Our mission
The Department of Residence Life of the Nanooks by providing living & learning communities
and we’ll maintained facilities that meet the diverse needs of our residents.

Our mission
We enhance the individual student experience and support the academic mission of UAF by providing living & learning communities.

We provide safe, clean and well maintained facilities that meet the diverse needs of our residents.

The Department of Residence Life

Home of the Nanooks
You are embarking on an important educational endeavor. 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 at the University of Alaska Fairbanks. We are pleased that you chose to live on campus and will be experiencing our residential community this academic year.

We invite your participation in your residence hall; make it your “home away from home.” Our staff is dedicated to making your living experience a positive and successful one.

This handbook is an outline for campus residents and is provided to help you understand the policies and standards that apply while you are living on campus. Please read it thoroughly. Familiarize yourself with its contents. You will be responsible for knowing and complying with this information. It is important to remember that living on campus is a privilege. Our staff is always available and willing to assist you.

Best wishes for a successful and productive year!

Sincerely,

Laura McCollough, Director of Residence Life

Jamie Abreu, Associate Director of Residence Life
STUDENT RIGHTS AND RESPONSIBILITIES:
The university subscribes to principles of due process and fair hearings as specified in the “Joint Statement on Rights and Freedoms of Students.” This document can be found in the Office of Student and Enrollment Services. You are encouraged to read it carefully.

Most students adjust easily to the privileges and responsibilities of university citizenship. The university attempts to provide counsel for those who find the adjustment more difficult. UAF may terminate enrollment or take other necessary and appropriate action in cases where a student is unable or unwilling to assume the social responsibilities of citizenship in the university community.

STUDENT BEHAVIOR STANDARDS:
Education at the university is conceived as training for citizenship as well as for personal self-improvement and development. Generally, UAF behavioral regulations are designed to help you complete academic work efficiently and live responsibly in the campus environment. They are not designed to ignore your individuality but rather to encourage you to exercise self-discipline and accept your social responsibilities. These regulations, in most instances, were developed jointly by staff and students. You should become familiar with campus policies and regulations as published in the student handbook.
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 Division of Student Affairs and the Department of Residence Life designed a conduct process that addresses inappropriate or illegal behavior, with the primary goal of promoting a safe community environment. Our efforts in addressing inappropriate behavior are intended to both educate the individual regarding expected future behavior, while also protecting the entire campus community from disruptive and/or unsafe behavior. We do not attempt to cover every conceivable offense with a rule, and when a resident violates the general rule of “conduct not in keeping with the standards of the university,” we will hold the student accountable for his or her actions.
Violations of the Student Code of Conduct that occur on property owned or controlled by the Department of Residence Life, or at activities authorized by the Department of Residence Life, are subject to Department of Residence Life judicial review. Regardless of where the behavior occurs, behavior which constitutes a violation of the Student Code of Conduct is subject to Department of Residence Life judicial 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 Department of Residence Life community. Students who are charged with violations of local, state, or federal laws may be subject to judicial 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 system is not a court of law and will not be held to criminal law standards. The Department of Residence Life judicial 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 JUDICIAL PROCESS:** University of Alaska Regulation R09.02.04 (B) authorizes the Chancellor of UAF to establish a judicial process that is specifically designed for students living on campus. This handbook describes the Department of Residence Life judicial process established under the authority granted the Chancellor. For all judicial 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. Although the Department of Residence Life judicial process is distinct from the general university process, the two are closely aligned and both fall under the oversight of the Director of Campus Judicial Services.

**THE JUDICIAL 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, but again
emphasize that the Department of Residence Life judicial system is not a court of law and will not be held to criminal law standards. The Department of Residence Life judicial system operates in an informal manner that is designed to ensure fairness is easily understood and is able to function in a timely manner.

**CAUSES FOR JUDICIAL ACTION:** Judicial action may be initiated by the Department of Residence Life and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, or destruction of property
- Theft of property or services
- Harassment
- Endangerment, assault, or infliction of physical harm
- Disruptive or obstructive actions
- Misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals
- Failure to comply with university directives
- Misuse of alcohol or other intoxicants or drugs
- Violation of published university policies, regulations, rules, or procedures
- Any other actions that result in unreasonable interference with the learning environment or rights of others
- Violations of local, state and federal law

**STUDENT JUDICIAL PROCESS RIGHTS:** In all judicial matters, students will have 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 may be performed via phone call, email, personal contact or in written form. 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 other designated university official. At the discretion of the Department of Residence Life, some cases may be referred to a Department of Residence Life Student Judicial Board. In some cases the Director of Judicial Services may serve as the hearing official, at his/her 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 unless both parties agree to an open hearing. Students must represent themselves at the Conduct Meeting. A Conduct Meeting may be conducted in multiple sessions if the hearing officer deems it appropriate.

The student may ask for witnesses to provide information on his/her 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 officer determines that the anticipated information a proposed witness will provide is relevant, then the hearing officer will determine how the information will be provided (written statement or orally).

The participation of a witness must be voluntary. The hearing officer 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 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 Director of Judicial Services for action and a possible formal hearing as prescribed in Board of Regents’ policy. Eviction or trespass 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 judicial 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 and who refuses to participate in the judicial process may be lose his/her 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 along with other University records “held” 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 of Residence Life, unless the Associate Director 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 is evicted from campus housing, the appeal will be heard by the Director of Judicial Services, or his/her designee. The appeal must be typewritten and submitted within five 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:

- **Material procedural error occurred which would have changed the outcome of the matter;**

- **Sanctions imposed were clearly excessive for the violation.**

- **Evidence or information not available at the original hearing was found which might alter the outcome of the case.**

- **The decision is not supported by substantial 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 resident, 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 his/her 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 officer deems it appropriate.

The student may ask for witnesses to provide information on his/her behalf. The appellate 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 appellate official determines that the anticipated information a proposed witness will provide is relevant, then the appellate official will determine how the information will be provided (written statement or orally). The participation of a witness must be voluntary. The appellate official may elect to proceed with the Appeal Hearing before deciding on whether or not to hear from any proposed witnesses and, if desired, hear from the witnesses at a later date. Normally, within 10 business days, the student will receive written notification of the final decision. The original sanction can be upheld, modified, or reversed.

**JUDICIAL SERVICES HEARING:** More serious cases or repetitive violations may be referred to the Director of Judicial Services. The Director of Judicial Services may require that he/she personally conduct a Conduct Meeting or Appeal Hearing for any offense, at any time. Although the Director of Judicial Services is not a member of the staff of the Department of Residence Life, he/she is an active participant in all aspects of the department’s judicial process.

**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 Director of Judicial Services for action and a possible formal hearing as prescribed in Board of Regents’ policy. Eviction or trespass from residential or other university properties are not major sanctions necessitating a formal hearing.

**SANCTIONS:** As a result of judicial action, 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, 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 will be considered. 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.

