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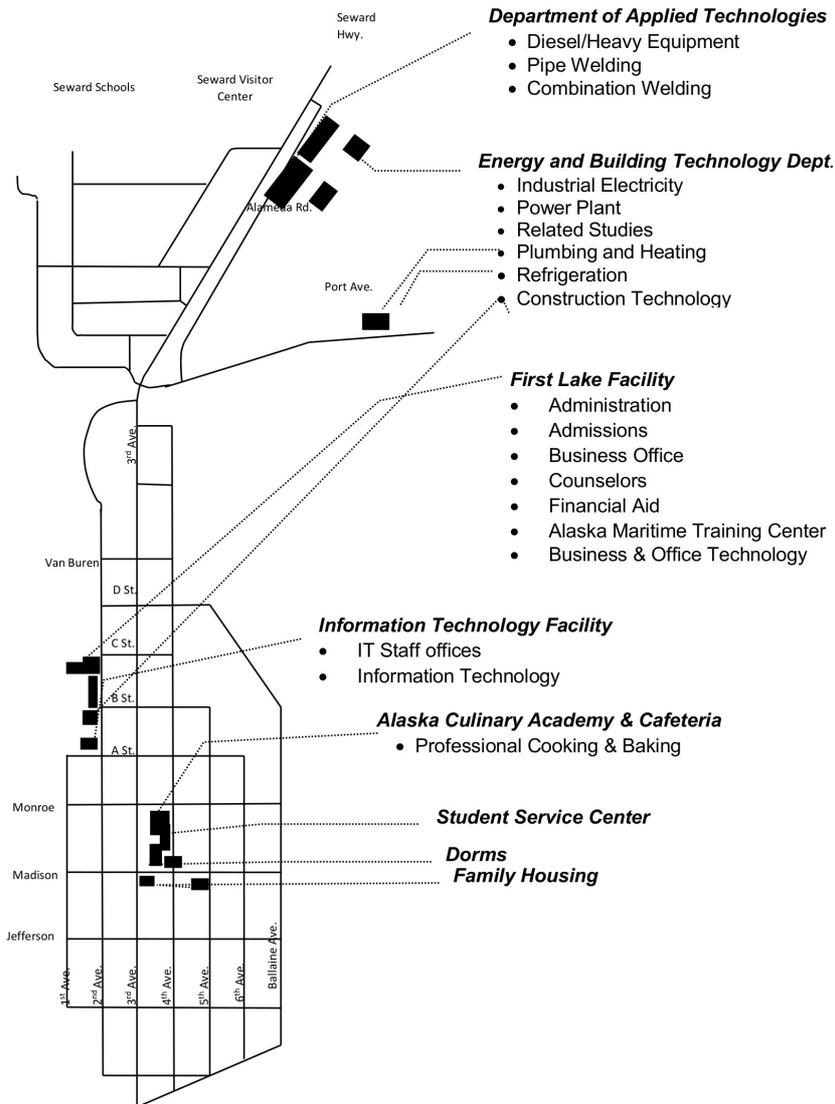
# AVTEC - Student Handbook

Department of Labor and Workforce Development

[Home](#)

## AVTEC-Student-Handbook

- [AVTEC Map](#)



- [Instant Information FAQs](#)

### How do I get mail?

Students will need to go to the post office to rent a post office box. See details in the Student Handbook for the process and documentation needed to rent a post office box

while attending AVTEC.

## What do I do if I need an accommodation for living and training at AVTEC?

Students who have a documented disability are responsible for making the needs known to the AVTEC Disability Services Officer, Patti Price at [patti.price@avtec.edu](mailto:patti.price@avtec.edu) or 907-224-6170.

Assistance is available to complete the steps necessary for AVTEC to make reasonable accommodation to make your living and training successful.

## Where do I go when I am sick or injured?

**In an emergency call 911 to reach police, fire, or ambulance.**

AVTEC provides first aid supplies in every campus building but does not offer any comprehensive health care services to students. Students are encouraged to utilize resources in the greater Seward community, including:

- **Seward Community Health Center** 417 First Avenue, 907-224-2273
- **North Star Clinic** (Chugachmuit/Indian Health Service ) 201 Third Avenue, 907-224-3490
- **Glacier Family Medicine Clinic** 11724 Seward Highway, 907-224-8733
- **Providence Emergency Services** 417 First Avenue, 907-224-5205 (*Open 24 Hours*)

## How do I contact the Residence Life staff?

The Residence Life phone is answered 24 hours a day when school is in session. The number is 907-362-1645.

## How do I contact the Financial Aid Officer?

The Financial Aid Office is located in the business office in the First Lake Building. The Financial Aid Officer is Kim Kain, and she can be reached at [kim.kain@avtec.edu](mailto:kim.kain@avtec.edu) or 907-224-6157.

- [General Information](#)

## Animals on Campus

Except as specifically required by law, animals are not allowed in AVTEC training facilities, dormitory rooms, or

apartments. Service Animals, as defined by the Americans with Disabilities Act, may be allowed through an approval process. Please contact the AVTEC ADA Coordinator for more information at 907-224-6170.

## Cafeteria Meals and Schedule

Students living in the residence halls are provided meals as part of their room and board fees. Students must bring their ID card to use student dining services. Students who live in AVTEC family apartments or private residences can purchase meals at the Business Office in the First Lake Building during regular business hours, 8:00 a.m.–5:00 p.m. Monday through Friday.

<b>MEAL SCHEDULE:</b> Monday-Friday		<b>MEAL SCHEDULE:</b> Weekends and Holidays*	
Breakfast	7:00 a.m. to 8:00 a.m.	Brunch	9:30 a.m. to 10:30 a.m.
Lunch	11:30 a.m. to 12:30 p.m.	Dinner	4:00 p.m. to 5:00 PM
Dinner	5:30 p.m. to 6:30 p.m.		
*On holidays when training is scheduled, the regular meal schedule applies.			

## Class Attendance

Class attendance is assessed and is measured as a part of overall student performance and mastery of skills. However, there are times when students are prevented from attending class. In these rare cases, the types of absence that are available to students are as follows:

- **Excused Absence:** Absences reported to the instructor **prior to the class start time** are excused. These include illness or injury, an absence prearranged and approved by the instructor, or a sudden unexpected emergency. Excused absences of longer than three days may require verification or other documented explanation of the absence.
- **Unexcused Absence:** Failure to notify the instructor of an

absence (no call-no show) or lateness, or dismissal from class for any reason are unexcused absences. With three consecutive days of “no call-no show” students will be considered to have left training. Tardies and dismissal from class for any reason will be considered unexcused absences.

Timeliness of arrival or tardy to class at the start of the day and after the lunch break is assessed and is measured as a part of the overall student performance and mastery of skills.

- **Tardy:** Arriving at training, without prior notice to the instructor, after the scheduled start time and from lunch break is a tardy and considered an unexcused absence. Tardiness accrues in 15-minute increments regardless of the arrival time.

In the extreme case where students need to be out of training for an extended period of time, there is the option of requesting from the instructor a Leave of Absence (LOA).

## Dress Code

Students are instructed in the appropriate attire required for the training areas and for professional appearance in the workplace and are expected to be appropriately dressed each day. Students wearing attire inappropriate for the classroom will be required to change clothes immediately. The time it takes to change clothes is unexcused time away from training.

