- Locate potential "safe spots" in your building. Examples are doorways, small and enclosed areas, corners of rooms, and under sturdy items of furniture.
- Prepare yourself emotionally for what you may experience after an earthquake.

During an Earthquake:

- If you are indoors, stay there and get in a safe spot, such as under a desk, or stand in a doorway or corner.
- Stay away from windows, mirrors, and shelving.
- If you are cooking, turn off the stove at the first sign of shaking and get away from any hot items.
- If outside, get into an open area away from walls, trees, and buildings.
- If in a crowded public space do not run for the exit as you may be caught in a panicked crowd; seek a safe spot.

After the Shaking Stops:

- Check for injuries and help the injured. Apply life-saving first aid: restore breathing, stop the bleeding, and treat for shock. Do not move seriously injured people unless they are in danger of further injury. Send for medical help if needed; telephones may not work.
- Wear shoes to avoid injury from broken glass.
- Do not use any electrical appliance; turn off any electrical appliance that is already on.

- Check for fires and avoid contact with downed power lines.
- If you believe the building is damaged, evacuate; do not use elevators.
- Check in with a Residence Life staff member so we know you are accounted for and out of the building; otherwise, someone may take needless risks to search for you.
- Be prepared for aftershocks; stay calm and help others.

TITLE IX POLICIES AND PROCEDURES

What is Title IX?

Title IX is a federal civil right that prohibits sex discrimination in education. All members of the university community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

It includes:

- Unwelcome sexual advances or contact
- Gender stereotyping
- Pressure for sexual favors
- Relationship violence
- Date rape
- Non-consensual intercourse
- Sexual assault

Everyone at UAF has the right to be free from discrimination, unlawful harassment, sexual misconduct, and violence. Student and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. Violations will result in serious sanctions.

Any form of assault against university staff will result in immediate removal from the UAF housing system and may result in suspension or expulsion.

The entire Board of Regent's policy on Sexual and Gender Based Discrimination may be found here: <https://alaska.edu/bor/policy/01-04.pdf>

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

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

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

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
Website: 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
<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
<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
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
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
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

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

Anti-harassment Statement

Prevention of Discrimination, Harassment and Sexual Misconduct

The University of Alaska Fairbanks supports and promotes an environment where all community members are treated with common courtesy, compassion, dignity and respect. Every member of the university community has a right to a working and learning environment free of sex discrimination including sexual and gender-based harassment, assault and violence. Protection is extended to all students, employees and third parties including lesbian, gay, bisexual, and transgender (LGBT) from sex discrimination.

UAF Standards:

Discriminatory harassment that violates Regents' Policy and University Regulation includes verbal or physical conduct that degrades, and/or shows hostility or aversion to an individual because of his or her race, color, national origin, sex, religion, age, genetic information, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender, sex-stereotyping, veteran status, citizenship, mental/physical disability, or that of one's friends, relatives, or associates.

"Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career or educational opportunity, or;
submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting that individual, or;
such conduct has the purpose or necessary effect of unreasonably interfering with an individual's work or creating a hostile, intimidating or offensive working or learning environment."

Sexual misconduct is an egregious form of sexual harassment. Examples include but are not limited to domestic violence, dating violence, stalking, cyber-bullying, bullying, hazing, sexual exploitation, non-consensual sexual contact and non-consensual sexual intercourse.

Assistance for Victims of Sexual Misconduct:

Victims of sexual misconduct may choose from the available options: (1) Confidential Counseling/Reporting; (2) Title IX Reporting and Assistance; or (3) Criminal Reporting.

1. Confidential Assistance: If the victim of sexual violence wants assistance with recovery and healing but does not want to engage university Title IX or law enforcement processes, they can disclose to a confidential source. In Alaska, only those with a professional or clerical licensure can promise confidentiality, such as a psychologist, a medical doctor, or a licensed counseling.

UAF Health and Counseling (474-7043; open weekdays 8 am – 5 pm) is available to all community members who have been subjected to sexual violence and want victim services but don't want to lodge a complaint.

