

# Student Handbook 2011-2012

Prince William Sound Community College



## Division of Student Services

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# PWSCC

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PRINCE WILLIAM SOUND  
**COMMUNITY COLLEGE**



## **Welcome to PWSCC . . .**

The *Student Handbook* is presented to you as a member of the Prince William Sound Community College community, whether you are attending the Valdez, Cordova, or Copper Basin Campus. It is my hope that this document is a ready reference in clarifying expectations, policies, and resources that have been established to foster each student's educational and personal growth, while also ensuring the effective functioning of the administration. **The Division of Student Services reserves the right to change or modify the rules, regulations, and policies found within this handbook and will publish those changes as they occur.**

If the function of higher education is to enable us to become the most that we can be, then there is no such thing as the minimum acceptable standard. I challenge you to help us in our quest for excellence and to make the most of your college experience. While this handbook provides information that you might seek to learn about PWSCC as an institution, it is you, as a concerned and invested member of this community, who can provide meaning to student life, engaged learning, and civic responsibility for this college.

The members of the Student Services team, and those of the entire PWSCC faculty and staff, join me in offering our assistance to you; we want to see you succeed. Please feel free to call upon us. Questions regarding the reasoning behind rules, regulations, and responsibilities should be directed to members of the Student Services staff.

We truly believe that at PWSCC . . .

You will find ***inspiration*** to explore new ways of thinking and to seek out every opportunity for yourself as you pursue your higher education.

You will find personal ***growth*** in your self-awareness, in how you embrace diverse perspectives, and in the way you incorporate your values and passions into a sense of personal and civic responsibility.

You will find ***learning*** to be not only a process of advancing your skills and knowledge for your career, but also a path to becoming an active and productive member of your community and chosen profession.

And, it is our belief that you will accomplish all of this ***naturally*** as you willingly engage in your studies and in campus life, flourishing in the uniquely inspiring cultural and physical setting that Alaska provides.

Best wishes for a successful academic year.

*Christopher Washko*  
Director of Student Services

## **Membership in the PWSCC Community**

Because membership in our Campus Community is both selective and voluntary, we expect more of our members than other communities might. For example, we assume prospective students will know something of the PWSCC's Goals, Mission, Standards of Behavior, and Organization before they select to register for classes. Once enrolled, each student is expected to be an active participant in the community in order for him/her to support, shape and carry out the goals of the college in a style compatible with the procedures established for such activities. Implied in this definition of membership is the voluntary nature of the relationship between members of the community and Prince William Sound Community College. Should individuals find that this community does not meet their needs, they are encouraged to help change the community or select other communities with different goals which may be more compatible with their needs. We ask that students first attempt to address conflicts and to seek assistance with difficulties before withdrawing classes or leaving the college. The Student Services Division, in turn, will attempt to assist all community members to understand its standards, and will advise and counsel those who find themselves in conflict with community expectations. It will also support the Student Government association and protect the rights of all its members.

## **PWSCC Mission Statement**

Prince William Sound Community College applies innovative and sustainable practices in providing accessibility, student success, effective teaching and learning, and community engagement.

### **This Mission is fulfilled through the following objectives:**

PWSCC is about **accessible** education for all as we cultivate **partnerships** that **provide training** and **educational programs**, help stimulate **economic development**, and enable **students** to be **engaged members of a rapidly changing world**.

## **Mission & Purpose of the Student Services Division**

The Division of Student Services at Prince William Sound Community College encompasses a multitude of resources for students, from assistance with registration and financial aid to one-on one advisement for course selection and personal support. Even student activities and housing play a role in helping students to become engaged and well-adjusted to college life as they pursue their degrees.

The PWSCC Student Services Division's Mission is to serve the needs of a positive and healthy learning community while attempting to help prepare graduates who

think critically, serve generously, lead purposefully, and live responsibly as stewards of the communities and the larger world they will leave to future generations. We commit to provide a wide array of support services and co-curricular learning opportunities to all students so that they can be successful and resilient both inside and outside the classroom.

### **Student-Centered Education**

All members of the community: Faculty, Staff, and even paraprofessional student employees -- are committed to creating an institution of quality centered on the growth and development of students. The purpose of the community college experience is to better prepare students to enter seamlessly into life in areas of community, vocation, family, and humanity. The Student Services Division operates with a simple motto: "**Students First.**"

### **Engaged Learning**

Because education takes place everywhere and all the time, it is important both to create an exciting learning environment and to extend opportunities for significant learning into the community and wider world. Active participation in learning, engaged citizenship, service-driven leadership and committed stewardship are fostered through undergraduate scholarship as well as co-curricular programs that support experiential, intercultural, and service-learning opportunities. Learning takes place not only in the classroom, but also in the evening and weekend activities, in informal interactions in the residence halls, and involvement in on-campus organizations and community events.

### **Ethical Integrity, Aesthetic Appreciation, & Spiritual Sensitivity**

With knowledge comes obligation. To live a complete life that withstands the scrutiny of self and others, individuals must exhibit personal integrity, respect for the value of all humanity and sensitivity to the spiritual and material beauty of one's existence. Alaska helps define who we are, as individuals and as communities, through the unique environment we live and study in. Its unique geography and wildlife, cultural richness, and serene beauty are a source of pride and inspiration. We expect these principles to be modeled in the educational programs, work, and daily interactions of all members of the PWSCC community.

## **I. Campus Life at PWSCC**

PWSCC believes that the educational process takes place in all phases of Campus Life, and important parts of this process occur both inside and outside of the classroom. In recognition of this, the college places the strongest priority on fostering an atmosphere of academic freedom in which Students, Staff, and Faculty all share the responsibility of upholding the highest of ethical standards in their pursuit of knowledge and vocational training. All relationships on campus ideally serve as partnerships in which both parties strive to be open-minded even in the light of differences and in which mutual respect and honesty prevail at all times.

Students who choose to become more involved in campus affairs and the experiential learning process tend to persist longer in their postsecondary studies, to perform better academically, and to feel more connected to the college community. Opportunities for leadership, internships, and participation in student activities abound at PWSCC and will greatly advance a student's personal growth and development during their college years. Students are encouraged to attend the vast number of social, recreational, cultural, and educational events that take place within and beyond the campus community.

### **New Student Orientation**

One of the easiest ways for new students to meet people and to familiarize themselves with the many opportunities and resources available to them is to attend the two-day Orientation at the start of the fall semester. In addition to several interactive and informative sessions and exercises that involve campus faculty and staff, students will have the option to attend social events and outdoor excursions, get acquainted with the Valdez Consortium Library, investigate local faith communities, and learn about potential employment and career possibilities. Orientation culminates with the traditional Stan Stephens wildlife and glacier cruise in Prince William Sound. All students are encouraged to attend. Cordova and Copper Basin Extension Center students are invited to make the trip to Valdez for Orientation, and the college may be able to provide assistance with travel and housing. Contact [activities@pwsc.edu](mailto:activities@pwsc.edu) or meet with staff on any of the three campuses to reserve your spot or to request travel assistance. The Copper Basin center also offers orientation sessions for those unable to travel to Valdez.

### **Student Activities**

A number of activities are offered regularly on the PWSCC Campuses through Student Services, Student Government, Phi Theta Kappa, the Wellness & Recreation Center, the Whitney Museum, and many others. Each of the three Community Advisors also facilitates monthly social and educational programs of interest. Student Services produces one significant social event for the Valdez

Campus Community every month. These range from performances from visiting musicians and comedians, open mic nights, game shows and trivia challenges, outdoor excursions such as hiking and kayaking trips, movie nights, and even the occasional dance. To learn more about campus activities and an activities calendar, visit the campus calendar on the PWSCC home page or inquire at the Student Services Help Desk. Outdoor recreation activities, travel excursions, and uniquely Alaskan endeavors expose students to nearby and remote areas of interest. Recent trips include hiking and geological exploration of Nabesna in the Copper River Valley, investigation of the historic copper mining community of Kennicott and McCarthy, and visits to Anchorage to take advantage of stage performances and the arts. Winter weekend drives to the Alyeska ski slope in Girdwood are also planned for skiing and snowboarding enthusiasts.

College Staff also support student engagement in local activities and may arrange group attendance at off-campus community events. Students who have ideas for programming or would like to assist in producing campus activities should contact their campus staff or email [activities@pwsc.edu](mailto:activities@pwsc.edu).



### **The Wellness & Recreation Center**

The Wellness & Recreation Center is a user-friendly facility in the main Valdez Campus building that is available to students and the entire community of Valdez. It houses a well-equipped workout facility with weight-training machines, cardio equipment, a fitness room for yoga and other wellness activities/classes, and locker rooms. For hours, membership and day-use prices, and additional information, call 907.834.1684 or visit [www.pwsc.edu/wellness.shtml](http://www.pwsc.edu/wellness.shtml)

### **Student Organizations & Clubs**

Students interested in forming a club or other organization can learn about the process from the Student Services Office in Valdez or by visiting the Student Services web page. Organizations at the Copper Basin and Cordova extension campuses are encouraged. PWSCC Clubs may be formed to cater to a wide range of interests, from activist groups to club sports to quilting clubs. A limited amount of financial support is awarded each year by Student Government to student organizations who submit club approval forms early, while funding lasts. Student

groups must be approved by Student Government and on record to use any college resources or facilities for meetings and events. Student organizations should complete the club registration process to be eligible for official recognition by the college, to utilize space on campus and other college resources, and to be considered for funding.

**PWSCC Student Governments:** Ronnie Houchin, Valdez Advisor; Suzanne McCarthy, Copper Basin Advisor. The Prince William Sound Community College Student Association (PWSCCSA) serves as the Student Governance Board for the PWSCC community. Separate governing boards exist both on the Valdez and the Copper Basin campuses. Student Government functions to serve the needs of all PWSCC students and to promote positive relations between the student body and the administration and staff of the university. Both Student Governments manage student organizations, produce several annual campus events, and address student concerns and pertinent community issues on campus. Valdez Student Government can be contacted by visiting the Student Services office or by emailing [studentgov@pwsc.edu](mailto:studentgov@pwsc.edu); Copper Basin Student Government can be contacted by emailing [CBCstudentgov@pwsc.edu](mailto:CBCstudentgov@pwsc.edu). Interested students from any of the three campuses are encouraged to get involved and run for office in one of the two Student Government boards. Students can read the constitution and bylaws for both boards online at [www.pwsc.edu/student-government.shtml](http://www.pwsc.edu/student-government.shtml)

**Multicultural Club:** Robyn Paul, Advisor. The Multicultural Club seeks to gather students for the purpose of exploring and celebrating cultural diversity and richness of the campus community. This group produces social events such as movie discussions, international and Native food potlucks, and other cultural activities. For more information, contact [cultureclub@pwsc.edu](mailto:cultureclub@pwsc.edu).

**Peer Advocates for Wellness (PAW):** Amanda Hatton and Ronnie Houchin, Co-Advisors. PAW is a student organization dedicated to behavioral health and wellness education, as well as for providing unbiased support, personal assistance, and conflict mediation. Members undergo extensive Peer Education Certification training from the national Bacchus network of college health educators. PAW focuses on increasing students' awareness, knowledge, and skills in promoting healthy lifestyles and transition to college life, and addresses collegiate community wellness concerns such as general fitness and nutrition, mental health, substance use, and sexual health. Email [PAW@pwsc.edu](mailto:PAW@pwsc.edu) for more information.

**Phi Theta Kappa:** Christopher Washko, Advisor. Phi Theta Kappa is a nationally recognized honor society with the following mission: "The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for

the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence." Phi Theta Kappa's mission is two-fold: 1) to recognize and encourage the academic achievement of two-year college students and (2) to provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming.

Membership is based primarily on academic achievement. To be eligible, students must be admitted into an associate degree program, have completed at least 12 credit hours, and have a grade point average of 3.0. Email [PTK@pwsc.edu](mailto:PTK@pwsc.edu) for more information.



**Archery Club:** Steve Shiell, Advisor. Prince William Sound Community College is proud to be the first and only college in Alaska approved by USA Archery to have a Collegiate Archery Program (CAP). USA Archery is the organization which governs the US Olympic Archery Team, and promotes target archery and other arrow sports, including Bow-hunting. Students team up with community members for local and state meets and practices, and find opportunities for national travel when competing collegiately. For more information, contact Steve at [archery@pwsc.edu](mailto:archery@pwsc.edu).