**RESIDENCE LIFE JUDICIAL SANCTIONS**

**VERBAL WARNING:** Is a sanction assigned to a student for a minor policy violation or because this is their first documentation for a policy violation. The purpose of the verbal warning is to clearly outline the behavior that is against policy and the possibility of more sanctions if the behavior does not change.

**WRITTEN WARNING:** Is a sanction assigned to a student for a minor or major policy violation or because this is their first documentation for a policy violation. The purpose of the written warning is to clearly outline the behavior that is against policy and the possibility of more sanctions if behavior does not change.

**RESIDENCE LIFE PROBATION:** Is a sanction assigned to a student for a serious policy violation or because they have a history of multiple policy violations, but they 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 sanctions. Failure to comply could result in more sanctions or loss of housing eligibility.

**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 to which no behavioral change has occurred.

**ALCOHOL EDUCATION CLASS:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. This one-hour class discusses alcohol use and abuse on college campuses with a
charge of $50.00

**UAF POLICE DEPARTMENT EDUCATIONAL:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. This one-hour class, presented by a member of the UAF Police department, discusses state and federal laws, UAFPD’s role on campus, alcohol, drugs, with a charge of $50.00

**ALCOHOL / DRUG / COUNSELING ASSESSMENT REFERRAL:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. This is a one-hour session offered by the Student Health and Counseling Center that addresses issues of alcohol, drug use, mental and emotional issues. This sanction has a cost of $55.00 to $100.00.

**JUDICIAL EDUCATOR MODULE(S):** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. A list of all modules and their content description is provided below. This sanction has a cost of $50.00 and a web based.

**STUDY HALL:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. This is a session, overseen by a member of the Residence Life staff, to assist students in academic efforts.

**LOSS OF GUEST PRIVILEGES:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. If students violate the visitation policy or if guests are involved in policy violations, all individuals they can lose their visitation privileges for campus housing for up to one year. This sanction has a cost of $25.00.

**ADMINISTRATIVELY TRESPASSED:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. Residence Life staff can trespass

individuals based on policy violations and can involve the police if the documented behavior warrants involvement.

**COMMUNITY SERVICE:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. Students can be assigned community service to provide structured time management.

**WRITTEN AND VERBAL APOLOGY:** Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. At times, it is requested that students make either verbal or written apologies. This is based on the situation and documented behavior.

Sanctions include, but are not limited to:

**EDUCATIONAL SANCTION:** Educational sanctions are intended to provide a beneficial avenue in changing a resident’s behavior. Residence Life may use creative educational sanctions which facilitate the learning of responsible conduct, consideration for other residents, and the acceptance of the consequences and responsibility for one’s actions where appropriate given the offense, any victim and the offender.

**WARNING AND ADMONITION:** A warning and admonition is a notice that the student is violating or has violated the Student Code of Conduct and that further misconduct may result in more severe disciplinary action.

**RESIDENCE LIFE PROBATION:** Residence Life Probation is a written determination that further violations of the Student Code of Conduct during a specified period of time (the probationary period) will result in suspension of residence life privileges.

**DENIAL OF BENEFITS:** Specific benefits may be denied a student for a designated period of time. This includes actions such as (not all inclusive) suspension of guest privileges or termination of access to the university computing network.
It must be understood that when hundreds of people live in a residential community, it is essential that rights and responsibilities of each person be respected.

RESTITUTION: 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 expenses incurred.

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

RESTRICTED ACCESS AND TRESPASS: 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.

EVICTION: Living on campus is a privilege not a right. Eviction is 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 evictions occur within 48 hours of official notification and 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. An eviction is not a major sanction as described in Board of Regents’ policy.

SUSPENSION AND EXPULSION: Suspension and Expulsion are major sanctions that can only
be imposed under the oversight of the Director of Judicial Services in accordance with the provisions of Board of Regents’ policy.

RESIDENCE LIFE POLICIES AND PROCEDURES

These regulations are based on the University of Alaska’s Student Code of Conduct. They are incorporated as an addendum to that document. Violations of these regulations may result in loss of eligibility for housing.

As a resident of UAF Residential Facilities, you possess certain individual rights and responsibilities. This section is intended to define the rights and responsibilities of campus residents. These rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for others.

It must be understood that when hundreds of people live in a residential community, it is essential that rights and responsibilities of each person be respected. Everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. It is vital to maintain the continuance of a safe, comfortable and concerned residential community that each person be aware of and abide by the rules, regulations and standards for on-campus living. These standards were designed to allow for the freedom and flexibility of the individual while ensuring the rights of the community as a whole.

The primary responsibility for individual behavior and discipline rests with 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, which 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.

It is important that the rights of an individual not infringe on the rights of others or those of the community as a whole. A compelling community interest is an instance where the needs of the community outweigh an individual’s rights. Along with the Student Code of Conduct and individual community standards, the following make up the bulk of the responsibilities of residents. Although many apartment and residence hall regulations are listed together here, some are specifically geared toward a particular residential community.

GENERAL POLICIES AND PROCEDURES

Appliances / Cooking / Electrical Safety

Your appliances should be UAF approved. Please practice safety when using appliances or electronic items and do not overload the circuits. Due to fire and safety standards, no open coil appliances, halogen lamps, George Foreman-type grills, toasters, bagel ovens, hot pots or space heaters are permitted in residence hall rooms. Automatic coffee makers, Scentsy electric candles, air popcorn poppers, refrigerators (which do not exceed 3 1/2 feet in height) and one microwave oven smaller than 1 cubic foot (1,000 watts) are allowed in resident’s rooms. Residence Life reserves the right to request the removal of any appliance. A maximum of two microwave ovens and two refrigerators can be in each residential room. Cooking and refrigeration appliances are limited to the following for each resident: One microwave oven (no larger than 1 cubic foot and not to exceed 1000 watts), one refrigerator or...
freezer, or a combined unit (not to exceed 3.6 cubic feet, 35 inches in height, and 1.6 amps electrical current draw), automatic domestic size coffee maker, air popcorn popper, and cup warmer. Residence Life reserves the right to approve or request the removal of any appliance.

**Bunk Beds:** All residential facility beds on campus can be bunked with metal or wooden pegs available from your hall office. Lofting beds as a structure other than a manufactured bunk is not permitted. Beds can be bunked in Lathrop.

**Community Billing:** The university may bill students for costs, assess fines, and/or take other judicial action. False fire alarms activated within buildings, 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.

**Community Showers/Bathrooms:** Use of these areas is to be limited to the purpose for which they were intended. Bathroom usage by the opposite sex is prohibited. Residents are not to wash dishes or clothing in the sinks or showers.

**Candles/Open Flames/Paraphernalia (see Fire Codes):** Fire regulations prohibit the burning of any object with an open flame. This includes, but is not limited to, candles, hookahs, fireworks and incense. Prohibited articles will be confiscated and discarded. Scentsy electric wickless candles are allowed in the residence rooms.

**Courtesy 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 facility windows is prohibited. In the case of repeated noise violations, residents will be asked to remove the noise-making item (i.e. stereos, speakers and/or computers) from campus.