Kuskokwim Campus - Jennifer Peeks, Licensed Social Worker, 907-543-4537. Community members can seek confidential assistance and counseling in Bethel.

Off Campus – The primary off-campus organization for assistance is the Interior Alaska Center for Non-Violent Living (IAC) at 452-2293. In addition, victims may seek confidential counseling by contacting any of the off-campus resources listed on the Office of Diversity and Equal Opportunity website: <http://www.uaf.edu/titleix/confidential-disclosures/>

2. Title IX Reporting and Assistance: Victims may seek assistance and/or file a Title IX complaint in person or on-line. Title IX is an administrative process where individuals request resolution assistance, remedies and/or an investigation. UAF is committed to taking prompt and effective steps to end all sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and, as appropriate, remedy its effects. This includes conducting a prompt and equitable investigation and immediately and appropriately

addressing any violations of policy. When investigations are initiated, reasonable efforts are made to preserve confidentiality although absolute confidentiality cannot be guaranteed. In administrative cases, the standard of proof used is 'preponderance' which means "more likely than not" there was a violation of our policy. Our website can be found at: <http://www.uaf.edu/titleix/report/> Additionally, you may contact the Title IX office at 474-7300 or any of the below individuals for assistance. Our central email for lodging complaints is UAF-DEO@alaska.edu.

Title IX Staff

Title IX main office line

907-474-7300

Margo Griffith

Director and Title IX Coordinator

mcgriffith@alaska.edu

907-474-7599

Erin Walton

Intake and Case Coordinator

eewalton@alaska.edu

907-474-7300

Kevin Calderara

Civil Rights Investigator

kmcalderara@alaska.edu

907-474-6600

Dana Merriman

Civil Rights Investigator

djmerriman@alaska.edu

907-474-7496

Ana M. Richards

Diversity and ADA Coordinator

amrichards@alaska.edu

907-474-7393

Title IX deputy coordinators

For employees:

Margo Griffith

Director and Title IX Deputy Coordinator

907-474-7599

margo.griffith@alaska.edu

Nordic House, Room 202, Fairbanks, AK 99775

For all students:

**Laura McCollough, Dean of Students
and Title IX Deputy Coordinator**

907-474-7317

Eielson room 104, Fairbanks, AK 99775

For Residence Life students:

Jamie Napski

Residence Life Director and Title IX Deputy Coordinator

907-474-1885

jrabreu@alaska.edu

MBS Complex, 732 Yukon Drive, Fairbanks, AK 99775

For students in Athletics:

Gary Gray

Director, Athletics Department and acting Title IX Deputy Coordinator

907-474-6812

grgray@alaska.edu

211 Patty Center, Fairbanks, AK 99775

Title IX contacts at rural campuses

Bristol Bay Campus

Sandra Long

Title IX Contact; BBC administrative support

907-842-5109

sclong@alaska.edu

Dillingham, AK 99576

Chukchi Campus

Linda Joule

Title IX Contact; Director Chukchi Campus

907-442-3400

lcjoule@alaska.edu

Kotzebue, AK 99752

Community and Technical College

Dianna James

Title IX Contact; CTC human resources manager

907-455-2863

drjames@alaska.edu

218 Barnette St., Fairbanks, AK 99701

Interior Alaska Campus

Robin Brooks

Title IX Contact; Student Success Coordinator

907-474-6770

rrbrooks@alaska.edu

4280 Geist Rd., Fairbanks, AK 99709

Kuskokwim Campus

Mary Pete

Title IX Contact; Director Kuskokwim Campus

907-543-4502

mpete@alaska.edu

Bethel, AK 99559

Casie Stockdale

Title IX Contact

907-543-4562

castockdale@alaska.edu

Bethel, AK 99559

Northwest Campus

Kacey Miller

Title IX Contact; NWC student services manager

907-443-8416

klmiller@alaska.edu
108 Administrative Services Center
3295 College Rd, Nome, AK

3. Criminal Charges: A victim can report the incident to the police, which initiates a criminal investigation that goes through the legal system. Criminal complaints are processed by the UAF PD or local law enforcement. Criminal and administrative investigations may occur simultaneously. Criminal cases use 'beyond a reasonable doubt' which is a higher standard of proof than used in the administrative processes.