## Leave of Absence

A Leave of Absence (LOA) is a period of time, formally agreed upon by the school and the student, in which the student has a break in training due to extenuating circumstances. An LOA is an interruption in training; it is not a period of excused absences. Training time missed during an LOA does not count against the student’s attendance record.

Requests for an LOA greater than 60 days must be approved by the Director or their designee. An LOA may not exceed a total of 180 days in any 12-month period. The LOA request form can be obtained from a counselor or on the student portal.

An LOA must be 1) requested by the student in writing, and

2) approved by their instructor, prior to the leave occurring. An LOA will not be approved without a formal written request from the student and agreement by the instructor.

If unforeseen circumstances prevent the request from being submitted prior to the leave, the student may request an LOA, in writing, to the Department Head as soon as feasible.

If a student fails to return from an LOA, the last date of attendance at AVTEC will be used as the withdrawal date.

Depending on the student's progress and amount of training missed, an extended enrollment may be granted by the training program Department Head for the student to complete certificate requirements.

## Mail Delivery

All residents living within the Seward city limits must have a post office box for mail delivery. Students who would like to set up mail delivery via a post office box may do so at the US Postal Service Office located at 507 Madison Avenue, open 9:30 a.m. to 4:30 p.m., Monday through Friday, and Saturdays from 10:00 a.m. to 2:00 p.m. A rental fee and a refundable key deposit may be required.

For students living in AVTEC Residence Halls or Family Student Housing Apartments, the documentation needed to prove residency to set up a post office box is two forms of ID and an AVTEC Residence card, available at the Residence Life office. For students living off-campus in private housing, the documentation needed is a copy of the rental agreement or a utility bill with their address.

## Parcel Delivery

Parcel Deliveries (UPS, FedEx, etc.) can be sent in the student's name and addressed to the Residence Life office at 516 3rd Avenue, Seward, AK 99664. Students should inform the Residence Life Office when they are expecting a package, and they will be informed when a package arrives.

## Personal Vehicle Information

Students who have their personal vehicle at AVTEC should register the vehicle and obtain a parking permit (at no cost) from the Residence Life Office in Willard E. Dunham Residence Hall. The permits must be displayed in the lower

left of the driver's side windshield.

Students may park in any unrestricted AVTEC parking area. Students may not park in restricted parking areas marked Handicap Accessible, Staff-Only, or State Vehicle parking. Vehicles that are parked in restricted areas, vehicles without parking permits, non-drivable/operational vehicles, or abandoned vehicles may receive a parking violation that could result in the loss of parking privileges, or the vehicle towed at the owner's expense. AVTEC assumes no liability for damage to personal vehicles by other individuals, or due to conditions caused by snow, ice, or snow removal equipment.

Students may leave vehicles parked on campus during school breaks with permission from the Residence Life Department Head. Students may not leave their vehicle on campus during the summer break between school years.

**Vehicle maintenance may be performed on campus with prior approval.**

## Student Employment

A few part-time positions at AVTEC are available to students. Please inquire about student work opportunities with AVTEC's Student Services or Student Activities staff.

## Student ID

Students enrolled at AVTEC receive a picture ID valid for the length of the training program. The student ID is to be used for meals and other student activities. If an ID is lost or stolen, it is re-issued at the expense of the student. If there are changes to status in a program or a housing status change, a new ID will be issued free of charge.

## Training Levels of Achievement (aka Grading Scale)

Training programs at AVTEC are designed to replicate what would be experienced on-the-job and with similar expectations. Training programs at AVTEC are competency-based, meaning that technical and employability skills are taught and the student learning is measured through the demonstration of the mastery of skills in the classroom, the performance on employability behaviors, and hands-on work in the labs.

Each program lists the skills students will master during their training on a Training Summary and progress toward mastery is tracked on a Monthly Progress Report, using the following rating system:

- **Level 4 Skilled:** Performed task independently; requires minimal supervision.
- **Level 3 Moderately Skilled:** Performed independently in a learning situation; may require initial supervision.
- **Level 2 Limited Skills:** Performed job during training; additional training is required.
- **Level 1 Demonstration Only:** No practice provided; further training required.
- **Level 0 No Exposure:** Student has no experience in the topic.

At any time during the training year, if a student is not making satisfactory progress toward mastery of the skills listed on the Training Summary, they could be subject to discipline up to dismissal from the training program. See the section titled General Categories of Conduct in Meeting Training Standards for details of the corrective process.

Upon completion of the training year, a final Training Summary will be completed indicating the level of the mastery of skills demonstrated by the student and an appropriate level of an AVTEC Certificate of Completion will be awarded.

## Student Transportation Services

Transportation is provided for students between the Residence Life Campus and Applied Tech training facilities on a set schedule before and after the training day and for lunch, Monday through Friday during the school year. Transportation between Residence Life Campus and the First Lake building is seasonal, dependent on weather. Bus schedules are posted in the Residence Halls, cafeteria, and training areas. Students should be ready to board at the specific location bus five minutes before scheduled departure time.

Transportation is provided to the grocery store every weekday evening and at noon on Saturdays and Sundays and departs from the Residence Life office in Willard E. Dunham Residence Hall. Students may also arrange transportation with Residence Life staff, at least 24 hours' in

advance to doctor's appointments, the pharmacy, or other community resources. Dependents of AVTEC students can ride in State vehicles and must wear seatbelts or use approved child restraint systems at all times as required by law.

## Withdrawals and Transfers

Students may seek to withdraw from a program at any time during the school year by submitting a statement of withdrawal to a counselor, instructor, or program Department Head.

Students may request a transfer from one program to another only during the **first week** of training with approval of effected instructors, the Department Heads of the impacted programs, and the Director or their designee. Consult an AVTEC Admissions Officer to initiate the withdrawal or transfer process.

## Workforce Innovation and Opportunity Act (WIOA) Youth Grant

Federal funding may be available for qualified students under age 25 for training and other assistance. Students should inquire with the WIOA Grant Coordinator, or a counselor, to learn more.

- [Campus Health and Safety](#)

**Call 911 to reach police, fire, or ambulance in an emergency.**

## Accident/Injury Reporting Procedures

Report any accident that occurs on campus, regardless of location or injury. When you are involved in an accident that causes an injury, seek immediate medical attention by calling 911 for emergency services, depending on the severity of the injury. If possible, complete a Student Accident Report within 72 hours of the accident. Students are encouraged to notify their medical insurance provider within 48 hours of accident or injury. Staff will provide the report and assist the student with its completion. The completed form is submitted to the Human Resource staff in the First Lake building at 809 2<sup>nd</sup> Avenue.

## Campus Law Enforcement

Seward Police Department (SPD) investigates any crime on the AVTEC campus. **Call 911** to reach **police, fire, or ambulance** in an **emergency**. For a non-emergency contact the Seward Police Department at **(907) 224-3338**. Students are encouraged when they see something, to say something and contact the Police with information about a crime or criminal activity.

## Emergency Notice, Response, and Shelter

In the event of an emergency, students will be notified with specific instructions for responding to the particular emergency and should follow instructions and the directives of AVTEC staff.