### **Community Theatre**

Aside from acting and playwriting classes, students can easily get involved in community theatre projects produced by PWSCC's Theatre Department. Typically three or four shows are produced during the fall and spring semesters at the Valdez campus, and students work alongside local thespians. Students with any level of skill or experience are encouraged to audition or volunteer. Each summer, PWSCC hosts the Last Frontier Theatre Conference, which draws over 300 artists, playwrights, and instructors from around the country and even internationally for a week-long event full of workshops, classes, and performances. PWSCC students can easily participate in this high-profile and exciting college tradition.

### **Leadership Development & Civic Engagement**

PWSCC is committed to providing meaningful opportunities for students interested in learning more about leadership and community involvement, and actively developing their skills in these areas. Special courses, workshops, service projects, and special events exist on all three campuses, in addition to opportunities to

participate in Student Government or Phi Theta Kappa. The annual PWSCC Leadership Retreat is held in the spring, and provides interested students the chance to travel out of town for a long weekend of interactive exercises and activities. For more information about leadership and service opportunities, contact the Campus Life Coordinator at [activities@pwsc.edu](mailto:activities@pwsc.edu) and consult the campus calendar.



### **Programs for Support & Personal Development**

Prince William Sound Community College aims to develop responsible citizens with useful skills and experiences that allow them to be resilient and to fill meaningful roles in society. To that extent, programs exist on campus to aid in this growth by supporting a diverse student body and challenging students to improve their skills, and to widen their perspectives as they complete their college studies.

Occasionally, PWSCC may offer courses for credit in topics of peer advocacy, public health, behavioral health helping skills, leadership development, and similar topics. There are also seminars and workshops offered for non-credit to ensure members of our campus communities are actively promoting a campus climate that is focused on inclusivity, support, and wellness. For more information about these opportunities and upcoming workshops, please visit the Student Services Help Desk, call 907.834.1600, or email [studentservices@pwsc.edu](mailto:studentservices@pwsc.edu).

**Gatekeeper Training:** Alaska's unique setting, climate, and social environment make Alaskans especially susceptible to depression and suicidal thoughts, at rates

twice as high as the national average. Prevalence is highest in teens and young adults, and in rural areas. For this reason, PWSCC wishes to proactively prepare members in the community to aid in suicide prevention and early intervention. Gatekeepers are students, staff, and faculty who complete a training seminar to make themselves more educated about the risk of suicide, indicators and warning signs, resources for suicidal individuals, and how to talk about the difficult topic of suicide. Training is offered annually. Contact Student Services for more information.

**PRime For Life:** Designed by the Prevention Research Institute in Minneapolis, this National Education Program is offered regularly at PWSCC for students wishing to learn more about alcohol and drug use, responsible decision-making, and the biological, psychological, and social factors that affect substance use by college students. Students may elect to participate in Prime trainings for personal knowledge, to help peers, or because they have a judicial referral due to substance-related infractions. The workshop is a non-punitive presentation of facts and considerations to make substance users more aware and informed about making low-risk choices.

**Safe Zone:** The PWSCC Safe Zone Network serves to communicate support for the Lesbian, Gay, Bisexual, Transgender, Intersex, and Questioning (LGBTIQ) community on campus. Wherever a Safe Zone Logo is displayed near a faculty or staff member's office or worksite, it indicates that the individual has completed an orientation program about supporting LGBTIQ college students and that he/she has made an informed commitment to being an aware, approachable, and unbiased advocate and resource for *all* students, including issues of a personal nature. For more information about LGBTIQ Support Services and resources, call the Division of Student Services at 907.834.1600. Safe Zone Orientations are offered to PWSCC Faculty, Staff, and Student Employees at the start of every semester or by request.

### **Student Employment**

There are many opportunities for students to be employed on campus at PWSCC. To be eligible, students must be enrolled in at least six credit hours each semester and hold a GPA of at least a 2.0. The University of Alaska system, including PWSCC, wishes to communicate the idea that full-time students should consider their coursework their primary job. For this reason, student may work up to a maximum of 20-hours per week during fall and spring semesters, and up to 40-hours per week during breaks and summer session. Campus jobs are usually convenient, flexible, and understanding of a student's variable schedules and workloads. All campus jobs require the University of Alaska employment application form, a

Social Security Card, current resume, and three professional references, (letters of recommendation from advisors or instructors are acceptable). PWSCC reserves the right to give preference to students eligible for federal work study aid. When accepting financial aid packages, students are encouraged to accept Work Study in case they decide to pursue on-campus employment during the year. For a complete listing of open campus positions and to apply, go to [www.uakjobs.com](http://www.uakjobs.com), or contact the Division of Student Services at 907.834.1600.

The Financial Aid Coordinator also maintains a list of open position in the community provided by employers who are happy to hire college students. PWSCC students often find off-campus employment at the local grocery store, hardware store, Parks & Recreation, non-profit organizations, the hospital, and restaurants. Local businesses looking to hire students will often be flexible with hours and are satisfied offering part-time employment so that students can continue to focus on coursework.

### **Sustainability on Campus**

In an effort to conserve energy, resources, and reduce waste and other footprints on the environment we call home, PWSCC promotes conscious and conservative consumption practices. As campus buildings are renovated or refurbished, energy conservation design is considered. Student Services and Student Government are moving towards adopting a “BYOC” policy, encouraging students to “bring their own cups.” Staff will provide fewer disposable dishes and utensils at most student events and eliminate the use of styrofoam products, but rather make reusable dishes and cups available for students to bring with them when attending. Other campus groups and event planners are encouraged to do the same!

**Recycling:** Recycling is encouraged of students and marked receptacles are available on campus and in the residence halls. Cans and bottles should be rinsed clean, and paper should be free of staples. Paper products cannot have food waste on them, such as pizza boxes. Currently Valdez recycles the following materials, which should be separated into the correct receptacle for processing:

- Aluminum cans
- Glass
- White and colored paper, newspaper, glossy magazine paper
- Corrugated cardboard and boxboard (like cereal boxes)

## **II. Student Services & Resources**

Many offices, personnel, and ongoing programs work to ensure that academic, social, physical, emotional, and spiritual needs of PWSCC students are addressed. Most of this support can be also offered to distance students and those at the Cordova and Copper Basin Extension Campuses either in-person or via the telephone from a Valdez Campus staff member. For general information about all of the resources listed below, call 907.834.1600 to reach the Division of Student Services on the Valdez Campus; call 907.424.7598 for the Cordova Campus; and call 907.822.3673 for the Copper Basin Campus in Glennallen.

### **Academic Advising**

The Academic Advising Office offers personal, academic, and career guidance. The staff provides information and resources to students to enhance their ability to solve educational problems relating to career planning preparation. Students undecided about choosing a major are recommended to meet with an academic advisor. Most students, after completion of their first semester and upon entry into a degree-seeking program, will be referred to a faculty advisor within their chosen discipline.

The goal of academic advising is to assist students in developing educational plans consistent with career/life goals and to provide students with the information and skills needed to pursue those goals. It not only involves telling students what they need to know, but also aims at enabling them to explore possibilities and to find out options and responsibilities for themselves.

PWSCC knows that academic success is often greater when students and their advisor share a good working relationship. Academic advising is an integral part of the teaching function and, therefore, an important part of faculty responsibility. Advising provides an opportunity for close faculty-student interaction and discussions about college programs and requirements. The academic advisor will use assessment scores, previous and current transcript information, and student input to help him/her choose a program consistent with academic objectives and future goals. It is important to know who your advisor is and to seek advice often, rather than meeting only when problems arise.

For more information or to schedule an advising appointment, students should call the Division of Student Services at 907.834.1600, contact the Extension Campus where they intend to enroll, or email [studentservices@pwsc.edu](mailto:studentservices@pwsc.edu)

### **Student Identification Cards**

All students who utilize the Valdez campus or the Cordova or Copper Basin Extension Centers are expected to obtain a student ID card. To obtain a PWSCC

Student Identification Card, please see the Wellness Center on the Valdez campus or Administrative Staff on an extension campus. All Identification Cards will be printed on the Valdez Campus and sent via mail to extension campuses. Because this card shows official student status, it should be carried when on campus; ID cards serve as students' library card to the Valdez Consortium Library, are programmed to open door locks for students residing in campus housing, and serve as membership cards to the Wellness Center. Student ID cards can often qualify the holder for student discounts at local and non-local businesses. This card is also nontransferable. A student's first student ID card is provided free of charge. If lost or stolen, a replacement fee of \$10 will be assessed on the student's account. Cards that need replacement due to age or regular wear and tear will be replaced at no cost if the original card is returned to the Wellness Center.

### **Records & Registration**

Student Services staff at all three PWSCC campuses can assist students with general questions related to enrollment, transcripts, and eligibility. Registration can be conducted in person, by fax, or through UAOnline prior the beginning of each semester. Registration is available during the dates listed in the semester Class Schedule on our website. For general questions, email [studentservices@pwsc.edu](mailto:studentservices@pwsc.edu) or call one of the numbers below:

Valdez	907.834.1600
Copper Basin	907.822.3673
Cordova	907.424.7598

**Registration:** Registration can be conducted in person, fax or via internet preceding the beginning of each semester. Registration is available during the dates listed in the semester Class Schedule and on the Academic Calendar. For a full list of policies and procedures related to enrollment and registration, consult the current Academic Catalog.

For fall and spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration of semester length classes is not allowed after the tenth class day of the semester without instructor approval. PWSCC holds students academically and financially responsible for their registration. After registering, if a student changes plans or becomes unable to attend, the courses must be dropped or withdrawn within published deadlines in order to avoid a final grade of "F" for non-attendance. The courses must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Class Schedule and on the college website for specific deadlines.

Caution: Withdrawing from or auditing courses may affect eligibility for current and future financial aid. Financial aid students should check with their academic advisor before withdrawing from or adding a course. *Refer to the FINANCIAL AID section for more information about the return of unearned Title IV funds.*

All students are strongly encouraged to meet with an academic advisor prior to every semester, but the primary responsibility for meeting PWSCC requirements is the student's. Not every course listed in this catalog is offered each semester. The semester class schedule lists course and registration information specific to that semester. *See ACADEMIC ADVISING.*

**Transcripts:** Requests for official transcripts must be in writing and bear the signature of the student whose record is requested or can be ordered through UAOnline. <http://uaonline.alaska.edu>. A \$12.00 per copy fee is charged for each official transcript that is mailed and must be paid in advance. Other forms of transcripts, such as a PDF or expedited may be request at additional cost, for further information regarding these additional options can be found through [uaonline.alaska.edu](http://uaonline.alaska.edu). University transcript information from different units is not maintained at one location; the student, who has attended more than one school in the statewide University system, will have to submit more than one transcript request.

**Degree Audit:** Request for degree audits, must be made in writing to the registration office. Degree audits may take up to 10 business days before completed. It is recommended that all student request a degree audit one semester before applying for graduations.

**Graduation:** It is recommended that all students apply for graduation the semester prior to your expected graduation date. PWSCC graduation form can be located on our website [www.pwsc.edu](http://www.pwsc.edu) under forms. For questions regarding graduation please contact 907.834.1632.

**Petition for Exception to PWSCC Policy on Refund of Tuition and Fees:** A student, or person with legal authority to act on behalf of a student, may petition for an exception to PWSCC policy on refunds of tuition and fees. Petitions are not automatically granted but will be considered per individual circumstances based on the documentation provided. The petitioner must submit a completed and signed Petition form to the Admission and Records Office, P.O. Box 97, Valdez, AK 99686. Written documentation from instructors, physicians, or other appropriate persons verifying and supporting the request may accompany the petition. It is the responsibility of the student or a person authorized to act on behalf of the student to submit the supporting documentation. Petitions submitted without

documentation may not be considered. Upon the determination of the committee, whose decision is final, a written response will be mailed to the student.

**International Students:** Those with questions regarding I-20 status or general information should contact the international student advisor at 907.834.1632. All international students are reminded to maintain full-time enrollment (12 credits each fall and spring semester for undergraduates) and good academic standing and normal academic progress, which is required by the Department of Homeland Security (DHS). Normal academic progress, in part, is defined as NOT having a semester GPA of less than 2.0 for two consecutive semesters. Regulations require that students register during the University's published registration period. Failure to do this will result in violation of the F-1 status.