Title IX Services, Remedies, and Interim Measures:

If you are a victim of sex harassment or violence, UAF can take measures to assist you. Examples of remedies include but are not limited to: ensuring the harasser has no contact with the reported victim; changing classes; relocating to a different dorm; free counseling; and academic support such as tutoring, mentoring, make up work, retaking or withdrawing from a class without penalty. Even if the sexual misconduct occurs off campus and the accused is not affiliated with UAF, resources can be requested and made available.

Sanctions and Consequences:

When harassment is investigated and substantiated, disciplinary action will be taken. The facts of the incidents determine what disciplinary action is appropriate. For employees, the possible sanctions include verbal and written reprimands, probation, suspension and/or termination. For students the possible sanctions include warning, probation, denial of benefits, restitution, discretionary sanction, restricted access, suspension, expulsion and/or revocation of a degree.

Responsible Employee Reporting Obligation:

Students and employees have a right to assistance in resolving harassing behavior. When harassing behavior is reported, the UAF employee is required to take the following actions:

1. Ensure the safety of all concerned. If there is risk, immediately call 911.
2. Within 24 hours of learning of an incident of sexual misconduct, contact a Title IX Administrator (listed above).
3. If the incident is of a violent or criminal nature, or if you need immediate assistance after normal business hours, call the UAF Police Department at 474-7721.

Power Differential:

Community members in positions of power must be especially diligent in their behavior:

"Since some members of the university community hold positions of authority that may involve

the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationship with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those inherent in the professional relationship."

"It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative."

"Faculty members or staff who engage in sexual relations with students enrolled in their classes or subject to their supervision, even when both parties have consented to the relationship, will be engaging in unprofessional behavior."

"Supervisors who have authority or control over employees and engage in sexual relations with those employees, abuse their power, even when both parties have consented to the relationship."

Retaliatory Harassment:

Community members who oppose discrimination, file discrimination complaints or serve as witness in discrimination investigations are protected against retaliation:

"All persons have the right to complain about any conduct which they reasonably believe constitutes discrimination. No university official may take disciplinary or other adverse action against a person who genuinely but mistakenly believes himself or herself to be discriminated against, even if the practices complained of do not, in fact, constitute discrimination.

Threats or other forms of intimidation or retaliation against complainants, respondents, witnesses or investigators will constitute a violation of this regulation and may be subject to separate administrative action, including termination for cause."

Positive environment:

While not all acts of harassing behavior may be sufficiently severe or pervasive to trigger a violation of policy, all harassing behavior can negatively impact the organization and adversely affect our educational mission. All community members are responsible for creating a positive environment and play a role in preventing discrimination, harassment and sexual misconduct.

If you see something, say something, do something.

Consent

Consent is about communication and is an agreement between participants to engage in an activity, including sexual activity. Consent is given freely, actively, consciously, and cannot be forced or coerced. Consent can be withdrawn at any time for any reason. The decision of the individual must be respected at all times.

For more information on consent please visit the Rape, Abuse and Incest National Network at <https://www.rainn.org/articles/what-is-consent>.

What is Sexual Misconduct?

Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual violence, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking.

The Department of Residence Life at UAF is committed to providing a living environment in which students can live, work and study free from sexual harassment, sexual intimidation, and sexual exploitation. All students and staff should be aware that the university will take action to prevent and to eliminate inappropriate behaviors of this nature. A student charged with sexual assault can be prosecuted under Alaska criminal statutes and disciplined for university behavioral standards violation. Even if the criminal justice authorities choose not to prosecute, the university can pursue action through the student conduct process.