The AVTEC's Student Services Center is a designated shelter, and in an emergency, students should go there during an emergency where officials will provide further instruction.

## First Aid Supplies

First aid supplies for minor injuries are available in training and student life areas. Students must notify the closest available staff member if they require access to a first aid kit.

## Illness

Students are encouraged to take appropriate action to prevent the spread of contagious illnesses (flu, cold, etc.). Students who are experiencing a contagious illness should remain out of training and public campus areas until they are no longer contagious. Calling the instructor for an absence due to illness is the responsibility of the student and expected in all training programs.

Students living in the residence halls who become ill should notify the Residence Life office of the nature of their illness. Residence Life staff will help students to access healthcare resources in the community and prevent the spread of an illness by bringing meals to the student's room.

- [Non-Discrimination Statement](#)

The Alaska Vocational Technical Center (AVTEC) is a division of the Department of Labor and Workforce Development (DOLWD). The Alaska Department of Labor and Workforce Development (DOLWD) administers all programs and

activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

AVTEC is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment. If you believe you have experienced discrimination or harassment, you may contact the AVTEC Equal Rights Compliance Office at 224-6170 or contact:

- Alaska Department of Administration, Personnel and Labor Relations,  
Equal Employment Opportunity Program,  
619 E. Ship Creek Ave., Suite 309, Anchorage, Alaska  
99501  
Phone: (907)375.7700  
Fax: (907) 375-7719
- Alaska State Commission for Human Rights
- <https://humanrights.alaska.gov/services/complaints/>
- U.S. Department of Education, Office of Civil Rights  
Office for Civil Rights Telephone:  
(206)607-1600  
U.S. Department of Education FAX:  
(206)607-1601; TDD: 800-877-8339  
915 Second Avenue Room 3310  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Seattle, WA 98174-1099
- Student Code of Conduct  
AVTEC takes pride in the responsibility of its students and the social and educational atmosphere of the school and the community of Seward. Embedded in the AVTEC mission and values (guiding principles) is the desire to create a supportive learning environment that is accountable, equitable, and professional and encourages leadership through citizenship while preparing students with career and technical skills to succeed in the Alaska workforce.

The Student Code of Conduct sets out the standards of conduct expected of students enrolled in AVTEC training. AVTEC students are held responsible for their conduct at all

times. The code shall apply to conduct that occurs on AVTEC premises, at AVTEC sponsored activities, and to off-campus conduct that involves or adversely affects AVTEC in the pursuit of its objectives.

Any student who engages in misconduct shall be subject to disciplinary action. AVTEC reserves the right to withdraw from any student the privilege of attending AVTEC for any lawful reason that the school deems appropriate.

## General Categories of Training Standards Misconduct

Training standards at AVTEC include regular attendance, timeliness of arrival to the training classroom/lab, and meeting satisfactory progress in skills achievement, all toward earning a certificate of completion. Failure to meet the standards is a violation and subject to discipline.

### Regular attendance

Students are to be in class every day, on time, and ready to begin training at the assigned start time.

At the beginning of training, instructors will provide students with the approved contact information and process for notice of absence(s).

An instructor may remove a student from class for violations of the code of conduct. Before allowing the student to return to class, the instructor, Department Head, and/or administrator will meet with the student and a counselor to establish the expectations to be met in order to continue training.

Students must have attendance greater than 90% in order to graduate and receive a certificate of completion.

For further information, please see page 8 Class Attendance.

### Satisfactory progress (or SAP) in skills achievement toward completion of a training certificate

Students must continue to make satisfactory progress toward earning a certificate of completion as documented in periodic or monthly progress reports. Failure to make progress will result in a warning and possible probation and

dismissal from training.

## General Categories of Behavioral Misconduct

Cases of behavioral misconduct usually fall into one of several general categories. The following categories illustrate the expectations for students attending AVTEC and provide examples of misconduct subject to AVTEC discipline.

### **Actions against Persons**

Conduct that involves force, the threat of force, or intimidation directed at an individual or group of individuals may constitute an action against persons. Examples include:

- *Assault* includes but does not necessarily require unwanted physical contact, as well as fighting and physical altercations.
- *Sexual misconduct* detailed definitions and examples of sexual misconduct, including sexual assault and Title IX violations can be found in Appendix B Campus Security Policy.
- *Harassment, intimidation or bullying* which includes acts of intimidation, stalking, confrontation, verbal slurs, insults or taunts, physical force or threat of physical force made with the intention of causing fear, intimidation, ridicule, humiliation, disparagement, disruption to the training environment, or damage to property. Such acts committed in person, by visual materials in residence halls and family housing apartments that can be viewed through open doors, windows, or vehicles parked on campus, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites are subject to discipline.

### **Actions against property**

Conduct that results in damage to property. Examples include, but are not limited to:

- *Theft* to steal or knowingly possess stolen property or any item reasonable through to be lost and not abandoned.
- *Damaging the property of another person or AVTEC* may result in disciplinary action for damage to AVTEC property, including their own rooms, in addition to any money damages assessed by AVTEC to repair such damage.

- *Illegally entering AVTEC facilities* includes unauthorized possession, use, or duplication of AVTEC keys or cards, passwords or other means of access.

## **Dangerous or disorderly conduct**

Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of AVTEC to carry on its essential functions may constitute dangerous or disorderly conduct. In accordance with the Federal Drug-Free Schools and Campuses Act, AVTEC standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on AVTEC property or as part of any of its activities.

- *Illegally possessing, using, manufacturing, growing or distributing any scheduled drugs and narcotics:* Including but not limited to, amphetamines, marijuana, cocaine, heroin, and LSD renders a student liable to disciplinary action including confiscation of materials, disciplinary action up to and including eviction from student housing, dismissal and or referral to local police authorities.
- *Violating the alcohol policy:* Includes but is not limited to possession, consumption and/or intoxication on campus by persons in training and/or living in student housing regardless of age and the furnishing of, procurement of, or delivery of alcoholic beverages to a person who is in training and/or living on campus regardless of age.
- *Tobacco policy:* Under the laws of the State of Alaska and AVTEC policy indicates that tobacco use is permitted in designated areas only and students using tobacco/e-cigarettes in non-designated areas will be subject to fines and discipline up to and including dismissal from training.
- *Possessing a weapon on campus:* Possession of weapons of any kind on campus and at all AVTEC sponsored activities whether on or off-campus is prohibited. Exceptions are tools of training, such as culinary knife sets, and small personal pocketknives with a manually opened blade, not to exceed 3.5 inches in blade length. Engaging in any activity involving unlawful use or possession of firearms or illegal weapons.
- *Disorderly conduct* is that which infringes on the freedom and activities of others, or conduct which is disruptive, harassing, obscene, and lewd or a nuisance including conduct which disrupts normal operations, in residence halls, and training labs and classrooms.

## Actions against the Institution

Conduct which involves the unauthorized accessing or alteration of documents and record controlled by AVTEC or improper use of AVTEC electronic and physical resources may constitute an action against the institution. Examples of actions against the institution include:

- *Unauthorized use or access to AVTEC property*, forgery, furnishing false information, and theft or damage to AVTEC property.
- *Internet Use Policy* (See Appendix A Internet Use Policy) is intended to provide effective protection of individual users, equitable access, and proper management of these resources. Access to the AVTEC state network and AVTEC owned computers requires a login, provided during orientation; users are monitored through this login for appropriate use of the internet. Violation of any part of the Internet Use Policy will result in denied access to the network.
- [Student Housing](#)  
Students living in campus housing, including Family Housing Apartments, have some additional requirements in addition to those in the Student's Code of Conduct.