### **Financial Aid**

Student Services can assist students in applying for state and federal aid programs. State and Federal governments, PWSCC, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Types and amount of financial aid vary according to State and Federal guidelines, student's needs, and availability of funds.

**Application Procedures:** Interested students should contact the Office of Student Services in Valdez or the staff at the Copper Basin or Cordova Extension Centers for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Office of Student Services should have received completed applications and required additional forms by June 1st at the latest. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must first apply for formal admission to PWSCC.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Department of Education. List UAA's Title IV



code on FAFSA (011462). We recommend you apply on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is faster and more accurate.

3. Students who wish to apply for a specific scholarship may complete special applications available at the Office of Student Services.
4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

**Eligibility:** To be considered for financial aid a student must:

1. Have a high school diploma or its equivalent.
2. Be accepted for admission.
3. Demonstrate financial need for federal assistance as determined by the federal Student Aid Report (SAR).
4. Meets satisfactory academic progress as defined by Student Financial Aid regulations (policy available on Web at [www.uaa.alaska.edu/finaid](http://www.uaa.alaska.edu/finaid)).

**Federal Verification:** The U.S. Department of Education selects 33% of financial aid applications for the verification process. The Office of Student Financial Aid at UAA verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

- Income tax returns
- Verification of household size
- Child support payments
- Statements of untaxed income
- Verification of number of family members in college
- If military, copies of Leave/Earning Statements for full previous tax year

Students selected for verification must submit the requested documents if applying for federal financial aid, if documentation is requested.

**Federal Financial Aid Return of Title IV Funds Policy:** The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program.

Title IV financial aid programs include Federal Pell Grant, Academic Competitiveness Grant (ACG), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), and Federal Stafford Loans. Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. Only grants and loans are affected by this policy.

The Return of Unearned Title IV Funds Policy applies if the student withdraws from, changes enrollment status from credit to audit or ceases attending all classes before the sixty percent point in the term. Students who are granted 'Incomplete' grades and do not finish in accordance with school policy may also be subject to a Title IV Return calculation. Withdrawing from all classes provides notification to the Registrar's Office of intent to withdraw from Prince William Sound Community College (PWSCC). Completely withdrawing from, auditing or ceasing to attend may result in financial aid repayment. Withdrawing may also affect future financial aid eligibility. Please speak to a financial aid specialist before withdrawing from classes at PWSCC.

Students cannot 'earn' all of their financial aid unless they attend and participate in class for at least 60% of the term. This calculation counts all calendar days, including the first and last day of each term, weekends and holidays. The chart below summarizes the 60 percent dates for each term for the 2011 - 2012 award year. Students must stay in school through the dates below to avoid possible repayment of unearned financial aid.

Minimum Requirements	Term	60% Completion Date
You must attend and participate in class <b>through</b> these dates for full-semester classes to avoid having to repay any financial aid. <i>Note that shorter-period classes will have different 60% completion dates.</i>	Fall 2011	October 25, 2011
	Spring 2012	March 20, 2012

PWSCC and the student will be required to return to the federal aid programs the amount of aid received in excess of the aid "earned" for the period the student remained enrolled. The portion of financial aid grants and loans funded, excluding Federal Work-Study, which must be returned to financial aid programs will be based on the following components:

Date of withdrawal as determined by the college based on one of the following:	<ul style="list-style-type: none"> <li>The date the student drops from class as reported by the registrar, OR</li> <li>The midpoint of the term, if the student doesn't officially withdraw. Grades of W and F indicate an unofficial withdrawal.</li> </ul>
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Percentage of the enrollment period earned:	<ul style="list-style-type: none"> <li>• Divide the number of days attended by the number of days in the term (including weekends and holidays).</li> <li>• If official withdrawal occurs after the 60% date, the student has earned all of the financial aid received and no refund will be required.</li> </ul>
Subtract the percentage earned from 100% to determine the percentage unearned.	<ul style="list-style-type: none"> <li>• Multiply the total federal aid received by the calculated percentage unearned. This reflects the total amount of unearned federal aid.</li> </ul>
Calculation of Institutional Return	<ul style="list-style-type: none"> <li>• Multiply the percent unearned by the institutional costs to determine the unearned institutional return. Requires student repayment to PWSCC.</li> </ul>
Calculation of Student Return	<ul style="list-style-type: none"> <li>• Subtract institutional return from the total amount of unearned federal aid. Requires student repayment to Department of Education or Lender.</li> </ul>

Unearned Title IV funds are returned to Title IV programs based on a federally mandated formula. Under this formula, **institutions** are obligated to return unearned funds collected for institutional charges to the US Department of Education and/or the student loan lender. **Students** are obligated to return unearned funds beyond the institutional charges to the Department of Education. When **institutions** have to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant, Academic Competitiveness Grant and FSEOG. These unearned Title IV funds are posted to the student's PWSCC account and must be repaid.

When a **student** has to return unearned Title IV funds that he/she received beyond the institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant (50%) and FSEOG (50%). Note that student's responsibility for repayment of unearned Title IV **grant** money is reduced by half. If a student owes unearned Title IV funds from a **federal loan**, the money is repaid to the lender in accordance with the terms and conditions of the promissory note.

The college is required to notify the student within 45 days of determining the student's withdrawal of any **student** portion of unearned Title IV funds from a **federal grant**. The student is allowed 45 days to repay the amount to PWSCC, who will forward the funds to the Department of Education. After that time payment arrangements must be made with the U.S. Department of Education or eligibility for federal financial aid at any higher education institution will be denied. The student also needs to repay to the **institution** the money that PWSCC is required to return to the Department of Education for the unearned institutional charges.

The institutional charges (tuition and fees) incurred by the student are considered to be paid by Title IV funds for the purpose of the formula, even if the institutional charges were directly paid by a source other than Title IV funds. Students can repay the student portion of federal loans under the terms and conditions of the promissory note for the loan. However, the unearned portion of the loans that PWSCC must return is posted as a charge to the student account and must be repaid.

**Veterans Assistance (VA Loans):** PWSCC would like to thank veterans for their time in service and for the commitment and sacrifice that they have shown to our country. Student Services looks forward to working with veterans seeking to further their education. More information can be found online at <http://www.pwsc.edu/finaid2.shtml>. Application and certification procedures for benefits can be very involved, so students seeking VA loans or to utilize the GI Bill should contact the Financial Aid Coordinator for assistance at 907.834.1645 or email [mjmorris@pwsc.edu](mailto:mjmorris@pwsc.edu).

**PWSCC Scholarships:** PWSCC offers scholarships to applicants as funds are available. Students who are awarded funds for the fall semester need not reapply for funds in the spring semester, but must reapply each subsequent year. Criteria for maintaining scholarship eligibility is the same as for federal aid. Withdrawals below full-time status at any time in the semester will automatically result in reversal of awarded scholarship monies, or a portion thereof. External scholarships offered to PWSCC students by community and state agencies are also posted in the Financial Aid website and often do not follow the college's standard scholarship application deadlines or application requirements.

### **Textbook Orders**

PWSCC currently uses an online bookstore system. Students can order their textbooks online at <http://bookstore.mbsdirect.net/PWSCC.HTM> once they have enrolled in classes. This allows books to be purchased from a warehouse at a lower cost than from an on-campus physical bookstore, but students should order books

early to ensure they arrive before the start of classes. Students receiving financial aid can receive a book voucher from Student Services to allow the college to order the student's books through MBS for an additional 15% handling charge on the student's account, thereby making the books available without payment at the time of order. Students who choose to research their books online and purchase from another vendor are strongly encouraged to search by the 10-digit or 13-digit ISBN number of the book to ensure that they purchase the correct edition of the book. Many instructors select specific editions that may have supplemental materials, updates, online access codes, etc. even though book titles may match.

### **IT Support, Computer Services**

Computers are available for student use on all three PWSCC campuses. On the Valdez campus, students may use computer classrooms when scheduled class is not in session, or they may utilize the smaller labs available at all times for student use, which are located in room 109A and in Copper Basin Hall for housing residents.

Each of the three PWSCC campuses has at least one IT Support Staff Member to assist students with general network issues, PWSCC computers and programs, and personal computer issues. For assistance with UAOnline, UAA email accounts, eLive, or Blackboard, students should call the UAA IT Help Line at (907) 786-4646. Students experiencing difficulty with online course access should contact their instructor before seeking assistance from IT Support Staff.

On the Valdez campus, IT Staff Members are in the office from 8:00am until 10:00pm on weekdays and can provide student assistance as time permits. Support with college computers and programs will take precedence over assistance with personal computers. Students are urged to communicate questions or assistance needs as soon as possible to help ensure that staff can address the issue when they are first available to do so.

IT Support Services are located in room 116 on the Valdez campus, and can be reached at 834-1642 or by emailing [ITservices@pwsc.edu](mailto:ITservices@pwsc.edu). Drop-in hours for the IT Help Desk in Room 116 will be posted on the door each semester.

In Cordova, contact Dennis Anderson at 907.424.7598 or email [danderson@pwsc.edu](mailto:danderson@pwsc.edu).

On the Copper Basin Campus, contact Colt Radigan at 907.822.3673 or email [cardigan@pwsc.edu](mailto:cardigan@pwsc.edu).

## Testing Services

PWSCC Student Services Department is happy to offer placement testing and test-proctoring services. Please call 907.834.1600 or email [studentservices@pwsc.edu](mailto:studentservices@pwsc.edu) to schedule a test time.

**Placement Testing:** Before registering for classes, all incoming PWSCC students are required to complete placement tests. Placement tests include reading comprehension, sentence skills, and pre-algebra or algebra. The results from these tests will help the advisor to place students in the best English and Math courses for their skill level. Students may schedule to take all three tests on one day, or on separate occasions. Testing will take up to 1.5 hours and costs \$10 per day of testing. Students who think they might be exempt from placement testing should contact the Registrar. PWSCC utilizes Accuplacer placement tests for reading comprehension and sentence skills assessment and Compass for Algebra/Pre-Algebra. Test results are good for one year.

Students in need of placement testing but who are not planning on attending PWSCC might be able to complete placement testing at PWSCC for the student's institution. If the institution accepts Accuplacer or Course Compass computer-based placement testing, students may be able to confirm that testing completed at PWSCC will be acceptable. A \$10 fee per placement test will be assessed for non-PWSCC applicants.

**Test-Proctoring Services:** PWSCC Student Services provides test-proctoring services to University of Alaska-distance students, as well as to members of the community in need of an official proctored-test site. University of Alaska system-wide students requesting proctoring services for UA classes or programs will not be charged; non-UA students will be charged \$25 for every 3-hours of testing. Please call Student Services at 907.834.1600 or email [studentservices@pwsc.edu](mailto:studentservices@pwsc.edu) to schedule a test time or with questions.

## Disability Support Services

Prince William Sound Community College provides accommodations for students with disabilities under provisions of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. **It is the student's sole responsibility to request services in writing and to provide documentation for the purpose of determining eligibility for services.** Eligibility under ADA requires that a person has a diagnosed impairment which significantly limits one or more major life activities. Current case law defines major life activities as walking, sitting, standing, seeing, hearing, speaking, breathing, reading, writing, working, performing mathematical calculations, and caring for oneself. Both the impairment and the limitation of a

major life activity must be established to be eligible under ADA. Diagnoses are primarily derived from the Diagnostic and Statistical Manual (DSM) version IV, Revised or the International Classification of Diseases (ICD) version 10.

For more information about requesting Disability Support Services (DSS), the Rehabilitation Act, or ADA, contact the Director of Student Services at 907.834.1631 or email [cwashko@pwsc.edu](mailto:cwashko@pwsc.edu). The Request for Services form and detailed explanations of required documentation is available at [www.pwsc.edu/dss.shtml](http://www.pwsc.edu/dss.shtml). Determinations vary from in-class interventions, out-of-class support, assistive technology, physical mobility accommodations, and more. By law, all college staff and faculty must adhere to DSS determinations made for individual students. The strictest confidentiality is maintained, and instructors and pertinent personnel are informed about an individual's determined accommodations and minimal descriptions of the disability, only at the student's expressed consent. Specific complaints of alleged discrimination, breaches in confidentiality, or lack of accommodation based on disability status should be referred to the Director of Student Services.