The University of Alaska Fairbanks strongly encourages reporting of potential sexual misconduct. If you are unsure if you or someone you know experienced sexual misconduct, please contact the UAF Diversity / Equal Opportunity and Title IX staff:

Office of Diversity and Equal Opportunity

Nordic House, 1656 Columbia Circle
P.O. Box 767500
Fairbanks, AK 99775-7500
<https://www.uaf.edu/oeo/>

If you or someone you know has been assaulted:

- Get support. You don't have to cope alone. Call someone you trust, or reach out to a confidential resource.
- Get medical help. Even if you feel fine, seek medical help if you think you may be at risk for injury, pregnancy or infection.
- Report the incident to the Title IX Coordinator. This helps the university respond appropriately to your case and to the broader issues in our community. There is no time limit for reporting an incident to the university. When you decide, you can report to the university, to law enforcement, to both or neither.

- Preserve evidence. Police and forensic nurse examiners are in the best position to secure evidence of a crime. All physical evidence should be collected immediately, ideally within the first 24 hours. You can preserve evidence in the following ways: do not wash your face and hands, brush teeth or bathe; do not eat or drink; do not douche; and if you change clothes, keep them in a paper bag.

UAF encourages individuals to report possible sexual misconduct to the appropriate resources since this will enable victims to get help and the University to conduct a thorough investigation. However, if you were victimized some time ago, assistance, including counseling, is still available to you. The ability to gather important information may be affected by the passage of time, however, a reported sexual misconduct will be investigated.

The process of reporting and responding to reports is the same for all victims. For more information visit: <http://www.uaf.edu/titleix/>

Minors on Campus

The University of Alaska Fairbanks (UAF), as part of its mission, promotes and engages in many programs, events, and activities that involve minors throughout all of its campuses. Protection and safety of minors is of the highest priority for UAF and its departments. The purpose of this policy is to provide protection for minors engaged in programs, events, and activities provided or endorsed by UAF. The UAF Minors on Campus Policy covers UAF employees and volunteers at all UAF campuses and sites utilized by UAF that participate in or provide programs, events, and activities for minors. The policy also covers any contractors that engage with minors at UAF campuses as required by their contracts, as well as outside parties that use UAF facilities. The policy does not cover employees that bring their children to work. To read the full Minors on Campus Policy, visit UA's System Office of Risk Services at

https://www.uaf.edu/files/safety/minor_files/Protection-of-Minors-Policy-FINAL-w-Signature.pdf.

(Please see Guest Policy for Minors for how to check a minor into University campus housing.)

CIVILITY

You are responsible for respecting the rights of others in the residential community and acting with civility at all times. Social responsibility is the very foundation of everything we do. Civility means demonstrating mutual respect for all individuals. This includes all interactions between students, student staff, and University administrators. Fighting, delivering threats, and using intimidation toward any person for any reason will not be tolerated.

You are responsible for developing and maintaining an atmosphere that promotes social awareness and the social appreciation and support of those who may be different from you. It is an expectation that you actively participate in conflict resolution. You are responsible for attending floor/hall meetings hosted by Residence Life staff.

It is important to avoid infringing upon others' rights and equally important to stand up for your rights. Repeatedly disrupting others' free exercise of academic or personal pursuits, or their ability to sleep or study is a Residence Life policy violation. Examples may include frequent phone calls, disrupting others during quiet hours, failing to relay to roommates any messages left at room/apartment from UAF or Residence Life, or failing to perform agreed-upon cleaning. If you are not able to resolve the problem by speaking with your fellow resident, please bring these issues to the attention of your Resident Assistant, Resident Director, or any Residence Life staff member.

Compliance

It is expected that you, your family members, and your guests will respectfully comply with University policy and follow the directions of University officials who are acting in the official performance of their duties and responsibilities. This includes, but is not limited to, identifying yourself and/or producing valid identification, changing your behavior when asked, or attending a mediation or conduct session when requested. Providing false information, failing to provide information to staff, interfering with staff in the performance of their duties, being uncooperative, or being verbally abusive to staff is strictly prohibited. Failure to comply may result in a review of your eligibility for campus housing.

Concealment of Violations

Everyone in our community has the responsibility to take appropriate action if a violation of any policy comes to their attention. Concealment of information may be considered as sanctioning illegal activities, and you may be held equally responsible for the violations you witnessed.