## Residence Halls Safety and Security

The residence halls (Willard E. Dunham Residence Hall and the Fourth Avenue Residence Hall) and Student Service Center (SSC) is monitored by security cameras for student and staff safety. The main entrance doors of the residence halls are unlocked at all times. Some other exterior doors are locked from 11:00 p.m. -6:00 a.m. Some doors are alarmed, do not exit an alarmed door except in an emergency.

Safety is the first priority at AVTEC. If students notice anything that looks or feels unsafe in or around residence life or campus, please notify an AVTEC staff member immediately. **In the event of a medical emergency, fire, or need for police, call 911.**

## Residence Life Office

Residence Life staff are available 24-hours a day, seven days a week. The Residence Life office is located in the Willard E. Dunham Residence Hall lobby. The office phone is 907-224-6100, and the cell number is 907-362-1645, where they can

be reached if they are not in the office.

## Housing Assignments and Occupancy

Housing assignments are determined prior to arrival at AVTEC. Any student wishing to change housing status, room/apartment assignments, or those vacating early for any reason need to inform the residence life staff. All changes must be approved by residence life staff.

## Termination of the Agreement

Residents may request a termination of their Housing Agreement at any time. Students are expected to vacate and clean their room prior to the date of termination and will be charged for damages beyond normal wear and tear.

A student evicted from the residence halls as part of disciplinary action will forfeit room payment for the balance of the current term. Following an eviction from the residence hall, the student shall remove all personal belongings, clean the unit, return the key, and satisfy a housing inspection based on their initial housing agreement. Students will be charged for damages or failure to return keys, and all charges must be cleared on the student account to receive a completion certificate. [LL1] [LL2] [LL3]

## Moving Out of Residence Halls

Students are to move out of their space no more than 48 hours after graduation. If a student needs more time to vacate and clean, they can make a request for an extended stay in advance and in writing to the Residence Life Department Head. Students shall remove all personal belongings, clean the unit, return the key, and satisfy a housing inspection based on their initial housing agreement. Students will be charged for damages or failure to return keys, and all charges must be cleared on the student account to receive a completion certificate.

[LL4] [LL5] [LL6]

## Occupancy during Holidays and Summer Breaks

Students cannot stay in their rooms in the residence halls during the winter holiday but may leave their belongings in their rooms. Students must vacate, clean, and check out of their rooms for the summer break using the same process

and guidelines found in the section on moving out.

Summer storage of belongings is available for returning students and can be coordinated with the Residence Life Department Head. Students who are not returning after the winter or summer break must notify the Residence Life staff in writing prior to their departure.

## Student Housing Rules

Students living in residence halls are required to sign an agreement indicating they have received and understand all of these policies within the Student Handbook. This agreement can be found in Appendix D of this handbook.

## Room Displays

Students may display appropriate posters and other wall hangings in residence hall rooms. See the student code of conduct for expectations of posters and wall hanging content.

## Guests

Students living in the residence hall may have guests visit between the hours of 7:00 a.m. -10:00 p.m., and the student must remain with the guest at all times. A legal guardian must accompany guests under 18 years of age. Guests must adhere to the AVTEC code of conduct while on campus, and it is the responsibility of the students to see that their guest's behavior follows the code of conduct.

Overnight guests in the residence halls are prohibited. Students who violate this rule are subject to warning and/or eviction.

## Maintenance Request

Residents are not permitted to make repairs to AVTEC facilities. Residents must contact the Residence Life office to report broken or inoperative items. Residents may request a specific time period between 8:30 a.m. and 4:30 p.m. for the maintenance work to be done and every effort will be made to accommodate such requests. After the request is made, a maintenance person will attend to the issue in a timely manner, depending on the severity of the needed repairs.

## Housing Inspections

Staff will perform periodic health and safety inspections inside Residence Hall rooms and Family Student Housing Apartments. Public notice of inspections will be provided at least 24 hours in advance.

Students will receive a written notice of issues discovered during the inspection that must be corrected within a reasonable period of time, which will be in the notice. AVTEC staff may address issues not corrected within the time allowed, and students will be charged for time and materials to remedy the deficiencies.

## Right to Entry

Residents have the right to privacy in their Residence Hall room or Family Student Housing Apartment. However, staff may enter a room after knocking loudly and announcing themselves within these parameters:

- during unoccupied breaks for maintenance or other business purposes;
  - with prior public notice to conduct regular and periodic housing health and safety inspections;
  - with prior public notice to affected residents, to perform maintenance work necessary for the continued operation of the entire facility;
  - with prior notification to the resident, to prepare room space for a new resident or to pack the belongings of a former resident;
  - to make repairs after a resident has given notice of needed maintenance;
  - to locate a missing student when the whereabouts cannot be determined from instructors or friends, and when his/her roommate is unavailable;
  - to handle any emergency which threatens the health and safety of the resident or other residents; or
  - to investigate activity that appears to violate policy and regulations, when staff has probable cause.
- 
- [Student Recreation and Social Opportunities](#)

## Recreational Activities

The AVTEC Student Services Center has a full-size gymnasium, racquetball court, climbing wall, auditorium, fitness center, sauna, crafts room, computer lab study areas,

and snack bar that provide students with a variety of recreation options on campus. AVTEC students have access to the local high school pool, at no cost to the student, once per week for swimming. Social events such as campfires, intramural sports, field trips, and cultural activities occur throughout the year.

Student lounges are available in Willard E. Dunham Residence Hall and the Student Service Center. In these lounges, students will find pool tables, table tennis, foosball, video games, and cable television available 24 hours a day for on-campus residents and during visiting hours for current off-campus students.

A variety of board games and sports equipment, musical instruments, camping gear, and outdoor recreational supplies are available for students to check out from the Recreation Specialist or Residence Life staff.

The AVTEC ceramics and crafts room is open most evenings for student use. Free supplies for a variety of crafts including ceramics, beading, painting, knitting/crocheting, and traditional arts and crafts are available for students to use.

The Alaska SeaLife Center offers free admission to AVTEC students with a valid AVTEC ID. Free admission passes for students' visiting families are available from the Recreation office. Check with the Residence Life staff for more information.

## Athletic Teams

AVTEC sponsors various sports teams that play in seasonal leagues and special tournaments sponsored by the City of Seward. Participating students will be responsible for player fees. For information about sports and leagues, students should visit the Recreation Specialist office across from the gymnasium.

## Bicycles

AVTEC recommends that students register personal bicycles with the Residence Life office, identifying it by the serial number and an AVTEC parking sticker. Students are encouraged to use a secure lock. Bicycles may be parked in any of the bicycle racks available at AVTEC's buildings. Bicycles may not be left in a location that blocks doorways or

pathways on campus or locked to trees around campus. Residents may store their bicycles inside their Residence Hall rooms or Family Student Housing Apartments but are responsible for any resulting damage.