**Decorations for Your Room:** Any uses or decorations that are within established guidelines and comply with safety standards are permitted as long as the intent is to enhance the interior of the room. Space beyond the interior of one’s assigned space (e.g., windows and door exteriors) is considered public space. Public spaces are maintained under the jurisdiction of the Department of Residence Life. Displays
inconsistent with acceptable standards or university policies should not be displayed outside residential facility doors or in general view of the public. Residence Life staff will determine if items need to be removed.

**Drains:** For clogged sink or tub drains, do not use Drano or any other cleaning compound. Contact the Department of Residence Life or Apartment Staff regarding maintenance of 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. A charge will be assessed for time spent unclogging a drain where the cause of the problem is carelessness.

**Exterior of Your Apartment:** Apartment residents are responsible for the cleanliness of the area around their apartments. Storage of tires, boxes, etc. in these areas is prohibited. Hess Village Residents may store items on their back deck and under the deck. 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. In addition to cleaning charges, apartment residents will be charged for disposal of cigarette butts.

**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; make essential, preventative, or routine repairs or improvements; supply necessary or agreed-upon services; exhibit the premises to laborers or contractors; or as is otherwise necessary in 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 safety, health 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**
TOP 5 banned items

Number 1: Candles  Fire regulations prohibit the burning of any object with an open flame. This includes, but is not limited to, candles, hookahs, fireworks and incense. Prohibited articles will be confiscated and discarded.

Number 2: Illegal Substances  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, even if such behavior is not considered a violation of law.

Number 3: Convection Ovens  Hot plates, rice cookers, toasters, or open burners (Leave cooking to the kitchens or dining services).

Number 4: Drano  For clogged sink or tub drains, DO NOT use Drano or any other cleaning compound. Contact the Department of Residence Life regarding maintenance of sinks, bathtubs or toilets. You may attempt to clear clogs with a plunger before calling for assistance.

Number 5: Pets  Any pet except approved service animals and fish. Fish kept as pets in a 10-gallon or smaller aquarium.
member will enter the space. If possible, staff will leave notification of having been in the living space, when, and why they entered.

Facility staff will lock the door behind them regardless of whether or not it was unlocked when they entered.

**Fire Alarms:** Under federal law, you are required to exit the building when you hear a fire alarm. Tampering with fire equipment or causing a false fire alarm affects the safety of every individual on this campus. The act of tampering with any fire safety equipment or the sounding of a false fire alarm is punishable by up to one year in jail and a maximum fine of $5,000. Malicious abuse of fire equipment may result in immediate removal of the individual(s) involved. False fire alarms/pull stations activation 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. **Fire Codes** It is prohibited:

- To set a fire within the buildings or areas contiguous to the buildings
- To use a halogen lamp, broiler oven, hot plate, or an open burner in student rooms, on carpeted floors, in hallways or other non-designated areas
- To cook indoors with charcoal or any open flame device
- To possess or burn candles or incense indoors
- To fail to immediately evacuate the building properly when a fire alarm has sounded or to reenter any building during a fire alarm before receiving permission from Residence Life or public safety staff
- To tamper with fire equipment, or to carry away or remove fire extinguishers/hoses from their mounts or storage boxes except in case of a fire
- To activate a fire alarm when no fire is present, or to falsely report a fire or other emergency
- To use electrical lights and appliances totaling more than 850 watts in a student room at any one time
- To disconnect, sound, or otherwise tamper with a smoke detector
- To run electrical wires beneath rugs or carpet
- To smoke in any residential facility
- To smoke in non-smoking areas.

**Gambling:** All forms of gambling are prohibited on campus. Raffles are considered gambling and are prohibited by university regulation. Special approval may be given in some cases. Contact Residence Life staff for information.

**Halogen Lamps:** Halogen lamps are not permitted in any residential facilities.

**Holiday Decorations:** Only mini-lights approved by the Underwriters Laboratories (UL) are permitted for residential facility decorations. Fire code allows for the use of these lights for 90 days or less. Exterior lighting (outside residential facility windows or doors) is not permitted.

**Illegal Substances:** 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, even if such behavior is not considered a violation of law. The following items (including, but not limited to) are specifically banned on Residence Life properties:

- Herbs such as Salvia divinorum, Salvinorin A and Divinorin A; Nitrous oxide or other gases except oxygen; seeds or plants of Morning Glory, Hawaiian Wood Rose and Datura; Amanita muscaria mushrooms; and synthetic crystals such as 5-MEO-
The possession of substances such as glues, paints and over-the-counter medicinal products is authorized so long as they are used solely for their intended purpose. 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, manufacture, use of, distribution or sale of any controlled substance or illegal drugs in university residential facilities are crimes under federal and state law. The possession of marijuana for any purpose is a violation of UAF Residence Life policy. The violation of these laws on university property will result in judicial action in addition to prosecution under applicable laws. Conviction for consumption or sale of controlled substances may result in the loss of federal financial aid.

**Key Security:** UAF uses the PolarExpress card to access each residential facility. Keep it under guard. In the event of loss of a PolarExpress card, contact the Bursar’s Office immediately (907-474-7657). 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 a $85 fee.

**Lock-Outs (single student housing):**
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 polar express cards/keys/key codes/etc., so their will be no charge for lock outs during the first two weeks. Charges will occur for re-cores and lost keys. After the first two weeks of each semester, lock out costs $15 per lock outs.

**Noise:** 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 noise levels. 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 Hall Council-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 discarded material 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.

**Pets:** Fish are the only pets permitted in residential
areas. Aquariums may not exceed 10 gallons. All
residents of the living space will be held financially
responsible for damage and/or cleaning cost
associated with aquarium use.

If pets other than fish are found in residential
facilities:

- **The animal will be removed from premises**
- **Residents of the unit are financially
  responsible for damage and/or cleaning
  costs relative to the pet ($100 cleaning fee)**
- **Residents of the room/apartment may face
  judicial action**
- **A second violation will result in loss of
  campus housing privileges**

**Posting Materials:** Individuals and organizations
have the right to host events/activities within the
following Residence Life guidelines: Posters may be
attached and displayed on kiosks, display panels,
and bulletin boards in public areas outside the
residence halls/apartments only.

Displaying material on the exterior of the building,
trees, light posts or other surfaces not specifically
designated and designed as a poster display area
is prohibited. Permission must be received from
the residential facility staff of the building and the
Department of Residence Life for materials posted
inside the residential facility.

Unattached materials, handouts and handbills are
strictly prohibited. An exception may include those
materials distributed by individuals/organizations
who have secured permission from Residence
Life staff. All outdated material will be removed
immediately.

**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 judicial action, including
confiscation.

**Quiet Hours:** In addition to courtesy hours, each
residential facility has quiet hours. These hours
recognize the rights of all students to have an
environment that supports academic success.
Quiet hours are considered sleeping time, and are
strictly enforced.