Confidentiality

Although Residence Life staff members may form bonds with students residing in the residence halls, any information presented to a Residence Life staff member relating to the violation of University policy and/or a threat/harm to oneself or another member of the University community must be reported to the Residence Life staff member's supervisor or the Residence Life professional staff member on call.

Discriminatory or Inflammatory Language

Residents are to refrain from using discriminatory or inflammatory language, including, but not limited to, online, telephone, verbal, nonverbal, and written communications with the intent to harm or incite.

Furnishing False Information

Residents must disclose, to the best of their knowledge, full and truthful information to University officials. Residents shall not withhold information nor present false information with the intent to deceive, including, but not limited to, names, dates, and times; location or number of residents or guests; location, consumption, or possession of illegal, prohibited, or controlled substances; PolarExpress cards or numbers; telephone numbers, addresses, and emergency contacts; and allergies.

Inciting or Participating in a Fight or Riot

Residents shall not incite nor participate in a physical fight or riot regardless of reason. Fighting is defined as, but not limited to, inciting a fight through physical, online, sexual, telephone, verbal, nonverbal, or written communications; fighting through hitting, striking, slapping, kicking, or throwing or shooting an object; or contacting or attempting to contact any other person with the intent to harm.

Intimidation, Harassment, Bullying, and Threats of Violence

Residents, students, staff, and any other person should be able to learn, work, and live in an environment that is free from all forms of intimidation, harassment, bullying, and threats of violence, including, but not limited to, physical harm or threats of physical harm via online, telephone, verbal, nonverbal, and written communications. Behavior violating this provision is also prohibited by the Student Code of Conduct and/or UAF's Equal Opportunity, Harassment, and Anti-Discrimination Policy.

PHONE DIRECTORY

Residence Life Central Office	(907) 474-7247
Bartlett Hall Office Phone	(907) 455-3900
Cutler Apartment Complex Office Phone	(907) 455-3901
Hess Village Office Phone	(907) 474-1912
Lathrop Hall Office Phone	(907) 455-3902
McIntosh Hall Office Phone	(907) 455-3904
Moore Hall Office Phone	(907) 455-3905
Nerland Hall Office Phone	(907) 455-3906
Skarland Hall Office Phone	(907) 455-3907
Stevens Hall Office Phone	(907) 455-3908
Wickersham Hall Office Phone	(907) 455-3909
University Police Department	(907) 474-7721
University Fire Department	(907) 474-5770
Office of Diversity and Equal Opportunity	(907) 474-7496
OIT Service Desk	(907) 450-8300
UAF Student Health and Counseling Center	(907) 474-7043
Elmer E. Rasmuson Library	(907) 474-7481

HALL CELLPHONES

Hall Office phones are only answered during A/RD office hours and during nightly RA office hours which vary per hall. See your hall office doors for current office hours. **Please use cell phones to reach RAs between 7pm-8am each night.** For emergencies please call 911.

Bartlett Hall	(907) 322-7300
Cutler Apartment Complex	(907) 460-2177
Employ, Family, and Graduate Housing	(907) 378-5366
Lathrop Hall	(907) 687-5216
McIntosh Hall	(907) 712-7594
Moore Hall	(907) 378-6105
Skarland Hall	(907) 378-6055
Sustainable Village	(907)-347-7413
Wickersham Hall	(907) 712-7632

SECTION 6: GET INVOLVED & KNOW YOUR RESOURCES!

Student Employment

It might be hard to imagine, but over 100 students have jobs within the Department of Residence Life. Our student employees discover that working part-time makes the transition to college easier. A flexible work schedule provides some structure to help you keep on top of academic responsibilities and balance your time during the week. In fact, campus data reveals a secret: UAF students who work a part-time job do better academically than students who choose not to work.