### **Health & Counseling Services**

As a small institution, PWSCC does not employ certified clinicians on any of its campuses. However, Student Services staff on all three campuses can provide general guidance, conflict mediation services, and simply provide a listening ear. More serious physical or mental health needs can be referred to our community clinical partners and service providers, who we maintain close working relationships with. On the Valdez campus, students can seek moderate levels of behavioral health assistance, education, and guidance from Student Services staff. Informational events regarding student health and wellness are provided periodically on campus, and students are encouraged to approach the Director of Student Services with suggestions for pertinent wellness education needs and ideas. Peer Education may also be available in person on the Valdez campus or over the phone to Cordova or Copper Basin campus students. To explore resources for personal support, counseling, and health guidance, see a Student Services staff member on any of the three PWSCC campuses.

**Public Health Services & Local Clinics:** Public Health Services are available to students on a sliding pay scale determined by income level. Immunizations, consultations, prescriptions, physicals, and general health information can be provided by Registered Nurses and/or Physician Assistants. Mental health and counseling services can also be arranged and billed through Public Health in most cases.

Valdez Public Health	907.835.4612
Glennallen Public Health Nurse	907.822.3209
Cordova Public Health	907.424.4547

Community Health Clinics provide care facilities for outpatient procedures by appointments or during walk-in hours. Referral to counseling services can also be made by clinic providers. Students with insurance, or who purchase student insurance through the UA system, can easily utilize these services with minimal financial strain.

Providence Medical Center Valdez	907.835.2249
Glennallen Health Center	907.822.3209
Cordova Community Medical Center	907.424.8200

**Student Health Insurance:** To purchase optional Student Health Insurance through United Healthcare, students must carry six or more credits, with three credits held in on-campus courses. Information about the insurance policy can be found by calling 1.888.344.5989 or online at [www.studentresources.com](http://www.studentresources.com). Please call UAA at 907.786.4040 for assistance obtaining insurance.

**Student Well-Being:** A successful student maintains his/her personal health and strives to achieve a state of wellness: physically, mentally, emotionally, and spiritually. College can be a very stressful time for many people, full of transition, deadlines, social adjustment, and pressure to succeed. Students commonly find themselves struggling with homesickness, nutrition and diet, high stress, mental health and depression, physical fitness, relationship and sexual health issues, and even social matters that are causing barriers to learning or happiness. There are resources to assist you in all of these areas to provide support, education, and even clinical treatment. Don't be afraid to ask for help. We are here to listen and to give you options to address these issues.

Students, friends, or family members with concerns about the well-being of a PWSCC student may contact Student Services to request that a staff member check in with the individual to offer support. More significant needs will be referred to off-campus clinical providers for formal counseling and medical care. In the case of an emergency, please call 9-1-1. See the Emergency Procedures section of the Student Handbook for more information.



## **Student Housing & Residence Life**

Students on the Valdez campus can apply for college housing as a single student or as a family student with a partner and/or children based on eligibility and availability. All housing application materials can be obtained on the PWSCC Student Services website at [www.pwsc.edu/housing.shtml](http://www.pwsc.edu/housing.shtml). For more information, contact the Campus Life Coordinator at 834.1634, or by emailing [housing@pwsc.edu](mailto:housing@pwsc.edu).

### **Living on Campus**

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

The Student Housing Complex is located only a few blocks from the main Valdez Campus and consists of three residence halls. Residents have access to 24-hour assistance from live-in Residence Life staff members and a variety of resources. Each building has laundry facilities for the use of residents only. A common lounge in Cordova Hall is shared by all housing residents as a common gathering space with a kitchen, and provides an ideal space for group study and activities. A community computer lab is located in Copper Basin Hall. Many services and activities are also offered to students residing on campus. Student housing is a community of students who elect to live on campus in a safe, engaging, supportive, and developmental living/learning environment. The Office of Residence Life serves to support residential students in all aspects of residential life, including social events, personal support, health and wellness, conflict mediation, leadership development, and more.

PWSCC student housing in Valdez is substance free; possession or use of alcohol or drugs in the apartments may result in eviction or other judicial action.

***For a full description of Student Housing and Residence Life policies, see the PWSCC RESIDENCE LIFE HANDBOOK.***

**Summer Conference Services & Guest Housing:** In the summer, PWSCC seeks to maximize revenues in student housing by renting out available apartments that are not occupied by summer students. Additionally, Student Services may host camps, workshops, or conferences to supplement revenues to offset housing costs and expenditures needed during the academic year. Unused apartments available during the academic year may also be rented to non-students. However, eligible renters must fit the requirement of having legitimate business with the college or the University of Alaska system, or have an approved educational or training purpose in Valdez. Rates for this short-term housing are higher than for students. Open apartments may be available for parents and families of students as well. For more information, contact the Housing Manager at 907.834.1634, email [housing@pwsc.edu](mailto:housing@pwsc.edu), or visit the web page at [www.pwsc.edu/conference-services\\_guest-housing.shtml](http://www.pwsc.edu/conference-services_guest-housing.shtml).



### III. Academic Support

Aside from regularly utilizing an Academic Advisor to select courses each semester and to monitor academic progress towards graduation, several on-campus resources exist to guide students' scholastic development and success in the classroom. For many, the "classroom" may include video broadcasting, online correspondence, or self-study. The importance of developing a relationship with instructors provides students with an advantage at PWSCC, where faculty-to-student ratios are low and instructors are easily accessible and available. Students are strongly encouraged to take charge of their academic progress and to be proactive in asking questions, clarifying instructions, monitoring deadlines and policies, and asking for help. Students should familiarize themselves with the Academic Catalog of their entry year to track their progress and stay attuned to degree requirements.

**Academic Preparedness and Commitment:** Successful students attend classes and seek to establish positive working relationships with instructors, professors, trainers, and academic advisors. Being awake, prepared, and actively engaged in class will yield the most from tuition dollars. Note-taking skills, study skills, time management, and test-taking strategies also help to improve academic performance; for assistance in improving these and other skills, visit the Division of Student Services or email [advising@pwsc.edu](mailto:advising@pwsc.edu) to inquire about skill-building workshops or individualized guidance in these areas. Students should feel comfortable approaching instructors if they need assistance with course materials or special accommodations. As a general rule, a student can expect to spend two hours studying outside of class for every hour spent in lecture or lab. Utilizing spare time when on campus to study is a good way to manage one's time, and lounges and computer labs provide quiet places for this. Additionally, students can expand the breadth of their education by seeking opportunities for research, internships, academic exchange, study abroad, or independent study.

**Academic Integrity:** Honesty in academic endeavors is a central tenet of the PWSCC philosophy. One may feel proud of accomplishments and success attained honorably through hard work. Knowledge gained in this way often leads to later success in professional pursuits and in personal life. Unfortunately, academic stress and anxiety sometimes impact the individual in ways that produce dishonest behavior, or taking an "easier" route to fulfilling academic responsibilities. Infractions of academic dishonesty can lead to serious consequences. College staff observing academic dishonesty inside or outside of the classroom are required to report such behavior, and these cases may be referred directly to the Director of Student Services or the Dean of Instruction for judicial action.

## **Distance Learning**

PWSCC offers technology enhanced courses; while technology in the classroom can be used to accomplish many things, one of the primary reasons technology is employed in education is to provide distance learning. Distance learning offers students the opportunity to advance educationally without the time and constraints of physically being on campus. PWSCC offers distance learning and online courses to help students complete degrees, certificates, and program requirements entirely online or in blended formats. There are varying technologies used to deliver distance learning. Most courses use a combination of the following:

- Video Conferencing
- Print materials
- Audio and Videotapes
- Telephone and Email communication with the Instructor
- Fax, CD, CD-ROM, and World Wide Web

**What are the benefits of Distance Learning?** Distance learning provides increased flexibility and access for students who live in geographically remote locations or for students who have schedules that prevent regular on-campus attendance.

**How does Distance Learning work?** At PWSCC, distance learning encompasses three delivery systems: web-based conferencing, tapes-at-home, and audio/video-conferencing.

1. Web-based Instruction distributes course materials and course activities online using standard internet access tools (i.e. Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome or Opera).
2. Video/Audio Tapes distribute course materials and information via VHS videotapes or audio cassettes. Students enrolled in these courses will receive their course materials in the mail one week prior to the beginning of each semester.
3. Audio/Video-Conferencing allows students and instructors to conduct meetings via video and telephone. Here, students connect with other campuses via video or dial a provided toll-free access number to enter the audio-conference.

**How does a student contact his/her Instructor?** Correspondence made between student and instructor can be achieved by using several methods. First, course materials (i.e. homework, etc.) will either be mailed to and from the student or sent via email. Students are also responsible for contacting the bookstore and acquiring the necessary textbooks for each course. Lastly, students also have access to proctoring services. The tests, quizzes, and exams are administered on-campus and at other remote sites. Students are required to contact one of the designated locations with an approved proctor before taking an exam.

**Getting Started -- Apply for Admission and Register for Classes.** Visit our website at <http://www.pwsc.edu/layout.shtml> for more information on applying for Admission or call 907.834.1600. Once admitted as a student to PWSCC, register for classes online via UAA Online or in person at PWSCC Main Campus in Valdez, AK.

**How to Login using Blackboard and Course Compass:** PWSCC uses Blackboard, Course Compass, and Pearson's Reading, Writing, and Econ Lab to provide the online learning environment for many distance learning courses and all online courses offered. Supported courses range from web-enhanced courses where traditional face-to-face instruction is supplemented with web features such as syllabi or lecture notes, to courses that are taught completely online with no on-campus attendance requirements. For more information on how to login using Blackboard and Course Compass, please visit <http://www.pwsc.edu/distance-ed.shtml> or phone the Division of Student Services at 907.834.1600.

### **Library Services**

PWSCC partners with the City of Valdez to offer a combined public/college library to students and members of the community. PWSCC students also have the right to use the resources available from the UA-Anchorage Consortium Library. Student access to both libraries is granted with their Student ID card.

The Valdez Consortium Library is a combined public/academic library serving PWSCC students and members of the community. PWSCC students have access to all the resources provided to the community along with services that specifically serve students. PWSCC faculty order many materials relevant to their courses to be housed in the Valdez Consortium Library. Resources available through the Valdez Consortium Library include: Joint Library Catalog (provides access to items owned by all UAA libraries and Anchorage Public Libraries), Listen Alaska (downloadable eBooks and audio books), Interlibrary Loan (get books from libraries all over the United States), and Mango Languages (online language learning center). Services provided by the Alaska State Library include the Digital Pipeline (databases and more), Alaska's Digital Archives and Live Homework Help. Links to these services can be found at [www.ci.valdez.ak.us/library](http://www.ci.valdez.ak.us/library)

The Valdez Consortium Library is available to all PWSCC students, regardless of which campus they study from. Many resources are available from the library via distance for students located outside of Valdez. It is physically located at 212 Fairbanks St. in Valdez and can be reached by calling 907.835.4632 or by emailing [vnvl@uaa.alaska.edu](mailto:vnvl@uaa.alaska.edu).

Hours:

Monday: 10 am – 6 pm

Tuesday thru Thursday: 10 am – 8 pm

Friday: 10 am -6pm

Saturday: 12 pm – 5 pm

Sunday: 1 pm – 5pm

PWSCC students also have access to services provided by the UAA Consortium Library and are encouraged to request assistance from a librarian to conduct research and obtain educational materials. Library resources for students include research help, research guides, databases, document delivery service (articles delivered via email), and RefWorks (online bibliography tool). Students can access all of these resources with their Blackboard User ID and Password. All of these services can be found here: [www.consortiumlibrary.org](http://www.consortiumlibrary.org)

Information about PWSCC Library Services can also be found here: <http://pwscclibrary.org>

For assistance and any questions about the above services please contact: Mollie Good, Library Director, at [mgood@ci.valdez.ak.us](mailto:mgood@ci.valdez.ak.us) or by calling 907.835.4632.