- **Sunday - Thursday**
  - 11 PM to 8 AM
- **Friday - Saturday**
  - 1 AM to 10 AM

- **Courtesy Hours**
  - 24 hours per day
- **Final Exam Quiet Period**
  - 24 hours per day

**Room Change Policy:** Students may not move
from their assigned room to another room without
receiving official permission through the Residence
Life Department. Students living in rooms other
than the one assigned will be subject to disciplinary
action.

**Room Freeze**

- **September 1, 2016 – September 15, 2016**
- **January 14, 2016 – January 28, 2016**
- **May 12, 2016 – May 18, 2016**

No room changes will be approved during these
times unless the situation merits an emergency
move. This is necessary for safety and security
reasons to ensure we have an accurate location for
each resident.
Open Room Change (no charge)
  September 16, 2015 – October 18, 2015
  January 29, 2016 – March 5, 2016
  May 19, 2016 – August 30, 2016
During this time, you may submit a room change request form and based on space availability and student eligibility the request is processed. Charges may apply if multiple moves or if policy violations have occurred.

Room Change ($35.00 charge)
  October 19, 2015 - December 20, 2015
  March 6, 2016 - May 12, 2016
During this time, you may submit a room change request form and based on space availability and student eligibility the request is processed but there is a charge of $35.00.

Failure to complete the move within 48 hours and/or not following the room change process may result in a change of $150.

Room Re-Combinations (McIntosh Hall Only)
Some rooms on lower campus operate on a combination system. Lending your combination to others can lead to theft and may result in judicial action. Students requesting a combination change will be charged a $85 fee. Students who forget or misplace their combination should contact the residential facility staff.

Safe Building Access: Residential facility entrance doors are locked 24 hours per 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). Your guests can easily contact you, arrange for access and be escorted inside.

Security: It is 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 that the student does not know or for whom the student does not assume responsibility as his/her guest.
  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 lock-out key within the period provided

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

Smoke Detectors: All residential facilities are equipped with a smoke detector. Tampering with these detectors is a violation of the state fire code. Tampering is a criminal offense punishable by monetary fines and may lead to immediate eviction and/or other judicial action. Immediately report any malfunction of smoke detectors to your facility staff.

Smoke-Free Residential Facilities: All UAF residential facilities are considered smoke-free environments. This includes all apartments. Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes and incense, is prohibited in all residential facilities. The same is true for public areas, such as bathrooms, elevators, stairwells, kitchens, laundry rooms, hallways, entry ways and lounges. Students are not permitted to smoke within 30 feet of building entrances and must use the provided ashtrays. Do not toss cigarettes on the ground. Students have the right to be free of exposure to smoke and the hazards associated with or caused by smoking.

Solicitation: No door-to-door 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. Handbills, leaflets, pamphlets and similar materials may be left with the resident director or at the Residence Life Department for posting on residential bulletin boards.

Sports: Sports are not permitted in interior residential areas, including the MBS lobby. Bicycles, rollerblades, skateboards, roller skates, juggling equipment, water guns and other sports equipment should only be used out-of-doors.

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.

**Street Signs**: Removal of signs from university, city, state, or other governmental 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.

**Vandalism**: Students defacing or destroying private or public property will face judicial action. They will be charged for labor and material repair expenses. This applies to the interior and exterior of the buildings as well as to surrounding areas (i.e. sidewalk chalking is not permitted without approval). Notify Residence Life staff if you have information regarding vandalism.

**Waterbeds, Hot Tubs and Jacuzzis**: Waterbeds, hot tubs and Jacuzzis (whirlpool baths) are not allowed on campus.

**Wading Pools: Family, staff, graduate housing**
Adult supervision is required when a wading pool is in use. When the pool is not in use, all water must be discarded properly and the pool stored.

**Weapons and Weapon Storage**
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 and ammunition, martial arts weapons, knives larger than pocket knives, bows and arrows, acid, tires, mace, gas, oil and gas equipment, kerosene/white fuel/propane, paintball guns, flares/firecrackers, gunpowder, charcoal, lighter fluid, and flammable material. 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.

**Windows and Window Screens**: Window screens are provided on most windows. They are not to be removed or tampered with for any reason. 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 is removed. Nothing should be hung or placed outside windows. Students are prohibited from throwing or receiving items through windows. Windows may not be used to access roof areas nor to enter or exit rooms/apartments. Violations of these guidelines will result in judicial action.

**Windows and 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, student windows must remain closed. Residents violating this guideline will be subject to judicial 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.

**ALCOHOL POLICY**
UAF is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines. Alcohol is permitted in approved student rooms in accordance with state law and UAF guidelines.

Alaska state law maintains that it is illegal to possess or consume alcoholic beverages if you are younger than 21 years of age. This includes, but is not limited to, possession by consumption. It is illegal to provide alcoholic beverages to anyone younger than 21 years of age or to anyone (regardless of age) who is visibly intoxicated. In all residential areas, any alcoholic beverages possessed in violation of UAF regulations will be confiscated and disposed of by Residence Life staff. You and your visitors must follow state laws and university regulations related to alcohol use and possession.

If students are of legal age, they may consume
alcohol in their individual residential facility room with the room door closed.

Persons under 21 years of age may not possess or consume alcohol. If alcohol is found in student residential facilities, it is considered to be in student possession.

Use of student fees or university funds for the purchase of alcohol is prohibited.

Alcohol must be confined to individual rooms, suites and apartments. The consumption of alcohol is not permitted in public and common areas, including hallways, lounges, and lobbies or on porches. A student residential facility with an open door is considered a common area.

If you are of legal drinking age and found to be with minors who are in possession of alcohol, it may be assumed that you have provided the alcohol.

If you are underage and are present in a room where alcohol is being consumed, it may be assumed that you have been drinking alcohol.

Alcohol is restricted from alcohol-free and substance-free living areas. All persons, regardless of age, are prohibited from possessing or consuming alcohol in these buildings.

**Alcohol-free halls include:** Moore, Skarland, and Nerland. Non-alcoholic beer is not allowed in an alcohol-free hall.

Students are responsible for their behavior off campus. If a student is documented in behavior involving alcohol and/or drugs, he or she will be held to the same standards as if the violation occurred on university property.

The manufacture or sale of alcohol is strictly prohibited in any university residential facility. Common Source Containers are prohibited. Items such as kegs, pony kegs, party balls, beer bongs, and other common source containers containing alcohol are strictly prohibited in all residential areas and any university-owned facility. Students involved in Common Source Container violations may forfeit their housing eligibility and their Residence Life damage deposit, and be subject to immediate eviction.

All events in Cutler Apartments that involve 20 or more people must be registered with and approved
by the Cutler staff no later than 72 hours prior to the event, whether or not the event involves alcohol. Significant or underage drinking in Cutler may result in the loss of the privilege to live in the Cutler Apartments.

Displays of alcohol or alcohol containers are permitted for residents of legal age as long as they are not in public view (i.e. able to be viewed by someone outside the room or apartment or through a window). Underage residents may not display containers that once held alcohol.