Our large professional staff and our even larger part-time student staff sustain the facilities, services, and programs that support UAF's residential communities. We hope you'll join the Residence Life Team! The Department of Residence Life employs more than 100 students each year in temporary, part-time and Work-Study positions. Working for us offers:

- Competitive pay
- Locations across campus
- Hours to fit busy schedules
- Convenience
- Skill development
- Opportunities to advance
- Ways to build your resume
- The chance to develop lifelong friendships

At the Department of Residence Life, we have experience with a student workforce and know that academics are your top priority. Along with studying, a job is a great way to become an important part of things happening here. Many lifelong friendships begin on the job. Working also helps you develop a good reputation on campus, which will jumpstart your future applications for internships, co-ops, and advanced-level jobs that require an employment reference.

If you are interested in applying for a job at UAF, please visit the job site for the UA system at: <http://www.alaska.edu/jobs/>.

More information about student jobs and internships on campus can also be found online at <http://www.uaf.edu/career/students/>.

Residence Halls Association (RHA)

Your Residence Hall Association is a student-led organization serving as an advocate for students' needs, concerns and interests. Through its work, RHA is here to encourage students to invest and engage in their campus community and connect to the larger community of Fairbanks. During the academic year, RHA will provide opportunities for community service and host social events while continuously acting as a resource to all on-campus residents at University of Alaska Fairbanks.

The Residence Hall Association is made up of students like you. In fact, all on-campus residents are members of RHA! As an organization, RHA seeks to enhance the quality of the Residence Life experience and provide a cohesive voice for residents by addressing concerns of the on-campus population to Residence Life and other university administrators and organizations.

RHA is a platform for students to discuss concerns, plans social and educational events on campus, and organize philanthropic events to benefit on-campus residents and the greater Fairbanks community alike. Additionally, RHA can provide funds to residence halls for events or supplies for the community such as kitchen utensils and board games. Visit our website [here](#)!

Residence Hall Programs

Meeting new people can be a challenging part of college, but attending programming designed and run by the Resident Assistants (RAs) is a great place to start. Programs raise awareness about an issue relevant to college students, promote personal development and foster community. They are also fun! RAs organize two programs each month in their hall. Additionally, there are campus wide events organized by Residence Life throughout the academic year.

RAs are constantly coming up with exciting new programs - use this opportunity to have fun, meet new people, and learn!

Academic Success and Support

Our highly trained academic Peer Mentors can assist you with subjects that can often be difficult and required for a variety of majors across campus (engineering, business, chemistry, economics, and world languages). Peer Mentors live in Moore and Skarland Halls - refer to the bulletin board with their hours which is located in the hallway of the MBS complex. Tutoring is offered on a drop-in basis or by appointment.

Tutors will work together with you to help you better understand concepts. Please respect their work by doing your own work before coming to a tutoring session. Bring all texts, homework assignments, notes, etc. with you, as we do not have such materials.

There is wealth of support available for UAF students - check out these other resources!

Writing Center

801 Gruening Bldg.
Phone: (907) 474-5314
Email: fywrc@uaf.edu
www.uaf.edu/english/writing-center/

Math Lab

305 Chapman
Phone: (907) 474-7332
www.uaf.edu/dms/mathlab/

Chemistry Learning Center

244 Reichardt
Phone: (907) 474-6287
www.uaf.edu/chem/clc/

Physics Homework Help

122 Reichardt
Phone: (907) 474-7339
www.uaf.edu/physics/

Academic Advising

5th Floor Gruening Bldg.
Phone: (907) 474-6396
E-mail: uaf.advising@alaska.edu
www.uaf.edu/advising/

Rural Student Services

Brooks Bldg.
Phone: (907) 474-7871
Phone: 1-888-478-1452 (Toll Free Within Alaska)
1-907-474-7871 (Local)
Email: uaf-rss@alaska.edu
<https://uaf.edu/ruralss/>

Behavioral Intervention Team (BIT)

It can be difficult and out of our comfort zone to reach out to people in need, particularly when we may not know the person very well. BIT is a campus initiative that seeks to encourage all of us to make our campus safe, supported, and cared for. The goal is to help provide resources to our community, to notice and refer potentially worrisome behaviors or situations *before* they result in harm. A person that receives help sooner, rather than later, may be less likely to

experience more severe symptoms or cause harm to self or others. Thus, BIT is a *supportive* process, not a disciplinary or punitive one.