## Interest Groups

Offerings change year to year based on student interest. Wellness, rocketry, crafts, knitting, photography, AA/NA/Al-Anon meetings, and a variety of other interests have had organized clubs in the past. For more information about student groups and resources, please contact the Recreation Specialist.

## Public and Dependent Use of Recreation Facilities

The Seward Department of Parks and Recreation schedule some athletic activities at AVTEC for the public. Students and their dependents may participate, free of charge, in most age-appropriate activity that is open to the public at the Student Services Center.

A guardian must directly supervise children under the age of 16 at all times when using the Student Service Center. Dependents and guests under the age of 18 are not permitted to use the lounges inside Willard E. Dunham Residence Hall at any time. Students who bring guests into recreation areas are responsible for the behavior of their guests while using the facility.

- [Appendix A - Internet Use Policy](#)

## Definitions

**Authorized Use:** Any scholarly activity, AVTEC business activity, or personal activity by an authorized user that does not violate any federal or state law or AVTEC policy.

**Authorized Users:** Currently enrolled students, authorized guests, or other individuals as approved by the AVTEC Administration or their designee.

**Computing resources:** Refers to and includes any and all forms of computer-related equipment, tools, and intellectual property. This includes computer systems, personal computers, and computer networks and all forms of software, firmware, operating software, and application

software owned by AVTEC or under the school's possession, custody, or control.

**E-mail:** Electronic mail

**Personally Owned Computer (POC):** Any desktop or laptop, or handheld computing devices such as tablets, smartphones, gaming devices, or other electronic devices that may connect to AVTEC computing resources owned by an employee or student that is used on campus or in campus housing.

**AVTEC Owned Computer (AOC):** Any AVTEC-owned desktop computer, laptop computer, or handheld computer that is assigned to or used by an Authorized User.

Personal use of campus computers in offices, computer labs, library, and other areas is allowed within reasonable limits. Authorized users shall be made aware that they are using AVTEC equipment and/or resources, and such use is a reflection on the institution. Authorized users shall be aware that they are subject to all AVTEC policies while personally owned computers are connected to AVTEC's network.

## IT Rights and Remedies

IT Services is responsible for enforcing AVTEC's Acceptable Use of Computing Resources Policy. It shall be enforced in concert with all other AVTEC policies, as well as local, state, and federal laws pertaining to the use of the network and computer resources. This policy applies to both the AVTEC wired and wireless networks. It is the user's responsibility to be aware of all relevant policy documents.

## Network Access

Individuals should always have a contingency plan for critical activities, assignments, and/or communications. Campus network resources are as advanced as possible. IT Services cannot control failure of equipment and/or network and/or remote location problems beyond the boundary of AVTEC's campus.

## Enforcement of the Acceptable Use Policy

As a state-owned resource, the Campus Network is monitored. The network data content is not monitored, reviewed, or stored. If connections to and from the user's

computer look unusual, the user will receive an email or phone call from a staff member about the activity. The staff member will attempt to ensure that the computer is configured correctly and/or not infected with a virus. In some cases, the user may be asked to modify their activity.

In extreme cases, the computer may be disconnected from the network without warning. IT Services has the authority, depending on circumstances, to block network access to/from the user's machine. Repeated violations may result in permanent loss of network connectivity privileges.

Failure to abide by AVTEC's Acceptable Use of Computing Resources Policy and the AVTEC General Acceptable Use Policy may result in actions including but not limited to:

- Immediate disconnection from the Campus Network without warning
- Disciplinary action, as outlined in AVTEC Housing and Student Affairs Policies
- Legal action under state and federal law

## User Responsibilities

1. The user is responsible for registering the computer or electronic device. Go online to:  
<http://www.AVTEC.edu/webform/guest-wireless-internet-access>
2. If registration information changes, the user must contact AVTEC's IT Services with the updated information.
3. The user is responsible for all network traffic generated by their network-attached device. The user will be held accountable for violations of the applicable policies regardless of whether the user 1) generated the traffic, 2) is aware of the traffic, or 3) is aware of the policy violation.
4. The user is responsible for seeking clarification from IT Services about any situations that they feel may violate policy.
5. The user is responsible for installing, maintaining, and utilizing a virus prevention application.
6. The user is responsible for protecting the wireless network's security software, so it is not transferred from one machine to another. The user is also responsible for the safekeeping of their authentication, user identification, and password.

## Unacceptable Use

The performance of AVTEC business, education, and institutional functions require the appropriate use of network resources. Any disruption of the network can penalize hundreds of users on campus. Under no circumstances is an AVTEC student or authorized guest to engage in any activity illegal under local, state, or federal law or to violate the Alaska Administrative Code.

The actions listed below are prohibited and are the responsibility of the user, whether intentional or accidental:

1. Violating any state or federal law or regulation
2. Any action that would impair the function of the network
3. Any action that would deny or impair network service to another system or user
4. Operation of any server on the network
5. Peer to peer programs that share music, video, or other files
6. Hosting a WEB site on a machine connected to the campus network
7. Providing access to the AVTEC network to non-authorized users
8. Using a computer, computer account, or system without authorization
9. Using the campus network to gain unauthorized access to any computer (hacking)
10. Connecting to another Internet Service Provider (dial-up, DSL, cable modem) while connected to the campus network
11. Performing an act that will interfere with, damage, or otherwise degrade the normal operation of other systems and/or network resources; including, but not limited to, running, installing, or distributing programs known as computer viruses, Trojan horses, and worms
12. Attempting to monitor or tamper with another individual's electronic communications, including scans, "sniffers," and probes of the campus network
13. Attempting to circumvent data protection schemes or security mechanisms
14. Misrepresenting one's identity to avoid accountability, including, but not limited to, falsifying one's E-mail address or impersonating others in any communication form
15. Using another individual's computer account identity
16. Violating terms of applicable software licensing agreements or copyright protection laws, including making available materials such as music, videos, text, or software

without appropriate permission

17. Taking any action that invades the privacy of individuals or entities that are creators, authors, users, or subjects of information resources
18. Using the network for commercial purposes, for personal financial gain, or the exchange of services for money or any other thing of value. Advertising of the availability for sale of miscellaneous used personal property belonging to the resident is not commercial within the meaning of this paragraph
19. Using an unauthorized IP address or statically assigned address
20. Using electronic mail, services, or facilities to harass others, including, but not limited to, sending unsolicited mass mailings over the network (chain mail, solicitations, etc.), sending email and/or attachments to an individual who has requested that such email and/or attachments not be sent, using harassing comments or activities during Internet Chat applications
21. Connecting a personal wireless switch, router, or access point to the campus network
22. Extending the campus network services by modifying the wiring beyond the area of their intended use of one computer per data jack. This applies to all network hardware, computer lab equipment, and in-room data jacks

- [Appendix B - Campus Security Policy](#)

AVTEC provides a safe learning environment for all students and a safe living environment for all residents and their dependents. AVTEC is subject to policies and procedures from a variety of federal, state, and local laws, including, but not limited to, the Higher Education Act and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Acts.

AVTEC prepares an annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is on the AVTEC website at [www.avtec.edu](http://www.avtec.edu). The report is prepared in cooperation with the Seward Police Department.