### **Adult Basic Education (ABE) Center**

The Adult Basic Education (ABE) Center through PWSCC is designed to provide individualized and group instruction to adults in four specific areas. Instruction and instructional materials are free to individuals 16 years of age and older. Materials covered are below college level and, as possible, draw from expressed individual and community needs. We also tutor our graduates as they enter post-secondary education or training. Classes in non-credit ELL (English Language Learner) are offered several times a week. We are a GED testing site and are available for those who need it. Our focus is literacy and life-long learning; however, we will happily assist any student who walks through our doors. Our computer lab is open to all students and to the community.

Adult Basic Education provides instruction in any basic academic area, such as math, reading, grammar or writing, as opportunities to meet specific needs. Individualized study plans are developed for personalized learning opportunities to enhance anyone's employability skills and/or to meet any other specific needs.

PWSCC also offers Adult Secondary Education instruction which is specifically designed to assist those who did not complete high school. Students can obtain his/her high school equivalency diploma (GED) by passing five tests in the academic areas of Writing, Social Studies, Science, Reading (Literature and the Arts), and Math. Business, industry, civil service, licensing bureaus, and institutions of higher learning acknowledge the GED Diploma.



Adult Basic Education and Adult Secondary Education open doors to self-sufficiency, stronger families, and improved citizenship. It helps and encourages success in building a strong workforce, a vital economy, and healthy communities. At PWSCC, we hope you will find information and connections that will help you as an adult learner, provider, or partner grow and discover new opportunities.

**English Language Learner (ELL):** English Language Learner (ELL) Classes provide necessary and helpful instruction to individuals with non-English backgrounds. Individualized study plans focus on oral and written usage of the English Language and promotes cross-cultural exchange. ELL classes are designed to assure speedy acquisition of English Language proficiency and assist students to achieve in core academic subjects. At PWSCC, it is our goal to provide the best ELL services and programs to meet the needs of all our ELL students.

**Life Coping Skills & Occupational Development:** Life Coping Skills and Occupational Development provide students instruction and workshop opportunities that focus on specific practical skill development as well as community and individual enhancement. PWSCC also offers cooperatively sponsored educational opportunities that may lead to associate degrees and certificates in a variety of training programs. Topics vary from family budgeting, resume development, nutrition, child care, and many more. These services are drawn from expressed individual and community needs.

### **Tutoring**

The goal of tutoring and Academic Support at PWSCC is to help students develop skills necessary to become independent learners. This service is also in place to

help students achieve a better understanding and a higher level of thinking about course content. Tutors are available at no cost to students, as funding permits each semester. PWSCC generally provides tutors in English and Math. The tutor will encourage and guide the learning process, but each student must accept responsibility for his/her own educational progress. Students may contact English and Math tutors directly at each campus to schedule meetings. Requests for tutoring in additional subjects should be made to the Instruction Department or to Extension Campus staff. Assistance with general tutoring is also available through the Adult Basic Education (ABE) centers on campus as space and time permits. Students investigating specialized tutoring services due to learning disabilities must first request these services and provide appropriate documentation (*See DISABILITY SUPPORT SERVICES for more information*).

## **IV. Community Guidelines and Student Rights**

In any community setting, the actions of one person or group may directly affect the lives of others. Grace, consideration, and sensitivity to the rights and needs of others are, therefore, necessary ingredients for a supportive and successful community. Self-discipline and an acceptance of one's responsibility to the community, as well as for one's own actions, not only serve the larger group but also promote maturity and self-respect in each individual. A healthy and supportive community is essential to, and in many ways dependent upon, the development of each community member. This bond between the larger group and the individual is especially vital in a community dedicated to education and scholarly pursuits. To realize each individual's potential and to fulfill the mission of the PWSCC community, behavioral standards have been set.

### **Civility**

Students are expected to conduct themselves with dignity and maturity, especially when dealing with others. Respect for faculty, staff, peers, and oneself should be practiced at all times. Discourse in class, hallways, campus residences, emails, and even online posts and discussion boards should reflect this respect. Differences in backgrounds, beliefs, ideas, and perspectives are an enriching part of one's higher education. Our character and integrity are shaped by all of our experiences, relationships, and decisions, and how we choose to act and convey ourselves within our community. As PWSCC is committed to preparing educated individuals for professional lives in communities they plan to serve, incivility and a general lack of basic courtesy is not acceptable on our campus.

### **Student Rights**

Students, and all members of our campus communities, are afforded certain rights that they should protect and exercise in the classroom, campus residences, and in the general presence of peers and college staff. This handbook and other such official documents are meant to clarify policies and procedures of the institution and are provided to establish and maintain a consistent set of shared expectations and practices. It is the goal of PWSCC to consistently provide educational and business services that are accessible, inclusive, equitable, and helpful. Students are our primary focus, and our most important customers; they are the reason the college exists. However, in any organization, oversights, personalities, and mistakes may occasionally lead to barriers to student success and contentment. Students should actively communicate any infringement or blatant disregard for those guaranteed rights.

In addition to all rights expressly provided to every citizen of this state and country, and in addition to the general basic rights that should be afforded to any

global citizen of the human race, PWSCC commits to protecting the following student rights:

1. The right to receive/attempt an education at PWSCC within the parameters of college policy and practice, with reasonable and appropriate levels of support, consideration, and assistance from college personnel and resources, and the right to discontinue it
2. The right to be informed of college policies, procedures, and course and program requirements, and to receive notice of any changes to these in a timely manner
3. The right to have expectations and policies for student conduct, community standards, and judicial affairs published, modeled, and upheld consistently
4. The right to feel supported, safe, and unthreatened while pursuing an education at PWSCC
5. The right to be treated with respect and civility as an adult, free of harassment, public humiliation, degradation, or inequity
6. The right to express personal ideas, opinions, concerns, beliefs, and lifestyles without fear of consequence, and the right to express disagreement with a situation or another person, *if done in a respectful, constructive, and non-disruptive manner*, without fear of censorship punishment
7. The right to have student records and information kept confidential from others without expressed consent of the student him/herself or other legitimate terms that demand the release of such material to a third party, including family members
8. The right to access one's own student information and to receive standard services of the college within a reasonable amount of time of requesting them
9. The right to have appropriate and reasonable considerations and/or accommodations made for legitimate health issues, personal emergencies, disabilities, and cultural practices without penalty

10. The right to confront others, including college employees, when these rights have been infringed upon without fear of retaliation

### **Conflict Mediation**

Infringement upon, or neglect of the above rights, should first be brought to the attention of the offender so that he or she might recognize the offense and correct the behavior. If the offense or infringement is committed by a peer in relation to a class, students are urged to first notify the instructor of the course to seek resolve.



If a peer conflict is a student housing issue or a roommate conflict, the Community Advisors or Housing Manager should be notified. If the peer conflict is not related to a class, then students should address complaints to Student Services staff on their campus.

If the offender is a college employee, the student might address the violation with the employee's supervisor if comfortable doing so, or file a grievance with the Director of Student Services or the Human Resources Technician.

It may be in a student's best interest to document these confrontations and conversations, making note of dates, times, and points of discussion. It is the intention of the college administration to ensure that all students feel supported, valued, respected, and protected from harm in all related involvement with the college and its campuses, including studies, employment, and residence.

Formal interpersonal conflict mediation can be facilitated by the Housing Manager or the Director of Student Services. When a violation of a student's rights has been addressed with the offender and a supervisor/authority but the student has received no resolve or reasonable explanation for the lack of action in correcting the matter, it may be appropriate to lodge a formal grievance with the Director of Student Services. Students are encouraged to take this step when they feel they need assistance mitigating a conflict, without fear of retaliation.

### **Filing a Grievance:**

To Lodge a formal complaint against a peer, submit to the Director of Student Services the following documentation in a timely manner; to file a grievance

against a university employee, provide this documentation to the Human Resource Technician:

1. A complete, detailed description of the offense, any witnesses, and any protest or resistance you communicated at the time; include all names and titles when referring to persons involved
2. Dates, times, and significant details of discourse you and the offender exchanged when you confronted him/her on the infringement of your rights as a student
3. Dates, times, and significant details of discourse you and the offender's supervisor/instructor/administrator exchanged when you reported the matter and the offender's unwillingness to correct the conflict
4. Details and dates of any further violations of your rights or significant exchanges, retaliation, or difficulties that have occurred since the initial verbal complaint was addressed.
5. Concise statements of how you feel your rights as a student were violated in the incident
6. Concise statements of how you wish to see the problem corrected and prevented from recurring
7. Contact information for yourself and any witnesses
8. A signature and date to attest to the validity and truthfulness of all of your presented documentation

While PWSCC has no time limit by which a student must submit a formal complaint after an incident, a good rule of thumb is to file a grievance within no more than seven days after the matter was first addressed.

Students should not be afraid to follow-up on grievances to ensure that they are being addressed, but employ patience and confidence that the matter is being handled—so as not to expect immediate results. There are many formalities that are involved in grievances filed by students to ensure proper management of the situation. Maintain professionalism and discretion regarding the manner until it is resolved; public complaints and bad-mouthing other individuals or the institution could yield undesirable effects in the resolution of the matter.

## **V. PWSCC Student Code of Conduct**

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

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

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

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

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

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

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

- a. using material sources not authorized by the faculty member during an examination or assignment;
- b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
- c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
- f. acting as a substitute or utilizing a substitute in any examination or assignment;
- g. fabricating data in support of laboratory or field work;
- h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- i. altering grade records of their own or another student's work; or
- j. offering a monetary payment or other remuneration in exchange for a grade.

**2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:**

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on college forms and documents or to any college official or before a judicial hearing board;
- b. misuse or unauthorized use of college identification cards, keys, funds, property, equipment, supplies or resources;
- c. falsely representing oneself as an agent of the college, incurring debts or entering into contracts on behalf of the college; or
- d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the college.

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

- a. damage or destruction to property owned or controlled by the college; or
- b. damage or destruction of property not owned or controlled by the college if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the college; the student was a representative of the college, and the action occurred while traveling to or from an event authorized by the college; or the property not owned or controlled by the college was located on college property.

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

- a. theft or unauthorized possession or removal of college property or the property of any college member or guest that is located on property owned or controlled by the college; or
- b. theft or unauthorized use of college services or unauthorized presence at college activities without appropriate payment for admission.

**5. Harassment:**

- a. physical or verbal abuse;
- b. sexual harassment; intimidation; or
- c. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

**6. Endangerment, Assault, or Infliction of Physical Harm:**

- a. physical assault;
- b. sexual misconduct and assault;
- c. terrorist threats;
- d. hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- e. conduct which causes personal injury

**7. Disruptive or Obstructive Actions:**

- a. obstructing or disrupting teaching, administration, disciplinary proceedings, or other activities authorized by the college;
- b. interfering with the freedom of movement of any member or guest of the college to enter, use or leave any college facility, service or activity; or
- c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the college.

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

- a. unauthorized use, possession, or sale of these items on property owned or controlled by the college, except as expressly permitted by law, Regents' Policy, or University regulation.

**9. Failure to Comply with College Directives:**

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

**10. Misuse of Alcohol or Other Intoxicants or Drugs:**

- a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the college or at activities authorized by the college, except as expressly permitted by law, Regents' Policy, or University Regulation; or
- b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the college or at activities authorized by the college, except as expressly permitted by law, Regents' Policy, or University Regulation.

**11. Violation of Regents' Policy or University Regulation.**

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

## **VI. College Policies**

Detailed policies related to community maintenance and to maintain a positive, safe, and inclusive campus climate are outlined below. Violations of these policies may constitute violations of the PWSCC Student Code of Conduct, criminal activity, or general disruptive behavior. Students violating these policies may be addressed by staff to change their behavior, recommended for campus judicial action, or be referred to local law enforcement as necessary.

College policies related to student conduct and community safety are outlined below in alphabetical order by topic.

### **Alcohol**

The mission of PWSCC and Student Services is to promote the education of the whole student. The college is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the college community. The college has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

The primary objectives of PWSCC's policies and procedures on alcoholic beverage are:

1. To promote responsible behavior and attitudes among all members of the college community,
2. To educate the college community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making,
3. To help individuals experiencing difficulties associated with the use of alcohol.

Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in college public places. This includes private residences of student housing, which is substance-free, regardless of the occupants' ages.

The Board of Regents has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private college-sanctioned events for a limited period of time. The sale of alcohol beverages at college-sanctioned events on campus is not permissible and may not be approved by the President.

Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the college will be subject to disciplinary and / or legal action. Students may refer to the Student Code of Conduct. Students suspecting others within the community to be struggling with alcohol abuse should report this concern to Student Services in confidence; the college will assist in providing help and referrals to support every student.

### **Assault and Violence**

Grievous behavior that physically and mentally harms members of the campus community will not be tolerated. Most forms of assault are criminal and will be treated as such. Violators risk immediate police involvement, possible suspension or expulsion from the college and University of Alaska, eviction from student housing, and criminal trespass from the college.

Fighting and assault of a physical nature, including punching, slapping, or hitting another individual with hands, feet, another body part, or an inanimate object, will lead to immediate adjudication and possible criminal trespass from campus if it is determined he/she is a danger to the community. Pinching, holding, restraining, grabbing, poking, and other forms of forceful physical contact can also be considered forms of assault. This list is by no means exhaustive, and students should be aware that even being unwontedly accosted with water or snowballs may constitute assault.

**Stalking:** In Alaska, stalking is considered a form of assault and can be a criminal offense. Stalking refers to any unwanted behavior or attention towards a person given by another when the recipient has clearly expressed a desire to have these attentions cease. Unwanted or incessant phone calls, mail or emails, messages on phones or online communities, notes, or confrontations in person may constitute stalking. A student who waits for another outside residences or classes, arranges meetings, watches from a distance, or physically follows another individual is guilty of stalking if these advances are not welcome. This list is not exhaustive.

**Domestic Violence:** Domestic violence refers to assault, other abuse, restraint, or physically controlling behavior within a familial or household relationship. Violence can occur within married and unmarried couples, dating relationships, friendships, and even roommate situations. Other forms of domestic violence include the neglect of dependents such as children and elders. Domestic violence is a criminal offense and will be referred to the police. Though a possible and unfortunate issue to address within student housing, domestic violence may be present and detected on campus in other venues as well.

Staff have a legal responsibility to report suspected abuse and neglect of children or elders to the police or social services, but students should expect that suspected domestic violence may also be addressed when it impacts students and the campus community. Students suspecting domestic violence are encouraged to report this concern in confidence to Student Service staff members on their campus so that help and support can be provided. Resources in the community can also be provided to advocate for victims of violence.

### **Assembly**

Within the context of established university and college policies, peaceful assembly and picketing are recognized as legitimate methods of personal expression. However, protest need not and must not take the form of violence, destruction, damage, physical abuse or confrontation that substitutes physical force for orderly efforts to attain one's ends. It should be remembered that freedom to protest is protected only so long as it does not interfere with the rights and freedoms of others. Additionally, though PWSCC will respect students' right to assemble, the Division of Student Services can stipulate times and locations on campus in which these actions are not disruptive and do not violate the PWSCC Student Code of Conduct.

### **Change of Name, Address, Contact Information, or Marital Status**

Students are responsible for notifying the Registrar's Office if there is a change in their personal status (name, address or marital status). This will enable PWSCC to maintain accurate records. Many changes can also be recorded in the student's "personal information" of their uonline account.

### **Communication with Parents**

*NOTE: For the purpose of this statement, the word "parent" will also be interpreted to apply to guardians, or, in the case of international students, responsible agents.*

PWSCC views students as primarily responsible for the quality of their educational experience and the fulfillment of expectations that are accepted when enrollment is established. PWSCC also realizes the deep concern that parents hold for the total growth of a son or daughter and their normal progress through college. In recognition of this interest, the Director of Student Services, his/her designees, and the Housing Manager will assist parents in making contact with their son or daughter by delivering messages and verbally reminding residents to call home. However, under rights granted to the adult student by the Family Educational Rights and Privacy Act (FERPA), college and university officials cannot provide parents or other family members with any information from student records, including disciplinary files, unless the student has signed a waiver permitting open

communication with parents, or if the student's personal safety and wellness is in jeopardy. This decision will be made at the discretion of PWSCC administrators with due cause.

In regards to minors, those enrolled as students for credit are still protected under FERPA in all matters related to academic and conduct matters; all rights and services are available to minors eligible to enroll at the college. However, illegal activity and wellness concerns can be readily communicated to parents or guardians of minors. Minors may also not enter into official contracts or legally-binding commitments such as housing agreements, liability waivers, etc.; parent signatures must be obtained.

### **Compliance with College Personnel**

Students are expected to comply with all policies, instructions, and directives of college staff, faculty, and Residence Life Staff, including Community Advisors and all other University Officials. Students are expected to cooperate with staff requesting information, testimony, or observations related to emergency or conduct incidents. Offering false testimony during either an investigatory or judicial hearing is an offense in itself.

### **Computer Use and Ethics**

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

#### **Computer misuse includes, but is not limited to:**

1. Using a computer account or username belonging to another individual

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

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

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

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

### **Drugs & Narcotics**

The possession, use or sale of drugs and narcotics, including marijuana, as specified by the State of Alaska and federal laws and regulations, is not allowed on campus, including in Student Housing. The possession, use, or sale of illegal substances is not condoned by the college. Any individual(s) involved in such actions will be subject to serious disciplinary sanctions.

Students found guilty of selling or distributing drugs on or off campus, including prescription medications, will be subject to immediate eviction from Student

Housing and/or possible suspension or expulsion from the college and the University of Alaska system.

Students found to be using drugs, to be under the influence of drugs, to be misusing intoxicating substances (such as huffing), or to have drugs or drug paraphernalia in their possession will (for the first offense) be fined \$150 and given the choice of leaving the university or submitting to counseling and random drug testing at their expense. Students found guilty of subsequent offenses will be subject to suspension from the institution; residential students with repeat offenses will be evicted from housing without the right to appeal.

In cases where students deny responsibility for the use or possession of drugs despite contradictory evidence, they will be asked by the Campus Life Coordinator or a college administrator to submit to a urinalysis drug test. Students are not required to take a urinalysis exam, but the election not to take the exam will be treated the same as an admission of guilt when judicial hearings are conducted and sanctioning is assigned. Students should keep in mind that traces of THC and other drugs may remain in the body for up to 30 days after consumption, so a student who has used illegal drugs even in the past may test positive for drug use.

### **Gambling**

PWSCC does not allow gambling on campus. There is to be no gambling at any college-sponsored activity or in public areas, and any advertisements for gambling will be removed by staff.

### **Harassment**

Harassment is not tolerated at PWSCC, and in many cases, is a criminal act that will be treated as such. Criminal harassment, as defined by Alaska statute (Sec.11.61.120) occurs when a person insults, taunts, or challenges another person in a manner likely to provoke an immediate violent response. Harassment can be physical, spoken, written, visual, or in other ways implied. Some forms of harassment, as defined by the PWSCC Student Code of Conduct and subject to strict adjudication, include:

- Physical or verbal abuse
- Sexual harassment
- Intimidation
- Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

Forms of sexual harassment, as defined by University of Alaska Board of Regents Policy (04.02.01), include, but are not limited to:

- Verbal abuse of a sexual nature
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual.

These and other kinds of harassment that are against laws of the nation, the State of Alaska, and the local community are not acceptable at PWSCC and will be addressed with judicial action or criminal referral to local law enforcement.

### **Hazing**

Hazing in any form is not permitted on campus or among any student organizations. Hazing involves any act of initiation or group-endorsed treatment of an individual or sub-group that is not expected of the group as a whole. Even if this act is consensual, it is considered hazing. Hazing may take the form of physical or mental abuse, tests of endurance that cause pain or discomfort, activities or trials that deprive individuals of their rights and freedoms, restrictions of a person's ability to sleep, eat, or relieve him/herself, emotional abuse and humiliation, and any other act that demoralizes or places someone in risk. In some cases, especially when physical danger or harm is involved, hazing may be a criminal act and will be referred to the police.

### **Online Community Conduct**

Online communities such as Twitter, Facebook, Myspace, and other networks provide students with venues to share information with friends both near and far, to meet new people, and to express themselves and their ideas in a variety of fashions. However, many dangers and risks can be associated with membership in these online communities. Students are warned not to give out personal contact information or physical addresses to strangers and to make wise decisions when communicating with individuals they are not very familiar with. Users should always log out of the website when they are finished. Unfortunately, online communication is also used to conduct criminal or hurtful behavior.

Students will be held responsible for threats, harassment, and slander expressed on these sites. Additionally, posting photos or comments that constitute evidence of violated laws or college policy are legal grounds for judicial action or criminal charges. Online communities are not personal property, but rather public postings. Students are urged to consider the material they post online to be shared in the same way as if they posted these photos and statements around campus on bulletin boards for everyone to see and discuss.

### **Peddling & Selling**

Peddling merchandise on campus, including in student housing, is prohibited. Only approved fundraisers are permitted. Students may not operate a business out of on campus or use the college's address or PO Box as a business address, including student housing residents. They may not create a display in a common area, receive customers on campus, or approach students, staff, or residents in an attempt to sell their wares. They may not purchase food or other items and sell them at a profit to their peers or neighbors. An exception to this policy is the online sale of property on eBay or a related website. Staff and students are not permitted to utilize college resources to conduct their off-campus businesses either, such as computers, space, office supplies, or stationery.

Residents wishing to sell personal items, such as books, furniture, computers, and vehicles may do so as a one-time sale by advertising these items on the public posting bulletin boards on campus. Students are not permitted to sell items, including vehicles, belonging to non-students on college property, including housing residents. Requests to facilitate community-wide "yard sales" at semester-ends should be directed to the Housing Manager or an appropriate administrator.

### **Public Postings**

Public postings, including art, advertisements, or promotional materials, may be hung in any common area, public place, or outdoor space without the approval of an administrator or the Help Desk at each campus ONLY in approved public posting boards, and only if the material is appropriate for public viewing and does not create a hostile environment. Staff have the right to remove postings at their discretion. Event posters and postings relevant to the entire campus community should be approved and initialed by the Help Desk at that campus, or by the Housing Manager. Individuals or groups wishing to place chalked messages on sidewalks or cement walls must request permission of an administrator and this should be cleared through Facility Services. Failure to do so will result in the persons or organization responsible being charged for the cost of removal of the messages and possible judicial action.

Public bulletin boards for students and public entities to post personal sales ads, notices, or messages are located just inside the front entrances of each building and several throughout campus. Postings found elsewhere that have not been approved will be removed and disposed of. PWSCC does not permit the advertisement of non-college businesses and activities that provide and promote alcohol, such as bars and clubs soliciting student attendance.

## **Sexual Assault & Sexual Misconduct**

It is the policy of the University of Alaska and PWSCC that the sexual assault or sexual misconduct of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty, and staff.

The term sexual assault, as used by PWSCC, encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually). This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to the local police. Student Services may provide initial support services for students in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services. Staff at all three campuses can help obtain external support from victim advocacy agencies in the local communities.

Those who report a sexual assault will be advised of the importance of preserving evidence, which may be necessary to provide proof for prosecution. Sexual assault is a serious crime and victims frequently experience emotional trauma and medical consequences. Contacting resources enables victims to receive the professional help they may require. It does not commit the victim to further legal action.

Reported complaints of sexual assault will be investigated and to the extent possible, the identity of the individuals will be kept confidential. Whether or not criminal charges are initiated, the victim's right to file a complaint through the student judicial system or employee grievance process remains.

Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information, be accompanied by a support person, and be apprised of the results of the disciplinary review. Upon request, as reasonably available, assistance will be provided in changing academic schedules and living arrangements.

In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the Student Code of Conduct may be considered including,

but not limited to, disciplinary probation, suspension, or expulsion from the college and University of Alaska system. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska policy against sexual harassment. According to the University of Alaska, Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of, such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Division of Student Services and the Outreach Coordinators can provide information and referral on issues of sexual harassment.

### **Tobacco**

Smoking is not permitted in any of the buildings on campus. Any student who is found smoking indoors, including housing residents and their guests, will be assigned a flat fee. Repeated instances will lead to more serious disciplinary action. Smoking may also not occur within 20 feet of common entrances, including porches and stairwells of buildings. Many members of the campus community desire to walk to and from their work/class/home without passing through another's smoke, and they do not need to express this desire to have it respected. Smokers are asked to dispose of their butts in the proper receptacles. Chewing tobacco use is also not permitted in campus buildings.