BIT is dedicated to a proactive, supportive, and coordinated approach to the identification, prevention, assessment, and management of the safety and well-being of the UAF community.

If you are concerned about someone, someone is displaying concerning behavior or disruptive behavior, you can report this to the on-line BIT referral form. The team will review the information and evaluate how we can best support the person and our community. For more information please go to www.uaf.edu/deanofstudents.

Make sure you make caring a HA(BIT).

Green Dot Program

The UAF Green Dot strategy is a violence prevention program based on empowering bystanders. When people attend our bystander trainings, they learn to recognize potentially harmful situations and how to safely intervene. A green dot is the single choice to use your words or actions to prevent someone from being harmed.

A red dot is the choice to use words or actions to harm another person. A red dot is a fight between dating partners, the moment a student can't go to class because their stalker is waiting outside the building, the decision to have sex with someone without their consent. No one knows how many red dots happen at UAF but we can all agree there are too many.

A green dot is the choice to use words or actions to prevent someone from being harmed. A green dot could be creating a plan with friends before going out, checking in with a friend who's in a new relationship, calling dispatch when you hear your neighbors arguing, walking home with a friend, or recommending resources to someone in need.

When the green dots start to outnumber the red dots, rates of violence will finally decrease.

<https://greendot.alaska.edu/>

UAF VOCABULARY AND OTHER UNIVERSITY TERMS

Need a guide to Nanook Talk?

AC: Area Coordinator, lives on campus oversees student life within the residential facilities.

Academic Advising Center: Center where professional staff advise students on their area of study or on choosing a major. Academic Advising is located in Gruening 509.

Admitted student: A student who has applied for admission and has been accepted to UAF. Information and forms for admitted students can be found on the Admissions website.

ASUAF: The Associated Students of the University of Alaska Fairbanks (student government) is located in Wood Center, and everyone who pays the student life fee is a member. ASUAF represents UAF students to the university administration, the board of regents and the Alaska Legislature. ASUAF meets weekly throughout the academic year. Visit the ASUAF website at <http://www.asuafstudentgov.org/> to learn more.

Bear Bucks- is an account linked to your PolarExpress card which allows you to purchase items at a variety of locations on campus.

Blue & Gold: UAF's official school colors!

Catalog: The yearly listing of all courses, degree requirements and academic programs. The catalog can be reviewed online.

Class Schedule: The semester listing of course offerings and policies. It is available online at www.uaf.edu/schedule.

COMPASS Test: A test that covers the basic skill areas of reading, writing and math. It is used to help determine student success and readiness for specific course work.

Disability Services: The Disability Services program provides services to students with documented disabilities. Its goal is to ensure equal access to educational opportunities at UAF. Disability Services is located at the Student Health and Counseling Center in the Whitaker Building. If you need assistance with completion of any form, contact UAF Disability Services by email at uaf-disabilityservices@alaska.edu, by phone at (907)474-5655, or by TTY at (907)474-1827.

EDGE Program: The Education, Development, Growth and Experience (EDGE) Program provides support and resources to help traditional first-time freshmen achieve academic and student success. EDGE halls have live-in tutors and twice the number of resident advisor as other halls. Alcohol is prohibited in EDGE halls.

FAFSA: Free Application for Federal Student Aid, available online at www.fafsa.ed.gov or at the Financial Aid Office in Eielson 101.

Fee payment: The time during which you can pay your fees for classes through the Bursar's Office.

Full time: If you're an undergraduate student registered for 12 or more semester credits, you are classified as a full-time student. Graduate students are considered full time if they are registered for 9 or more credits.

General Studies: If you have not yet declared your major and are enrolled in an associate degree program, you are considered a general studies student.

Greek Life: Sigma Sigma Sigma and Sigma Phi Epsilon are the campus sorority and fraternity at UAF. Alpha Phi Omega is a service fraternity that is open to both male and female students. All are part of UAF's Greek Council.