The Violence Against Women Act (VAWA) requires the inclusion and dissemination of information about sexual offenses that occur on campus as well as details about what constitutes a sexual offense, and resources available for the

accuser and accused in these incidents.

## Policy Required Definitions

- Awareness Programs: Programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence, and stalking, and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration.
- Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual
- Consent: Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- Domestic Violence: Under Alaska State law, it is illegal for a person to hurt you physically in any way, to force you to have sex when you don't want to, to threaten to hurt or kill you or your children or to destroy your property. Domestic violence occurs when you are physically, sexually, or emotionally abused by another person who is associated with you as:
  - A spouse or former spouse;
  - A person you have dated, or are presently dating;
  - A person with whom you have had sex;
  - A person who lives, or has previously lived with you, in the same household;
  - A parent, stepparent, grandparent, child or grandchild, aunt, uncle, cousin, second cousin or children of any of these persons. Under Alaska law, dating violence is considered to be domestic violence when it involves individuals who are in current or former dating relationships, regardless of their housing situation.
- Ongoing Prevention and Awareness Campaigns: Campaigns that are sustained over time, focusing on increasing awareness or understanding of topics relevant

to SA, DV, and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, athletics, and incoming students) and will utilize a range of strategies.

- Primary Prevention Programs: Programming, initiatives, and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs
- Stalking: Under Alaska law, it is illegal for another person to intentionally act in such a way that recklessly places you or someone else in fear of death or physical injury to either yourself or a member of your family. Examples of stalking vary but stem from “nonconsensual contact” which means that any contact that is initiated or continued without that person’s consent, after someone has expressed a desire to cease contact, or is outside of the realms of desired contact. Some examples include:
  - following or appearing within sight of that person;
  - approaching or confronting that person in a public place or on private property;
  - appearing at the workplace or residence of that person;
  - entering onto or remaining on property owned, leased, or occupied by that person;
  - contacting that person by telephone;
  - sending mail or electronic communications to that person; or
  - placing an object on, or delivering an object to, property owned, leased, or occupied by that person.
- Sexual Assault: Sexual penetration or sexual contact of another person without consent is sexual assault and can occur under a variety of circumstances, including but not limited to:
  - Engaging in sexual penetration with someone without their permission and/or who has told you no;
  - Engaging in or attempting sexual penetration or contact with someone without their permission and they are seriously physically injured as a result;
  - Engaging or attempting to engage in sexual activity or contact with someone known to be mentally incapable;
  - Engaging or attempting to engage in sexual activity with someone who is incapacitated, too drunk or high to remember what happened, too drunk or high to walk, talk, or clearly communicate and to give consent; or
  - Engaging in or attempting to engage in sexual activity or

contact with someone who is unaware of what is happening to them.

- [Appendix C - Refund Policy](#)

AVTEC is required to have a fair and equitable refund policy. Using the appropriate refund policy related to the student's financing and program length, a refund is calculated when a student withdraws, drops out, is terminated, or otherwise fails to complete the student's contracted training program on or after the first day of training. The institution refunds 100 percent of the tuition and fees collected in advance for classes it cancels, within 30 days of the planned start date.

## Refund Calculations

Refund calculations are made from the last date of recorded attendance. Refunds are processed no later than 30 days after the student's official withdrawal date. If the student does not officially withdraw, refunds will be made no later than 30 days from the date the school terminates the student or determines the student has withdrawn.

At times students present with multiple sources of funding. When leaving AVTEC and requesting a refund, any student funds remaining on account for repayment are prioritized depending on the regulations that apply to the source of those funds. The following is the priority of the distribution of refunds, as mandated by Federal and State regulations:

- 1) Unsubsidized Federal Direct Loans
- 2) Subsidized Federal Direct Loans
- 3) Federal Pell Grants
- 4) Alaska Supplemental Education Loan
- 5) Other federal, state, private, or institutional sources of aid
- 6) The student and/or student's family.

## Tuition Refund Policy

After 50 percent of the allotted program training period has elapsed, no refunds will be granted. Prior to 50 percent of lapsed training time, refunds will be made as follows:

- Prior to the 4<sup>th</sup> day of training, 100 percent tuition refund.
- The 4<sup>th</sup> day up to ten percent of the allotted program training for that period, 90 percent tuition refund
- After ten percent but not more than 20 percent of the allotted program training, 80 percent tuition refund
- After 20 percent but not more than 25 percent of the

- allotted program training, 55 percent tuition refund
- After 25 percent but not more than 50 percent of the allotted program training, 30 percent tuition refund

### Room and Board Refund Policy

Room and board/rent is refunded consistent with the agreement signed for housing. Any funds on account in excess of the current charges will be refunded provided the room is cleaned and free of damage above reasonable wear and tear.

## Veteran’s Refund Policy

Refunds to eligible veterans will be made on a prorated basis.

## Returned Check Policy

A returned check fee of \$25.00 is charged to the account of the student on whose behalf the check was written. The fee is assessed for any checks returned to AVTEC regardless of the reason.

- [Students Needing Accommodation](#)

AVTEC complies with Title I of the Americans with Disabilities Act (ADA), Section 504, and Title IX and will make reasonable accommodations for students with a documented disability. It is the student’s responsibility to provide documentation of a disability. Students seeking accommodation should contact the AVTEC Americans with Disabilities Act Compliance Officer at 224-6170 to complete appropriate documentation for needed accommodation.

AVTEC ADA Coordinator P.O. Box 889 Seward, AK 99664 (907) 224-6170 FAX: (907) 224-4400	State ADA Coordinator Alaska Department of Administration 550 W 7th Avenue, Suite 1960 Anchorage, AK 99501 <b>Phone (voice): (907) 375-7716</b> Phone (TTY): 711 for Alaska Relay Fax: (907) 375-7719
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- [Statement of Title IX Compliance](#)

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX

also protects students and employees from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are both forms of unlawful discrimination under Title IX.

AVTEC's Title IX Coordinator can be reached for questions and comments, or reports of violations of Title IX.

Jamie Hall  
Title IX Coordinator  
907-224-6114  
519 4<sup>th</sup> Ave, P.O. Box 889  
Seward, AK 99664

- [Corrective Actions](#)

Students are provided due process when a violation of the code of conduct results in corrective actions. However, depending on the severity of the violation, a student may be summarily dismissed by the AVTEC Director or their designee.

## Warning

Written warnings will be issued by instructional or other staff for violations of the code of conduct. Students who do not heed the warnings may be subject to probation, eviction from housing, restriction from campus facilities, and/or dismissal from training.

## Probation

Any instructor or staff member in authority at AVTEC can place a student on probation for violation of the code of conduct, with or without warning. Training related probation is issued by the Department Head, in consultation with the instructor.

The initial duration of the probation period is 30 days and can be reduced or extended beyond this initial timeframe based on student progress. Probation may not be extended beyond 60 days total. If a student fails to satisfy the conditions of the probation after 60 days, they will be dismissed from training.

Students may be placed on probation at the same time for different reasons but may not be placed on probation more than **twice** for the same type of violation, and the second probation cannot be extended. A student who fails to satisfy

the conditions of a second probation for the same reason will be dismissed from training.