**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 appear to be intoxicated and/or impaired**
- **Alcoholic beverages cannot be brought into any alcohol-free environment. Staff may ask to inspect student bags, backpacks, briefcases, etc. entering these buildings.**

These regulations reflect minimum standards to be applied to substance abuse-related incidents involving UAF students.

If you have questions or concerns about alcohol use, you are encouraged to talk with Residence Life staff members and attend the alcohol education programs on campus. The Center for Health and Counseling has trained staff who can provide information, assistance and counseling.

**RULES AND PROHIBITED ITEMS IN HALLS**

**Babysitting:** Is not permitted in the Residence Halls.

**Fuel and Fuel-Powered Equipment:** Fuel-powered equipment is prohibited in the residence halls. Bottled gas and flammable fuels are also prohibited (e.g. lighter fluid, gasoline).

**Stairwells:** Stairwells must be clear of all items to enable safe emergency access.

**Bicycles:** Most residential facilities have parking areas for bicycles. Bicycles should be kept locked at all times. Bicycles found in hallways will be subject to impound. 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.

**Business / Private Enterprise:** Utilizing your address or conducting private entrepreneurial ventures — by you or your visitors — from your residential facility is prohibited. You are not allowed to run a business on state property.

**Candles and Open Flames:** Due to fire safety concerns, all candles (burned or not) are prohibited in the residence halls. Open flames, burning incense, incense and candle warmers, and cigarette smoking are also prohibited.

**Compliance:** It is expected that you, your family members and your visitors 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 judicial session when requested. Providing false information, failing to provide information to staff, interfering with staff in the performance of their duties, being uncooperative or 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.
**Cohabitation / Unauthorized Occupancy:**
Cohabitation is prohibited in all residential facilities. Students not sanctioned to live with each other, regardless of gender, violate the guest policies. This does not only apply to on-campus residential housing students. Cohabitation and unauthorized occupancy is prohibited. Students found in this type of situation may be subject to paying for utilized services.

**Half Vacant Space:** 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.

**What to do if there is a vacancy in your room:** If your roommate moves out during the semester or your roommate does not show up, please be advised that you must ensure that the room is ready to receive a new roommate at any time. You will have the opportunity to buy out your room if you choose.

In preparation of possibly receiving a roommate, a UAF staff member will key into 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 $250.00 and charge you for both sides of the room until the room has been made available for a roommate; situation will be referred as a judicial issue.

In an effort to be fair and consistent the Department of Residence Life may choose to consolidate. If we have multiple unpaid spaces on a given floor where both students indicate that they want a roommate, we will consolidate those students into a given room. This consolidation creates an open room that is available for two students or for one who chooses to buy out the room. If there are two students without a roommate and residents can’t decide who should move a coin toss will determine which resident moves. The Resident Director in front of both students will conduct this coin toss. The Resident Director will inform the residents who will be moving. The resident that needs to move has 48 hours to move.

**Conflict:** It is our vision that individuals accept ownership of and take responsibility for resolving conflicts and problems in their community. In the event that a conflict arises that you have not been able to resolve, contact a Residence Life staff member to support your efforts or to provide additional resources and referrals to resolve issues appropriately.

**Damage:** If you or your visitors damage university
property, within the facility or in public areas, an investigation and/or assessment will be conducted. Any financial liability will be posted to your UAF billing account along with other action deemed appropriate.

**Kitchens:** Each residence hall has its own kitchen facilities. Students interested in preparing food in the halls are encouraged to use the kitchens, particularly if extensive cooking is involved. Students are responsible for cleaning of items used in food preparation. Hall kitchens can be closed, at the discretion of Residence Life staff, if the kitchen and/or kitchen items are not regularly cleaned. Students provide their own utensils, dishes and cleaning supplies. Items left unattended, rotting, etc. will be disposed of each night. Labeling all of your items will allow staff members to follow up with the individual to whom they belong. Unidentified and unlabeled items will be disposed of if found by the staff to be in an unhealthy manner and not suitable to a community living environment.

**Lounges / Community Equipment:** Each hall is equipped with lounge furniture, chairs, tables, washers, dryers, etc. Students are prohibited from removing items from these areas for use in apartments or residential rooms. Doing so may result in a minimum $60 fine for furniture relocation. Sanctions may be assigned to the individual(s) involved. Community equipment and furniture is designated for use by the community, not individual members.

**Personal Assistants / Attendants (Students with Disabilities):** It is the student’s responsibility to recruit, hire, evaluate and pay an attendant, if needed. For additional inquiries, please contact the Center for Health and Counseling, Disability Services at ext. 7043.

**和个人安全:** 学校的校园，像任何其他社区，都可能受到不适当或非法行为的侵害。您最好的保护是对盗窃采取行动，即在离开房间或公寓时锁上您的门。如果发生盗窃，应立即报告给居委工作人员，并向乌爱达警察局（UAF Police）报告。乌爱达警察局的电话号码是474-7721。“蓝光”紧急电话机位于校园各处。这些电话直接拨打到乌爱达警察局。乌爱达警察局工作人员每天进行校园安全检查。如果对某人或某事感到怀疑或不舒服，请联系您的舍务助理、舍务主任或乌爱达警察局，电话号码为7721。紧急情况下，请拨打911。

**Remember that your security is both a personal and community responsibility.**

**Pressurized Items:** Pressurized items (e.g. scuba equipment, CO2, helium, propane canisters, etc.) may not be kept in the residence halls.

**Resident Behavior (see also Housing Contract and Policies and Procedures):** Residents and guests, who by virtue of their inappropriate behavior or conduct towards themselves or others exhibit an inability to live in a group setting, refuse intervention, and/or are endangering themselves or others in any manner, may be asked to leave UAF Housing. Administrative and judicial action will be involved.

**Screens and Windows:** Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed or damaged in violation of this policy, or may be administratively moved to a different room. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. Signs may not be hung from residence hall windows.

**Smoke Detectors (Apartment Units Only):** Each apartment is equipped with a smoke detector. Activation sounds a local alarm in the apartment only. In case of fire, evacuate the apartment and then dial 911 from a safe location.

**Theft or Misuse of Property:** Theft or misuse of personal or university property is prohibited and should be reported immediately to the Residence Life office and the UAF Police.
SANCTIONS

As a result of judicial action, 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, a student’s present and past disciplinary record, the nature of the offense, the severity of any damage or injury or harm resulting from the prohibited behavior, the willingness of a student to assume responsibility for their actions, and other factors relevant to the matter will all be considered. The following list of sanctions is illustrative rather than exhaustive.

The university reserves the right to create other reasonable sanctions. A student failing to comply with the given directives will face additional judicial action.

Educational Sanctions: Educational sanctions provide a beneficial avenue to changing a resident’s behavior and understanding. The challenge is to determine appropriate and creative educational sanctions, which facilitate the learning of responsible freedom, the consideration for other residents, and the acceptance of the consequences and responsibility for one’s actions.