### **Vandalism & Theft**

Residents of the PWSCC community are expected to act with consideration for the property of the college and of individual persons. The following offenses are regarded as serious:

1. Willful or careless misuse, damage or destruction of the property of others or of the college, including the deliberate defacement of materials, buildings, sidewalks, walls, equipment, decorations, trees and landscaping, or furnishings. The penalty for willful or careless damage will ordinarily include charges for replacement or repair plus disciplinary action.

2. The deliberate setting of unapproved fires, including bonfires, on college property, even where human life is not deliberately endangered.
3. Theft or unauthorized borrowing or conspiracy to commit theft. While PWSCC does not assume responsibility for losses incurred by students which may result from vandalism or theft, it will support actions taken against those persons responsible for such activities whether such action is commenced through the Campus Judicial System and/or by the local police.

Personal belongings of students are not covered under PWSCC's insurance policy. The institution assumes no responsibility for personal property that is damaged or destroyed by theft, vandalism, fire, smoke, rain, snow, ice, wind, hail or water. Students are encouraged to check with their homeowner's insurance as to whether their belongings are insured. It is recommended that students provide their own renter's insurance to protect belongings in the case of damage or theft.

## **VII. Student Discipline and the Judicial Process**

The primary purpose of regulations and discipline in a university are to protect the well-being of the community and to advance its mission by defining and establishing certain norms of behavior. At PWSCC, disciplinary proceedings have a role that is subordinate to positive guidance, rational admonition and reasonable appeal to members of its community to observe its stated norms. The disciplinary system establishes procedures for a fair hearing — including advising a person fully of the charges against him or her, affording him or her ample opportunity to speak on his or her own behalf, and requiring a clear explanation of his or her rights of appeal. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published or for actions that can be reasonably deduced as violations in light of those specifically defined as such.

**Disciplinary or counseling procedures may be the necessary consequence of misconduct occurring on campus.** Whenever a student's behavior becomes disturbing to other members of the college community or hinders the community in its basic functions, judicial officials may be required to initiate advising and/or disciplinary procedures.

### **Judicial Affairs**

The steps followed by the Student Services staff to resolve formal disciplinary matters make up the judicial process. This system exists to assure that basic due process is granted to all students of our community who find themselves in conflict with the community's standards. All such conflicts are resolved by members of the PWSCC community in a system which, though avoiding the formalities and complexities of a legal process, nevertheless aim to respect the dignity of the individual as well as personal and community rights. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the college community. Decisions will be made based on the "preponderance of evidence."

The following judicial structures and procedures have been set in place and are to be considered binding on all parties.

The formal responsibility for discipline of student conduct infractions lies with the Director of Student Services, who serves as the Chief Judicial Officer of the college. The Campus Life Coordinator may adjudicate Student Housing affairs. The Dean of Instruction may adjudicate infractions of academic dishonesty. All possible disciplinary matters begin with an incident report submitted by a member of the college staff or faculty, or with a formal complaint filed by any member of the campus community. Each complaint is investigated and, if formal disciplinary

action seems called for, then the student or group alleged to have violated college policy is notified by a Judicial Officer that the matter will be addressed through the judicial process.

Some infractions will absolutely involve local law enforcement; it is up to the Judicial Officer or the college administration as to whether to involve exterior parties to mitigate the offense. Other offenses may be brought from the Judicial Officer to a Campus Judicial Committee.

Every student involved in the judicial process has the right to a due process hearing and to appeal the resultant decision.

### **Judicial Process**

1. Definition of terms:
  - a. A judicial procedure is a review undertaken by the college to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.
  - b. Major sanctions are defined as suspension, expulsion, and revocation of a degree.
  - c. Minor sanctions are defined as those other than ones specified as major sanctions.
  - d. Days are defined as “class days” consistent with University Regulation 09.03.02.
2. After an allegation of misconduct is made, judicial procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will:
  - a. determine whether to dismiss the charges;
  - b. whether the allegations, if true, would likely result in imposition of minor sanctions, in which case the matter continues with an administrative review; or
  - c. whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.
3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students, faculty, and staff. In a judicial board hearing the students are afforded the opportunity to be represented by legal counsel.

4. An administrative review is conducted by a designated judicial officer and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.
5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the dean or designated appeal reviewer, whose decision on the matter constitutes the final decision for the college.
6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose suspension, expulsion, and revocation of a degree proceed to the president after review by the dean. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the president is the final decision for the college.

#### **Rights Afforded Student in Judicial Proceedings**

1. The college will afford each student subject to judicial proceedings due process and the opportunity to appeal appropriate to the alleged violation and the magnitude of the potential sanction.
2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.
3. A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor's role will be determined by the rules governing the proceedings.
4. Students may have copies of the records of their judicial proceedings at their own expense.

#### **Rights Afforded Injured Parties during the Judicial Process**

1. The college will consider the needs and circumstances of injured parties, especially victims of personal injury and/or sexual assault. The college will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of personal injury and/or sexual assault.

2. An alleged victim of personal injury or sexual assault will be provided such information regarding the judicial process and the college's responses as is required by law.

#### **Initiation of a Judicial Review**

1. Any college student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to PWSCC.
2. The designated judicial officer will review the allegations and conduct an appropriate preliminary investigation to determine:
  - a. whether to dismiss the matter because insufficient information exists to support the accusation; or
  - b. whether sufficient information exists to warrant further judicial proceeding, and, if so, whether the charges, if substantiated, will subject the student to a major or a minor sanction.
3. The designated judicial officer will send the student written notification of:
  - a. the allegations of misconduct and the provisions of the Code which allegedly have been violated;
  - b. the designated judicial officer's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
  - c. whether a major or minor sanction is likely to be imposed, should the charges be substantiated, and if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
  - d. should the student fail to schedule a meeting, the meeting will be scheduled by the designated judicial officer.
4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the designated judicial officer will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the designated judicial officer will conduct an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.
5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.

- a. If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
- b. If the student chooses a judicial board hearing, the student will be notified in writing that:
  - (1) The names of witnesses, copies of any witnesses' written statements, or other documents on which the college will rely will be made available to the student for review at least three class days prior to the hearing;
  - (2) The student must submit to the designated judicial officer at least three class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
  - (3) The student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

#### **General Rules & Procedures of Administrative Reviews & Board Hearings**

1. The college judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.
2. Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the designated judicial officer.
3. A designated judicial officer will conduct an administrative review or chair a review by the judicial board.
4. Should a student fail to appear for an administrative review or judicial board hearing, the designated judicial officer may determine to proceed with the review or hearing without the student.
5. Reviews or hearings may be conducted by audio conference or at an off-campus location, if directed by the designated judicial officer.
6. The designated judicial officer will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.

7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.
8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
  - a. charges are dismissed;
  - b. a minor sanction is imposed. If a minor sanction is imposed, the designated judicial officer will send the student written notification of the decision and appeal rights within ten class days of the conclusion of an administrative review or judicial board hearing; or
  - c. a major sanction is recommended. If a major sanction is recommended, the designated judicial officer will, within ten class days of the conclusion of an administrative review or judicial board hearing:
    - (1) Send the student written notification of the decision and of the right to provide comment to the Director of Student Services or designee; and
    - (2) Forward the record of the administrative review or judicial board hearing to the Director of Student Services or designee.

#### **Administration Review**

1. At the scheduled meeting, the review officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation.
2. Administrative reviews will be closed proceedings and attendance at the review will be limited to the designated judicial officer and the accused student, unless otherwise authorized by the designated judicial officer.
3. An advisor for the student may also be present during the review, but may not represent the student in the proceedings, nor speak nor ask questions on the student's behalf unless authorized by the designated judicial officer.
4. If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student's choice must be indicated in writing. If the student chooses to continue with the administrative

review, the student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

### **Judicial Board Hearing**

1. The Judicial Board will be composed of two currently enrolled students in good academic and disciplinary standing and three faculty and/or staff members. The members of the board must be unbiased and may be selected from another campus or site. Student appointments and alternates will be made by the PWSCCSA president. Faculty/staff appointments and alternates will be made by the Director of Student Services. Cases of alleged academic dishonesty may be referred to the Dean of Instruction to serve as judicial officer, who will appoint faculty and staff to the judicial board.
2. The accused student will be notified, in writing, at least five class days prior to the Judicial Board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the designated judicial officer, in writing, at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The designated judicial officer will have the discretion to either uphold the appointment or have the board member replaced.
3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the designated judicial officer for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the designated judicial officer may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.
4. An advisor for a student may be present and may represent the student during the hearing.
5. The accused student will have the opportunity to question and hear all witnesses relied upon by the college.
6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the designated judicial officer.

7. The Judicial Board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the designated judicial officer.

#### **Appeal Procedure for Minor Sanctions**

An accused student may appeal a decision to impose a minor sanction to the Director of Student Services or designated appeal reviewer. Appeals will be forwarded to an administrator other than that individual who served as the initial judicial officer. Appeals to decisions made by the Director of Student Services will be heard by the Dean of Instruction, and vice-versa.

1. Appeals may be made on the basis that:
  - a. a material procedural error was made during the process which would have changed the outcome of the matter;
  - b. the sanction imposed was clearly excessive for the violation committed;
  - c. newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
  - d. the decision is not supported by substantial information.
2. Appeals must be submitted, in writing, within seven class days of the day the decision is sent to the student.
3. The Director of Student Services or designated appeal reviewer will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The Director of Student Services or designated appeal reviewer may:
  - a. affirm a decision and / or sanction;
  - b. dismiss the case;
  - c. lessen a sanction;
  - d. refer the matter back for further review;
  - e. authorize a new administrative review or judicial board hearing; or
  - f. take such other action as the Director of Student Services or designated appeal reviewer deems appropriate.
4. The decision of the director of student services or designated appeal reviewer constitutes the college's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and college regulation.

### **Review Procedures for Major Sanctions**

A recommendation to impose a major sanction from an administrative review or judicial board hearing is automatically forwarded to the Director of Student Services or designee for review.

1. The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted, in writing, to Student Services in Valdez or to the Office of Student Affairs at UAA within seven class days of the day the findings, conclusions, and recommendation are sent to the student.
2. The Director of Student Services or designee will conduct a review of the record within fourteen class days and may:
  - a. affirm or modify the recommendation for a major sanction and forward the recommendation to the president;
  - b. dismiss the case;
  - c. lessen the sanction;
  - d. refer the matter back for further review;
  - e. authorize a new administrative review or judicial board hearing; or
  - f. take such other action as the Director of Student Services or designee deems appropriate.
3. If the Director of Student Services or designee has recommended a major sanction, the president will review the record and, ordinarily, render a decision within seven class days of receipt of the recommendation. The President may dismiss the charges, impose a major or minor sanction, or take such other action as the president deems appropriate.
4. The decision of the president constitutes the college's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and college regulations.

### **Mandated Physical & Mental Health Interventions**

PWSCC reserves the right to make stipulations of mandatory assessment and/or treatment for residents demonstrating behavior that is a threat to their physical or mental health. It is the goal of the institution and the department to ensure that all residents are healthy and safe. If a student is perceived to require any clinical assessment or treatment to remain healthy and safe while living on campus, then the Director of Student Services may mandate the individuals to comply with requests to obtain assessment, treatment, and provide proof of release or

indication from a clinician that the individual is safe to return to campus or the student housing environment. Those who refuse to comply, who do not complete recommended treatment, or who a clinician feels is inadvisable to return to campus may be temporarily suspended and/or have their Housing Agreement terminated by PWSCC. Additionally, as permitted by FERPA stipulations, parents or guardians of students thought to have imminent health or safety threats can be contacted by university administrators and notified of such concerns.

Students suspended for medical reasons in order to obtain care, or who withdraw at the recommendation of the college, will have tuition and fees refunded. A provision may be stipulated that the student must provide proof to the Director of Student Services that he/she has indeed sought care or treatment. Students who choose not to withdraw on their own by a stipulated deadline if offered a medical withdrawal are responsible for the tuition and fees accrued on their student account.

## **VIII. Campus Safety & Emergency Procedures**

PWSCC is dedicated to maintaining a safe environment for students to live and study. The following policies and resources are meant to set a standard of awareness and a proactive stance to prevent risk and injury. Please direct any specific safety concerns or questions to the Business Manager at [sshiell@pwsc.edu](mailto:sshiell@pwsc.edu), or by calling 907.834.1622.