Probation terms and conditions include:

- Reason for the probation, length of time, and plan of improvement
- Schedule a meeting with a counselor and the AVTEC Financial Aid Officer within two business (2) days of the effective date of the probation
- Demonstrate that the plan of improvement is being followed

Violations of the code of conduct or terms of the probation while on probationary status can result in dismissal from training. While on probation, students are not eligible for student employment, a certificate of completion, and/or disbursement of financial aid.

## **Residence Life**

Students can be placed on warning and/or evicted from housing at any time while at AVTEC for violations of the code of conduct. AVTEC Residence Life staff and administration reserves the right to evict a student immediately depending on the severity of the violations.

### **Residence Life Warning**

Students who violate the code of conduct in housing (residence halls and family apartments) will be issued a warning with the mandate to see a counselor within two (2) business days from the date of the warning to discuss the nature of the violation and the next steps as a consequence to further violations. A student who does not comply will be evicted from housing.

### **Residence Life Eviction**

Students who violate the code of conduct a second time in housing, for the same or a different violation, will be evicted.

A student evicted from the residence halls as part of a disciplinary action will forfeit room payment for the balance of the current term. The student may continue to eat in the cafeteria for the current term as long as those rights have not been terminated as part of the disciplinary action. A student evicted from family housing apartments as part of a

disciplinary action will forfeit rent payment for the remainder of the current and following month.

Following an eviction from the residence hall or family apartment, the student will be given a written notification to remove all personal belongings, clean the unit, return the key, and satisfy a housing inspection based on their initial housing agreement. Students will be charged for damages or failure to return keys, and all charges must be cleared on the student account to receive a completion certificate.

- [Appeals Process](#)

Concerns about any aspect of the student experience should be addressed through the AVTEC resolution process.

Students may file a formal appeal to a disciplinary action within two (2) business days of the date of receipt of the notice of discipline based on one or more of the following grounds:

- To provide new or additional information regarding the disciplinary action
- To correct information stated in the disciplinary action that would impact the decision
- To appeal the disciplinary action because it does not follow the policies as outlined in the AVTEC Student Handbook

The counseling staff can assist students with the appeal process as follows:

- Student receives the appeals form from a counselor.
  - Student completes the appeals form and returns it to the counselor, who submits to the Director or their designee.
  - Student and counselor are notified of the time and place for the hearing of the appeal.
  - Student is notified of the decision of their appeal in writing within 24 hours of the appeal hearing date; this notice, with any terms and conditions for the student to return, will become part of the student's permanent record.
- [Student Rights and Responsibilities](#)

## **Student Rights**

- Right to pursue training in a clean, organized, and safe environment; and one that is free from harassment and discrimination.
- Right to fair and impartial evaluation of training

performance and a means of recourse to challenge action contrary to this standard.

- Right to free expression and to participate and contribute feedback in the formulating and evaluating of institutional policies.
- Right to access to staff and instructors for training, assistance, guidance, and administration.
- Right to a clearly defined, fair, and consistent enforcement of rules that govern AVTEC operations and student code of conduct and due process for appeals.
- Right of access to and protection from improper disclosure of student records as required by appropriate legal authority.
- Right to have access to accurate information regarding tuition, fees and charges, refunds, and general requirements for establishing and maintaining satisfactory progress in training and requirements for completion.
- Right to a reasonably peaceful and quiet environment in which you can study and sleep.
- Right to privacy, respect, and security of your person and personal property; one that is free from unreasonable search and/or seizure.
- Right to confront others behavior that infringes on your rights and to file both formal and informal complaints about any aspect of the AVTEC experience.
- Right to expect freedom from interference regarding your personal recreational, social, and personal enhancement opportunities established within the campus community.

## **Student Responsibilities**

- Being in the assigned place with appropriate materials, ready to work at the designated time that training begins; follow instructor direction, class rules, and expectations at all times; be in attendance regularly and practice professional behavior in providing prior notification to instructors when unable to attend.
- Using appropriate language and behavior at all times while maintaining friendly and courteous behavior.
- Follow the policies, rules, and regulations of training and campus life to support the educational purposes of AVTEC and to sustain a safe and comfortable living and learning environment.
- Respect the rights of others, and report unsafe or disturbing situations to appropriate staff; allow health and safety inspections of residence when staying in student

- housing.
- Meet expected payment schedules for tuition, room, and board, and other fees.

## Resolution Process

The first step in resolving an issue is to attempt informal resolution by contacting the individual closest to the issue. Counselors are available to assist with an attempt at a resolution. If a satisfactory resolution is not achieved through this informal process, the student may submit a formal written complaint to the Director for investigation and response. If the issue is not satisfactorily resolved after taking the steps listed above, the student may contact the Department of Labor and Workforce Development Commissioner at [commissioner.labor@alaska.gov](mailto:commissioner.labor@alaska.gov)

- [Student Resources](#)

AVTEC's Student Services Department is located upstairs in offices at the Student Services Center. It provides opportunities for students who may need additional assistance to succeed in training. Some of the services are:

### Alaska Adult Education Program and GED Preparation

Seward Community Learning Center, located at AVTEC, provides basic education instruction for GED reparation, English as a second language, basic math, reading, and writing.

### Employment and Career Services

The AVTEC Career Advisor works with students to develop a résumé, enhance job search skills, complete job applications, practice interviewing skills, and is a liaison between students and employers.

### Counseling Services

Counselors assist students in adjusting to their training programs, overcoming barriers that may prevent the student from meeting their goals of graduation, employment, or personal growth.

Students may seek assistance from counseling staff for various issues such as homesickness, conflict resolution,

substance abuse, relationship issues, and financial matters. Referrals from counselors to outside agencies and providers are also available.

## Communications Training Course

Communications Training is part of the curriculum of several training programs. Student Services staff presents and teaches this course. They also present information regarding the rights and responsibilities of a respectful workplace.

## Drug-Free Work Place

Students enrolled in long-term training (six weeks or longer) receive orientation follow-up which includes conversations on Drug-Free Workplaces. Topics include the risks to safety and personal health resulting from substance abuse and workplace drug and alcohol testing.

## Foundations for Success

Students who would like to improve on their study skills, mathematics, English, and reading skills as applied in the work environment can participate in various courses offered through the Student Services Department.

## Media Center

AVTEC's Media Center is open seven days a week. Monday through Thursday from 8:00a.m. -10:00p.m., Fridays from 8:00a.m.-9:00p.m., and weekends from 5:00p.m. -9:00p.m. Times may change for weekends and holidays. The hours are posted on the door.

## Tutoring

Students who need additional assistance with training assignments can go to the Media Center and seek tutoring assistance through the Student Service Department.

## Testing Services

AVTEC operates a testing center and offers proctoring services for students to access tests for GED, Work Keys (the *ACT National Career Readiness Certification*) the Test of Adult Basic Education, and select industry credentials.

## Student Records Policy

AVTEC's Student Records Office maintains a permanent file for each student. AVTEC protects the privacy of students and

keeps records confidential in compliance with the Family Educational Rights and Privacy Act. Students may request to see their permanent file or have a copy made of it for a fee. Only authorized AVTEC staff may review your record. Staff will not release the records to parents, sponsors, or other interested parties without the written consent of the student.