Written Warning and Admonition: A warning and admonition is a notice that the student is violating or has violated the Student Code of Conduct and that further misconduct may result in more severe disciplinary action.

Residence Life Probation: Residence Life Probation is a written warning that includes the probability of more severe sanctions if the student is found to be violating the Student Code of Conduct during a specified period of time (the probationary period).

Denial of Benefits: Specific benefits may be denied a student for a designated period of time. This includes actions such as, but not all-inclusive: suspension of guest privileges or termination of access to the university-computing network.

Restitution: 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 expenses incurred.

Discretionary Sanction: Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as
appropriate to the circumstances. Costs incurred by the student fulfilling a discretionary sanction will be the responsibility of the student.

**Restricted access and trespass:** 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.

**Loss of Housing:** Loss of housing is 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. Loss of housing usually occurs within 48 hours of official notification and involves 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. An eviction is not a major sanction as described in Board of Regents Policy.

**Suspension and expulsion:** Suspension and expulsion are major sanctions that can only be imposed under the oversight of the director of Judicial Services in accordance with the provisions of Board of Regents Policy.

**Alcohol / Substance Sanctions:** This policy reflects the minimum actions to be applied to alcohol/substance abuse–related incidents involving UAF residential students. However, the Department of Residence Life will have the authority to impose a higher level of judicial action dependent upon the individual circumstances of the violation. Typically, the Department of Residence Life will follow the “three-strike” rule. Students violating the alcohol policy for the third time will be subject to eviction from housing. In cases of severe misconduct involving alcohol/substance abuse, eviction may be imposed for a first or second offense. In cases where individuals have demonstrated repeated or severe inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in a residence hall or apartment.

Any alcoholic beverages possessed in violation of Department of Residence Life or UAF policies will be confiscated and disposed of by Department of Residence Life staff. The Department of Residence Life, at its discretion, may disclose drug and alcohol violations committed by students less than 21 years of age to the student’s parent or legal guardian (FERPA Act).

**Judicial Response:** The student will meet with a Department of Residence Life staff member to discuss policies, behavior and future consequences of use. Minimally, the student may be required to schedule an Alcohol/Drug Education class and/or assessment. There will be a fee for this class/assessment. If the student does not attend the class/assessment as scheduled, he or she will be subject to further disciplinary action. Other fees or sanctions may also be imposed.

**Alcohol and Substance Abuse Education Class**
All students involved in situations involving alcohol or illegal substances may be required to attend an education class. The focus of this class will be on evaluating actions and making responsible decisions. If evaluation during the class indicates a potential drug or alcohol problem, students will be referred to an additional education session or a treatment program as a result. Students not fulfilling requirements will be subject to further judicial action.

**Self-Referrals:** Students may call and make an appointment at the Center for Health and Counseling ext. 7043 to meet with qualified professionals regarding alcohol-related issues.

**Crisis Intervention:** To maintain the academic atmosphere of the residence halls/apartments, residents are obliged to live in a cooperative manner with their roommate(s) and other community members. Trained and caring staff members can provide assistance to students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be provided by Department of Residence Life staff. Such services are available through the Center for Health and Counseling or other off-campus agencies. To provide students with timely and
quality assistance, Department of Residence Life staff members are required to follow standard procedures whenever a student alludes to or engages in self-destructive behaviors. These behaviors include, but are not limited to, remarks about suicide, threats of suicide, suicide gestures or attempts, threats of violence, etc. Department of Residence Life staff will report all such situations so that arrangements for psychiatric consultation can be made. Similar behavior that disrupts the residence hall/apartment community may result in disciplinary action and referral to counseling resources. Mandatory evaluation and treatment may be a requirement as a condition of continuing to live in a residence hall or apartments

On-Campus Guests: When UAF Residence Life residents come to the residence hall, they must be escorted and checked in by a resident of the hall they are visiting. The student must show his/her PolarExpress Card in order to sign in. All UAF guests are required to be escorted at all times. If the student shows a valid PolarExpress Card, and he/she is listed on the All Campus Roster, then he/she will be considered an on-campus guest. Once the student has been properly identified, documented, and ID returned, he/she will be allowed into the building. The Roster will be checked to identify the building of which the guest is currently a resident.

Off-Campus Guests: Non-UAF guests visiting a residence hall must be escorted and checked in by a resident of that hall. Their ID is accepted, document entry is made, and the guest completes the Off-Campus Visitor’s Log-in Sheet. Their ID is returned to the guest. The guest completes the Off-Campus Visitor’s Log-in Sheet once per semester.

Bag Check: From time to time, 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 person cannot enter the building.

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. When a pair of roommates has checked-in eight guests into one room, please inform the RA on duty that the room is full to capacity. A resident may never check in more than four guests at a time, even if he or she lives in a double single (buyout) room.

Overnight Policy: 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. Residence halls and the Living Learning Community are open to residents and their invited guests only. As a resident student you assume responsibility for the actions of your guests. 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 his or her host may be held accountable for the guest’s actions. Residents may be subject to sanctions for the misconduct of a guest, and liable for any damages caused by a guest. In order to keep guests from making other residence halls their home:

**Hall residents can only have a maximum of four overnight guests for a maximum of 10 nights per calendar month and up to four guests per night for a total of 30 nights per semester.**

**Guests may not stay more than three consecutive nights. The stay may overlap into months and then they must be gone for the following night. (This means they can come into the building but must be checked out before 2 AM)**

**Guests in the building between 2 AM – 7 AM are considered overnight guests.**

**Hosts are responsible for their guests and guests must follow the policies outlined throughout the manual.**

**If a resident hosts a guest for more than 10 nights a month, more than 30 nights a semester, or for more than three consecutive nights, they will lose guest privileges**

**2 AM Roll Call:** All guests who are checked into a residence hall on the guest log sheet after 2 AM are considered overnight guests. A guest may only stay three consecutive nights before the guest has violated the guest policy. Violations will result in a 48-hour trespass until the A/RD has met with the student and assigned appropriate sanctions.

**Visitation Policy:** All guests must be accompanied and hosted by a hall resident while in the host building. Non-affiliated individuals under 18 years of age are not permitted to check in or stay overnight in the residence halls unless a 24-hour written approval has been granted by the resident director or assistant resident director. Written permission, which includes parent or guardian phone number, signature and specified dates of stay, must have been provided by the guest’s parent or guardian. On-campus guests/residents under 18 years of age are exempt from this policy. If they are children living in an apartment on campus, there must be 24-hour advance approval.

**Escort Policy:** A resident of the hall being visited must escort all guests. If a guest is not escorted by a resident when s/he attempts to check out of the hall, the guest will be asked to call their host and wait in the lobby until the host comes to check out the guest. If necessary, the desk attendant will call the resident/host. If the host does not respond to sign out the guest, the guest will be trespassed (barred) from the residence hall for a minimum of 48 hours.

The escort policy is important in maintaining the integrity of the DA desk and check-in system. Unescorted guests will be considered by the hall staff to be “unauthorized strangers” if they are in the residence hall. These unauthorized strangers will be asked to leave the building immediately.