Gulch (Starvation Gulch): is an annual nanook tradition that started in 1923. UAF lights bonfires which are a symbol of the passing of the torch of knowledge to our new students. It is UAF's annual celebration as a way to ease students into campus life.

Hess Rec: Hess Recreation Center is located in the Moore-Bartlett-Skarland residential complex.

Munch Money: Money that is placed on your PolarExpress card when a meal plan is purchased. The new plans are a declining balance account of Munch Money used exclusively for food purchases. Munch Money may be used at any UAF dining location including the convenience store and most vending machines.

Nanook: UAF's school mascot! It means "polar bear" in Inupiaq.

Nanook Traditions: Each year UAF celebrates four time-honored traditions: Starvation Gulch, Winter Carnival and Nanook SpringFest. For more information, visit the Student Activities office in the Wood Center or online at www.uaf.edu/activity/.

Nat Sci: Natural Sciences Facility, located on upper campus. Renamed the Paul B. Reichardt Building in June 2007.

OL: Orientation Leader.

Part-time: If you're an undergraduate student registered for less than 12 semester credits, you are classified as a part-time student. Graduate students are considered part-time if they are registered for 5 credits.

Payment Plan: If you're unable to pay all charges at the beginning of the semester, you may apply for a payment plan.

PIN (personal identification number): Code used to access online registration.

PM: Peer mentors are upperclassmen that live in Moore and Skarland halls and provide free tutoring to first-year students who may need a little help.

PolarExpress Card: This is your student ID card. It is a swipe card acts as your access card to areas such as the library, individual residence halls and computer labs. It is used for your sports pass, your meal plan, Munch Money, Bear Bucks and many other things. The PolarExpress office is located in 116 Eielson.

RA: A resident assistant is a student staff member who helps enforce policy, provide social and educational programming, and helps ease the transitions that face student.

RD: The resident director oversees the management and activities of the residence hall.

Registered: A student who has enrolled in classes for the current semester.

Reg form: May be referred to as a PDF (personal demographic form). Complete this form and have it signed by your advisor before registering for classes.

Res Life: Department of Residence Life on-campus housing

RSS: Rural Student Services, located in the Brooks Building.

SpringFest: is a tradition of All Campus Day which dates back to the 1950's. This tradition provides students a day to study and relax prior to finals.

SRA: Senior RAs are Resident Assistants that have worked for the department for more than a year who have experience living and working with students in the residential facilities.

SRC: Student Recreation Center. The fitness center on campus where students can go to keep fit and to participate in UAF's numerous intramural sports.

Student ID Number: This number is the reference for all academic and financial information.

Tutoring Services:

- Peer Mentors: Live in the EDGE Halls and are there to support and tutor residents. Peer mentors offer: study sessions, time management training, study & test taking skills, stress management programs and note-taking workshops.
- Math Lab: This lab provides flexible-hour assistance to students enrolled in mathematics and statistics courses. The lab is coordinated by faculty and services are provided by students. (Located in various buildings around campus.)
- Writing Center: The Writing Center is open Sunday through Friday for tutoring for all enrolled students. Located in Gruening 801.
- Accounting Lab: The Accounting Lab provides tutoring services to students enrolled in accounting courses. Located in Bunnell 225-I.
- ASUAF Tutoring: The Associated Students of the University of Alaska Fairbanks (ASUAF) offers tutoring for individual courses whenever possible. Located in Wood Center.

The Pub: For those over 21, the Wood Center Pub offers evening entertainment with live music, an open mic night and various professional sporting events shown on the big-screen television. The Pub serves wine and beer.

UAF Student Ambassadors: Students selected by the Admissions Office to interact with prospective student and their families, making their visit to UAF a positive one.

Undeclared: See general studies.

Username: Personal e-mail and campus computer account name.

Webmail: E-mail access from both on- and off-campus via a web browser. See computing support for more information.

Winter Carnival: goes back to the 1930s where UAF celebrates winter in Alaska.

Wood Center or WC: The Wood Center is the focal point of campus activities and services for students, faculty, staff, alumni and university guests. There are dining facilities, games, conference rooms, laundry facilities, showers and many other amenities available.