- [Appendix D – Student Housing Agreement](#)

## Residence Life Office

A Residence Life attendant is on duty at all times. If he or she is not in the office, call the **Residence Life cell phone (362-1645)**. There is a landline phone on the wall by the Residence Life office for local calls.

**If there is a medical emergency, fire, or need for police, call 911.**

## Safety

Safety is our first priority. Residents are expected to use good judgment regarding all activities on and around campus. Unsafe behavior on AVTEC property will not be tolerated. If you see anything that looks or feels unsafe, please let a Residence Life attendant know as soon as possible.

## Quiet Hours

Quiet hours are from 10:00 p.m.–7:00 a.m. and are strictly enforced. Be respectful to your neighbors. Off-campus guests (including family housing residents) are required to be out of the dormitory and off-campus by 10:00 p.m.

## Drugs, Alcohol, and Intoxication

AVTEC maintains an alcohol and drug-free campus. **Alcohol and street drugs (including full and empty alcohol containers & cannabis/marijuana) are strictly prohibited on campus.** Students (or their guests) who are found to be visibly impaired, intoxicated or under the influence are not allowed on campus. Your behaviors determine our response.

## Smoking, Smokeless Tobacco, and Vaping

Smoking, smokeless tobacco, and vaping are only allowed in designated smoking areas on all AVTEC campuses. Smokers are expected to dispose of their tobacco products

properly.

Smokeless tobacco is allowed indoors in your own dorm room and the designated smoking area, and not in any public area. **Campus smoking rules are strictly enforced.**

## Room Cleaning

Residents are responsible for keeping their rooms and bathrooms clean. Residents are expected to coordinate with their suitemate to ensure regular cleaning. Residence life staff will conduct periodic inspections to ensure health and safety. Vacuum cleaners, mops, brooms, trash bags, gloves, and other cleaning supplies are available in several locations around campus. Residents must bring their trash to the dumpsters located outside in the alley and near the main entrance.

## Entrances

AVTEC does not enforce a curfew for dormitory residents. The main entrances of both dormitories are open 24 hours a day. For security purposes, all other exterior doors are locked during quiet hours. **Do not use emergency exits unless there is an actual emergency.** All emergency exits will sound an alarm if used.

## Parking

All vehicles parked on AVTEC property must be in working order and display an AVTEC parking permit, available from the Residence Life office at no charge. Only one on-campus vehicle is permitted per student. Be aware of notices announcing temporary parking policy changes that are posted around campus. See a Residence Life attendant if you have questions about parking.

## Student Handbook

Each student is given a copy of the student handbook at New Student Orientation. Students must comply with all of the rules, regulations, and policies contained in it. Read it carefully as claiming ignorance is not an excuse. A Residence Life attendant or a counselor can answer questions about the student handbook.

## Guest Policy

Guests must be at least 18 years old to visit in the

dormitory. The student is responsible for the guest must check-in that person with Residence Life staff. Actions of the guest are the responsibility of the guest's resident chaperone. Overnight off-campus guests are not permitted.

## Meals

Students receive an ID card to use in the cafeteria. Meals will not be provided unless a valid student ID is shown to the cafeteria server. Please do not enter the cafeteria or attempt to get a meal without your meal/ID card. Cooking appliances **are not** permitted in dormitory rooms. Shared microwaves are provided in several locations around campus. When using shared facilities, please clean up after yourself and be considerate of your fellow residents.

## Pets

Pets are not allowed on campus, including in the dormitories, student housing apartments, and the Student Service Center.

### Cafeteria Meal Times

#### Weekdays and Holidays

Breakfast: 7:00 a.m.-8:00 a.m.  
9:30a.m.-10:30 a.m.

Lunch: 11:30 a.m.-12:30 p.m.

Dinner: 5:30 p.m.-6:30 p.m.  
p.m.-5:00 p.m.

#### Weekends

Breakfast:

No Mid-Day Meal

Dinner: 4:00

## Dormitory Rules, Responsibilities, and Privileges

### Wall Hangings

Do not use nails, tacks, screws, or tape to hang items on the walls of Dormitory Rooms. Only use poster putty or cork strips inside rooms to mount items to the walls. Residents will be charged for damage due to thumbtacks or other wall attachments. All items hung on Dormitory room walls must be appropriate.

## Dormitory Recreation Areas

The lounges and recreation areas inside the dormitories are open at all times. The TV volume and noise in these areas must be kept at an appropriate level so as not to disturb other residents. Quiet hours are strictly enforced in these areas. Please respect the furniture and other users of the facility. Furniture may not be removed from common areas.

## Wireless Internet Access

Wireless internet is available in and around all AVTEC Campus buildings. Wireless devices must be registered on the network. Ask a Residence Life attendant about access to the network. Computers with internet access are also available for student use in the library and Marathon Hall. There are limitations to student internet use of the network. Private internet access is available in all dormitory rooms through local providers.

## Mail

There is no US Postal Service mail delivery to the AVTEC Dormitories. Students **are not** permitted to have mail sent to them in care of AVTEC. Post office boxes are available for rent at the Seward Post Office, located at the corner of Madison St. and 5th Avenue. For information about mail or UPS/FEDEX delivery, please see a Residence Life attendant.

## Laundry

Laundry rooms are available in both dormitories. Laundry rooms in Marathon Hall are open 24 hours and in 4th Avenue are locked during quiet hours. Laundry should be removed from machines as soon as it is finished. Student use of AVTEC laundry facilities is **at your own risk**. Detergent and supplies can be purchased at local grocery stores or the student snack bar. Dormitory laundry room use is for dormitory residents only.

## Items to Borrow

The Residence Life Department has many items that can be checked out for use by students living in the dormitory. TVs, fans, heaters, irons, sewing machines, coffee makers, desk lights, and various recreation items can be checked out for 24 hours at a time. Please see a Residence Life attendant to check out these items.

## Grocery Store Runs / Transportation

Transportation to the grocery store is provided every day at 7:00 p.m. and also at noon on weekends. Please meet at the Residence Life office five minutes before departure if you would like a ride to the store. The Residence Life attendant may also provide transportation to other stores or appointments in Seward when time allows and with prior notice.

## Messages

Messages for residents may be left at the Residence Life office. A Public phone for local use is available in the Marathon Hall lobby. **The Residence Life office phone number is 907-224-6100.**

## Room Entry and Privacy

Public areas of the Residence Life campus are monitored by video and audio for safety and security. Residents should have an expectation of privacy in their dormitory rooms. Residence Life staff will only enter a student's room in the event of an emergency or with prior notification in accordance with the student handbook. Staff may enter rooms without prior notice if windows are left open during periods of inclement weather or to conduct life safety equipment inspections. During winter break, staff will enter and inspect all rooms for security purposes. Residents should always lock their doors when they are not in their room and use good judgment regarding the storage of valuable items.

## Checking Out

At the end of your training, you are expected to return your room key and any borrowed equipment or items and to clean your housing area to the condition it was in when you arrived. This includes thoroughly cleaning walls, bathrooms, and furniture. A Residence Life Attendant will perform a room inspection prior to your departure. Damages to your room, furniture, or items left unclean when you depart will result in the withholding of your Graduation Certificate until the cleaning or damage charges are paid. ***Please complete the Room Condition Form when you arrive—it protects you!***