**What is Title IX?** Title IX has been traditionally known as a law that protects women in athletics. However, the law encompasses much more than just women in sports.

Title IX of the Educations Amendments of 1972 is a federal law set to end sex discrimination and provide guidance regarding equity and sexual discriminations in a federally funded educational institutions. This law forbids sex discrimination in all student services and academic programs such as, but not limited to: admissions, financial aid, career services, residence life, classrooms, health and counseling services. Title IX also forbids discrimination on employment and hiring. Its goal...
is to protect people and ensure that their right to be in a safe environment, free of sexual violence and unequal treatment is instituted and enforced.

HARASSMENT

Hate has no place on our campus. As an institution, UAF rejects all expressions of discrimination. Each of us has an obligation to the community in which we are a part to build an environment of spirit and purpose based on mutual respect and caring.

UAF policy prohibits behavior based on another person’s status that has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. “Status” refers to race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status. Individuals who engage in harassment of any kind will be subject to disciplinary action (including eviction and suspension) in accordance with university policies. In addition, criminal charges may be pressed by the victim or by university staff.

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 university acknowledges the difficulties in attempting to define every situation that may be unacceptable. Listed below are some examples of sexual misconduct. This list is not exhaustive and does not attempt to define every possible behavior that could constitute sexual misconduct.

Recognizing Harassment: At times discriminatory harassment is intentional and meant to be offensive. Often it is less obvious, yet equally offensive. Behaviors that may constitute harassment include:

- Racial, ethnic, or other slurs
- Malicious name calling
- Anonymous notes or phone calls
- Derogatory graffiti or email messages
- Stereotyping the experiences, background, and/or skills of individuals or groups
- Threatening members of diverse groups
- Making inconsiderate or mean-spirited jokes
- Imitating stereotypes in speech or mannerisms
- Preventing access to any university resources or activities
- Creating a hostile environment in any university activity
Attributing objections to any of the above to “hypersensitivity” of the targeted individual or group

**Gender Harassment:** Persistent, unwelcome remarks based on gender and/or sexual stereotyping. Serious or persistent unwanted sexual attention: Physical contact, sexually suggestive comments or gestures.

**Physical posturing:** Threatening a person’s free movement in any way.

**Intimidation or coercion:** Sexual activity obtained by psychological pressure or threats (e.g., “I won’t let you leave until . . .”) or by taking advantage of a role of authority (e.g., a staff member or instructor pressuring a student to have sex, abusing a role of trust, or a staff member saying, “You can spend the night in my room. You will be safe with me. . .”).

**Display of sexually explicit visual material:** Sexually explicit posters or pictures displayed in public use areas in the residence halls or apartments (e.g. exterior of door, windows facing out, hallways, etc.).

**Definition of Sexual Misconduct:** Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in university residences. The range of unacceptable sexual behavior includes sexual harassment, sexual intimidation, sexual coercion, sexual assault, acquaintance rape, and stranger rape.

**Sexual Misconduct Policy:** 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 judicial action.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the effect of interfering with an individual’s living/working environment and/or creating an intimidating, hostile or offensive living or academic environment.

**Sexual Assault and Battery:** Sexual assault is a serious crime and victims frequently experience emotional trauma and medical consequences. Sexual assault victims are strongly encouraged to report any incident to residential staff, the director of Judicial Services or the UAF Police. Health and counseling services are available through the Center for Health and Counseling. Reporting the incident to appropriate individuals enables victims to receive the full range of professional services available.

**Rape:** Rape is defined as unlawful sexual intercourse which is against the will of one participant between strangers or people who are acquainted with each other. All of the following situations can be defined as rape:

- **Force or threats of force, including stranger rape and gang rape**
- **Diminishing an individual’s capacity for resistance by administering any intoxicant**
- **Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out or blacked out from alcohol or other drugs)**
- **Sexual intercourse with a person who is incapable of giving legal consent (i.e. incapacitated)**

Rape, sexual assault, or unwanted sexual contact of any kind, or threats of such contact, are prohibited, as is any physical abuse. Sexual contact shall be considered “unwanted” or without
consent if no clear consent is freely given, if inflicted through force, threat of force, or coercion, or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it may be considered without consent.

Where to Get Help: In reporting a case of sexual assault, you have several options:

- Go to the hospital for an exam
- Go immediately to a friend or a member of the Residence Life staff
- Receive counseling from the Center for Health and Counseling
- Report the assault to the UAF Police Department who will arrange for special assistance
- Call the rape crisis hotline, sponsored by the Center for Non-Violent Living
- Report the assault to the Associate Dean of Students

All members of the university community may voice complaints to the Department of Residence Life, associate dean of students, or the UAF Affirmative Action/Equal Opportunity Office. Reporting to these individuals does not mean that the resident will be asked to press charges with the UAF Police Department.

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 of 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: www.alaska.edu/risksafety/h_procedure-guide-library/

RESIDENCE LIFE COMPUTING GUIDELINES

Computing in the Residential Facilities UAF offers most student campus residents Ethernet privileges to the university computing network. State and Federal Law, UA Board of Regent 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.

General Guidelines: All members of the university community who use university computing resources must act responsibly. Reproduction and/or distribution of copyrighted material without the express consent of the copyright holder is prohibited by law (i.e. using Peer-to-Peer file sharing software such as KaZaa to obtain music [MP3s], movies or software).

University computing facilities and accounts are to be used for university related activities. Running a business on a university network is prohibited.

Access to university computing facilities/resources is a privilege that can be granted or denied, without notice (i.e. under circumstances which can result in liability to the university; or disruption of or damage to university information resources). Internet accessible servers, wireless access points, or network routers will not be allowed to operate in
student housing.

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/

OIT POLICIES, PROCEDURES AND COMPUTING STANDARDS

Unauthorized Distribution of Copyrighted Material: The unauthorized distribution of copyrighted material using the campus computing network has the potential to open up the university for liability. Although the university does not monitor content that is transmitted to/from the Internet, the university is required by law to respond to complaints from agencies and determine the extent to which copyrighted material is being shared. The files that are illegally shared over the Internet are owned by the artists, producers and designers who want to capture the revenues from their hard work. For people to download this material from the Internet takes money from their pockets. In essence, it is stealing. It is illegal and a violation of federal law to download, possess and distribute copyrighted material that was not purchased.

The basic idea of copyright is to give the person who does the hard work of creating something new and original the legal control over when, where and how that work is reproduced and distributed.

The federal “NET Act” (No Electronic Theft Act) of December 1997 provides for criminal prosecution of individuals who engage in copyright infringement, even where the individual derives no monetary profit or commercial benefit from the infringement.

The act amended the definition of “commercial advantage or private financial gain” to include receiving or expecting to receive anything of value, including the receipt of copyrighted works. Individuals who engage in copyright infringement can be held civilly liable for actual damages or lost profits, or for statutory damages of up to $150,000 per work infringed. The distribution of unauthorized copies of copyrighted motion pictures also constitutes copyright infringement under the Copyright Act, Title 17 United States Code Section 106.

Under the Digital Millennium Copyright Act, if we (as a university) do not take action on a reported violation, we may be held liable for the infringement. All residents are encouraged to become familiar with copyright infringement laws and other university computing policies as they relate to peer-to-peer file sharing. Additional information can be found at the OIT websites:

www.alaska.edu/oit/cito/OnlineResources.pdf
www.alaska.edu/active/level2/copyright.xml
www.musicunited.org
University of Alaska Regulation (PART II – Administration, CHAPTER VII - Information Resources) states that any violations of standards by the user could result in “disciplinary action including expulsion according to the Student Code of Conduct procedures; temporary or permanent denial of access to Information Resources; and subject violators to criminal prosecution.” If a complaint is made concerning the unauthorized distribution of copyrighted material by a campus resident, we will aggressively pursue resolution of the complaint.

In all violations of computing policy, regulations or rules, students will be offered due process as listed in the Student Conduct section of this handbook. If there are further questions regarding campus computing, please contact the Office of Information Technology at 450-8300.

TELEPHONE USER GUIDES

Local phone service is provided in the residential facilities. Some apartment residents, other than CAC, must contact the local telephone company to arrange for service. For phone service problems in single student housing and CAC, call your RA and s/he will report the problem. Phone service for residents of Family/Faculty/Graduate housing is not included in their contract and the occupant must contact the phone company.

The Department of Residence Life cannot provide directory assistance (i.e. phone numbers for rooms) until after fee payment ends. By this time, some students will have opted to keep their directory information confidential. Your room phone does not have long distance access. You may call collect or use a calling card.

Dialing on campus numbers: Dial the four-digit extension

Dialing off campus local numbers: Dial 9+number

Dialing long distance: Dial 9+calling card+ number

Directory Information: Dial 0

Campus directory information: Dial 474-7211

Telephone Repair: Dial 6111

Emergency: Dial 911

Time and Temperature: Dial 9+844

DIALING RESIDENCE HALL ROOM NUMBERS

From off campus: To call a residence hall room phone number from outside the UAF phone system, dial 455 + the extension.

Call Waiting: While on your existing call, two quick beeps alert you that there is an incoming call. You may accept the call without terminating your original call. Push the flash button or by hanging up then picking up again quickly. The first caller will be put on hold, and you will be connected to the second caller. Push the feature activation button to alternate between callers. (Call waiting will not allow conferencing of the two parties involved).

Malicious Call Trace: Contact the UAF Police Department at 7721. They will provide additional resources for tracing such calls.

Call Hold: Engage this feature to hold any call. To activate: push feature activation button, listen for the special dial tone (three quick beeps followed by regular dial tone), dial #, 4, and hang up. Your call is now on hold; if you hang up there will be no ring. To return; lift handset; or flash hook set if you did not hang up.

ROOMMATE RESOURCES

More than 70 percent of on-campus residents at UAF have a roommate. Get to know your roommate and avoid conflict by outlining mutual expectations. Make a special effort to avoid conflict.

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 that a roommate will respect your personal belongings**

**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 rights of the host’s roommate(s), other facility residents and the UAF guest policy.**

If conflicts arise, speak with your roommate(s) first; talk a problem through before it becomes a major conflict. If this step is not successful, ask your RA for assistance

**Cutler Apartment Complex Roommates:** You and your roommates should have discussions the aim of helping decrease roommate stress. Suggested topics include cleaning schedules, bathroom use and cleaning, kitchen use and cleaning, common area use, and “borrowing” of food.

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**EMERGENCY RESPONSE**

**INFORMATION RELEASE AND FERPA:**
The Office of Admissions and the Registrar is responsible for keeping student education records. A complete copy of the university policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) is available at [www.uaf.edu/reg/schedule/](http://www.uaf.edu/reg/schedule/).


Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA.

Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual
designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his/her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student’s education records to perform work appropriate to their position.

No other information from a student’s education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, to comply with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

Directory Information
The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release the information. Forms to request that directory information not be released are available in the Office of Admissions and the Registrar.

No directory information will be released before the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such information. After that, information will be released when appropriate. The names of students who have requested their directory information be withheld will not appear in the published university Chancellor’s List and Deans’ List. The following is considered directory information:

**Name**
**Email address**
**Home city and state**
**Weight & height of students on athletic teams**
**Dates of attendance at UAF**
**Program/major field(s) of study**
**Degrees and certificates received, including dates**
**Participation in official university activities**
**Academic and co-curricular honors, awards and scholarships received, including dates**

**Honors and Scholarships:** Names of students receiving awards, scholarships or appearing on the Chancellor’s List or Deans’ List are released to the media with the exception of a student who has either requested that directory information not be released or has submitted a written request to UAF Marketing and Communications not to release honors information. This request must
be submitted no less than five working days after the end of the semester in which the honors were earned.

**RESIDENTIAL SERVICES**

Activities and programming by our staff are a vital part of the community life. We believe in the development of the “whole” person, both in and out of the classroom. Residence Life provides a variety of activities for students to attend. These events are a good way to get to know your fellow residents; an opportunity to explore different perspectives and topics that can serve as an adjunct to the academic curriculum.

**Mail Service:** The Campus Post Office provides U.S. mail service. Register for a post office box at the Campus Post Office in Constitution Hall. When sending packages via private carrier, (Fed Ex/UPS) use the following address:

Your Name, Phone Number  
Residential Facility, Room number  
732 Yukon Drive, Fairbanks, AK 99701

**FACILITY MANAGEMENT**

**Maintenance:** The Department of Residence Life and UAF Facilities Services are partners in the maintenance of residence life facilities. Maintenance repair requests for your room or apartment are made through your residence hall office. For housekeeping or maintenance concerns, please contact your residential facility staff. Do not attempt to make any repairs.

A resident’s request for maintenance constitutes permission for room/apartment entry by university staff.

Under normal circumstances, maintenance requests for work to be done in on-campus housing will be limited to:  
**10:00 AM - 4:30 PM, Monday -- Friday.**

For emergency repairs such as plumbing, heating or door lock issues, advance notice is not always possible.

**Emergency Maintenance Procedures:** Immediately contact a Residence Life staff member for problems with electricity, plumbing or other emergency issues in your room or apartment. If no staff members are available, call the Department of Residence Life at ext 7247 during regular business hours. For after-hours emergencies, call UAF Dispatch immediately at ext 7721.

**Family, Faculty, Graduate Housing:** Call ext 7247 or, for Hess Village residents only, call ext 1912 for maintenance repairs and concerns.

**Lights:** If a fluorescent light burns out in your apartment/room, contact your resident hall staff. For family, faculty, graduate housing, contact the Department of Residence Life. Requests will be submitted to the appropriate office for replacement.
RES LIFE
UNIVERSITY OF ALASKA
FAIRBANKS
ON-CAMPUS HOUSING