### **Vehicles and Parking**

Vehicles parked in college lots should be properly parked in accordance to posted signs and pavement markings, and should be in running condition. In order to provide for the protection of pedestrians, to keep fire lanes clear, and to avoid unnecessary expense for campus maintenance, it is a policy of PWSCC that motor vehicles are not permitted to be operated or parked on campus malls, sidewalks, and lawns. Additionally, vehicles may not be parked in front of dumpster sheds or in areas marked off with diagonal yellow lines. Designated parking spaces for handicap, college vehicles, and professional staff may not be used by students, and parking in these spaces may result in a fine or the towing of the vehicle. Vehicles parked in the student housing lots must be registered and display a parking decal. *Refer to PARKING in the Housing and Residence Life section at the end of this handbook for more information on registering a vehicle for campus housing.*

**Bicycle Storage:** Outdoor bike storage is permitted only where bikes can be secured to proper bicycle storage racks outside building entrances. Please do NOT wheel bikes through the hallways, including in Student Housing. This will soil the carpeting, and offenders may be charged for cleaning. Students are strongly encouraged to lock their bikes up at all times. Bikes parked in inappropriate places, creating fire hazards near building entrances, or deemed abandoned will be moved and stored for no more than 30 days until they are claimed at the Help Desk. After that time they will be donated to a nonprofit agency in town.

### **Lost and Found**

A Lost & Found is maintained at the Help Desk at each campus to protect the safety of student belongings found unattended on campus. Keys, jewelry, wallets/purses, identification cards, and anything else of value of containing confidential information will be locked up for security reasons. Items not claimed within 30 days will be discarded.

### **Security & Personal Safety**

While relatively safe, PWSCC is not a sanctuary from crime and it shares many of the same concerns and problems faced by other campuses. Precautions should be taken by students to protect themselves and their personal property. All students

have the right to feel safe and secure in their study/living environments, and that their belongings are secure as well. One of the simplest steps that can be taken is for individuals to keep vehicles and bicycles locked, and to keep personal belongings with them at all times.

The annual campus safety report is published in the Academic Catalog and online. It can be viewed at <http://www.pwscc.edu/security-report.shtml>. Additional tips for residents to follow in order to improve personal safety and security of their belongings are provided below.

**Protecting Yourself:** While the college attempts to provide a safe campus environment, it cannot guarantee one's safety. Every student must exercise good judgment, common sense and take reasonable precautions to protect themselves and their property.

**Take steps to protect yourself when walking or jogging:**

- Go with someone
- Try to stay near streetlights and lighted paths
- Protect your valuables
- Don't carry large amounts of cash
- Report suspicious activity to a staff member, the CA cell phone, or the police

**If you are being followed:**

- Cross the street
- Change direction
- Keep looking back so the persons know you cannot be surprised
- Go to a well-lit area; enter a housing building, classroom, or library— anywhere there are people
- Notice and remember as much as possible about the person so you can give a good description
- Report suspicious activity to a staff member, the CA cell phone, or the police

**Protect your bicycle:**

- Always lock it up in the bicycle racks when not in use
- Record the description, serial number and registration number and register it at the Help Desk

**Protect your car:**

- Always lock your car
- Lock valuables in the trunk

Students are asked to report any instances of vandalism or theft to their campus' Student Services staff immediately, or housing residents should call the CA cell phone if an after-hours incident occurs. Students pay for school property through tuition and fees. Damage and theft raise educational costs and students are often the ones who pay for those increases, so they are asked to help administration tackle theft and vandalism when they discover it to aid in prevention efforts.

### **Firearms & Weapons Policies**

**It is against state law and University of Alaska Board of Regents Policy 14.40.170 to possess firearms, explosives, and concealed weapons on the college campus.**

The list of PWSCC contraband weapons includes firearms, handguns, paintball guns, swords, crossbows, and any knives with blades longer than 4" except for kitchen knives. Explosives, fireworks, and incendiaries of any kind (including safety flares) are not permitted on college property, including in residences in campus housing. These items must be stored off-campus.

**Students found to be in possession of firearms or explosives, in violation of this law, will be evicted immediately, and criminal charges may be assigned.**

**Fireworks:** The possession of fireworks, firecrackers, and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type on campus will be subject to a \$100-200 fine and disciplinary action.

### **Fire Code & Building Evacuations**

All students, staff, and faculty are expected to follow fire evacuation policies, building fire codes, and any safety or emergency procedure instructions by administration and emergency personnel. Immediate evacuation is mandatory when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by proper authorities. Re-entry into a building before receiving confirmation from appropriate administrators, the Police Department/State Troopers, the Fire Department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding. It is illegal to remain in a public facility when the alarm has sounding, and hefty fines can be assessed by police.

Occupants should anticipate notable wait times outdoors before exiting campus buildings, and should therefore grab proper footwear, coats, and hats for the weather before leaving the building. Weather in Alaska can be harsh, and evacuees might be waiting in snow, rain, or extreme cold until the buildings are cleared. They will be directed to rally points, but in general, should remain at least 100 feet from the building.

## **Personal and Campus Emergencies**

In any emergency situation, students should notify a staff member as soon as possible, but if an individual is in imminent danger he/she should first dial 9-1-1. Campus staff are trained to assist in handling emergency situations and crisis response scenarios. These may include medical and trauma emergencies, mental health crises, such as suicide risks/attempts, alcohol poisoning or unresponsiveness, violence and threats, etc. Students are not encouraged to assist in situations where they might be placed in danger, such as confronting someone who is seemingly under the influence of intoxicating substances, someone who is making physical threats, or someone in possession of a weapon.

In many cases of campus emergencies, notifying a staff member or administrator will help to spread the word of a campus-wide threat. Campus phones in every classroom, office, and student residence will broadcast emergency notifications, and students are asked to follow directions provided by staff members and emergency personnel.

**Medical Emergencies:** Students who encounter a medical emergency should ensure that the environment is safe and call 9-1-1, providing as much information as possible about the individual's condition and the exact location help should be sent. Seek additional help from campus staff. Most college staff are trained in First Aid and CPR and can assist in an emergency. In any emergency situation, PWSCC reserves the right to summon emergency medical services to any situation that might involve a person's health. Any medical costs incurred will be the responsibility of the patient and may include ambulance, emergency room charges, medivac, or hospitalization.

**Mental Health Emergencies:** In the case that an individual seems mentally unstable, agitated, violent, or under the influence of drugs or alcohol, students are urged to keep their distance and not to provoke the individual by creating conflict and unnecessary confrontation. Assist in clearing others from the area and notify an administrator immediately to help remove the individual from the premises. Staff on campus are trained to deal with mental health emergencies and intoxicated individuals and may be able to help diffuse the situation if the individual is not an immediate threat to others or him/herself. If an individual has assaulted someone or is making imminent threats, call 9-1-1 and then notify an administrator.

**Threat of Bomb or Terrorism:** In the case that a student learns of a bomb or terrorism threat or encounters a suspect item or substance that may be dangerous, 9-1-1 should be called immediately, and then a college administrator notified.

**Active Shooter:** In the case of an active shooter on campus, students and staff are asked to gather into rooms quickly, or if in a room already, to lock the door, turn off

the lights, and gather away from view of windows and corridors. Listen carefully for emergency announcements and instructions before leaving the room.

### **Dangerous Weather Conditions**

Weather conditions sometimes create unsafe situations for housing residents, especially in the winter. Valdez's tendency to experience freezing rain with ample amounts of snowfall creates black ice on roads and walking paths. Facilities Services is responsible for salting and plowing walks and the campus parking lot, but residents should call the CA cell phone in evenings and on weekends when surfaces need immediate attention.

**Cold Temperatures:** Especially in the Copper Basin region, subzero temperatures are common and make for dangerous road conditions, increase risk for frostbite and hypothermia, and can lead to problems with buildings such as burst pipes and heating difficulty. Students are encouraged to dress wisely for cold with appropriate gloves, head coverings, and winter coats, even if they only anticipate being outside for short periods. Vehicles should contain winter survival gear such as blankets, candles, and sand or kitty litter to prevent becoming stranded on the roadside in the cold. Frostbite and hypothermia can very quickly develop, especially in Alaska's Interior. Travel at anytime, but especially in winter, should be communicated to others so somebody can take action if the traveler does not arrive as scheduled.



**Snow and Ice:** Snow accumulates quickly and heavily in Valdez, especially. The weight of falling snow can cause great injury. Additionally, heavy snowfall causes a significant danger due to the metal roofing on the apartment buildings. As the metal heats from the building underneath, it creates sheets of ice under the thick snow blankets. Sizeable icicles sometimes form, which are firmly attached to the ice sheets on the roofs so that tampering with them may bring a huge sheet of ice and snow, weighing thousands of pounds, down onto a person. Treacherous ice sheets on roofs that are hanging over walkways should be reported to a staff member to be safely removed. Fallen snow should not block windows, as they should remain a means of egress. Notify a staff member if snow is blocking any exits or egress windows.

### **Natural Disasters**

Natural disasters such as earthquakes and tsunamis are very possible threats in Valdez, Alaska. Instructions are provided below. In the case of other possible large-scale crises, such as pandemic illness, bomb threats, etc., students will be kept informed of instructions and safety precautions to the best of the college's ability. Students are encouraged to maintain a "grab & go bag" as a measure of emergency preparedness, which can be grabbed easily when evacuation is necessary. Such a bag would include a change of clothing, an extra toothbrush, and other essentials needed to overnight elsewhere or spend an extended period relocated from one's residence.

**Tsunami:** In cases of tsunami warnings, individuals should move to higher ground or away from the coastal areas if possible. Moving to coastal areas to view any possible waves is extremely unwise, as people cannot outrun the floods that may ensue. The rally point for the PWSCC campus is the high school and junior high gymnasiums.

**Earthquake:** Students who are indoors in the event that an earthquake hits should duck under heavy furniture such as tables and desks, in doorways, or in shower stalls. Aftershocks should be expected and persons should remain still during these tremors. Students who find themselves outdoors during an earthquake should quickly move to an open area and lie on the ground until the tremors and aftershocks cease. After an earthquake, individuals should assess their environment quickly for unstable objects, damaged power lines, gas leaks, and dangerous rubbish. Attempts to locate anyone that may be trapped should quickly be organized, though injured persons should not be moved except by emergency personnel to prevent further injury.

## **Wildlife & Bear Safety**

Any campus in Alaska is graced from time to time with wildlife. At PWSCC, wild animals frequent student housing and other areas of the community, especially during the spring, summer, and fall seasons. On each campus, students may see bears, moose, deer, and porcupines, amongst smaller critters. Students are warned not to provoke, tease, crowd, or torment these animals. Students creating unsafe conditions for themselves and others by antagonizing wildlife may be assigned disciplinary sanctions. Any cruelty to animals will not be tolerated. Students may not hunt or trap animals on or adjacent to campus. Alaska state law prohibits anyone from removing any body parts or “souvenirs” from large game, including bears, if the animal is found dead. Alaska Department of Fish & Game removes the animals to monitor population statistics, and students who find a deceased bear should report it to Alaska Department of Fish and Game.

Black bears are often present on campus when not in hibernation. Students can take a few simple steps to keep themselves, and the bears, safe. Students are expected to follow the following precautions to help prevent bears from being attracted to campus, especially pertinent to student housing.

- All garbage must be secured immediately in the dumpster sheds, and all locks and hasps secured on the shed door. Bear claw marks can still be seen on the doors beneath the paint that has covered them.
- Animal products from fishing and hunting, including bones and skins, should never be left where the animal was cleaned.
- All remnants must be wrapped in a plastic bag, sealed or tied shut, and deposited in the dumpster. Fluids should be rinsed away from the ground with water, and picnic tables should be scrubbed with soap or bleach water.

Students who see black or brown bears should take care to stay away from the bears. Usually the bears will scamper off into the woods when they realize they have company. However, bears that have found berries or food may be less inclined to abandon their meal. Drawing crowds or approaching bears with cameras is extremely irresponsible, as is attempting to corner the bear, restrict its movements, or provoking it in any other way. Mother bears with cubs are even more dangerous, as they may easily feel that their cubs are in danger. Students should take the following precautions if they spend time in the wilderness or if they encounter a bear either on or off campus.

### **Precautions in Campgrounds and Picnic Areas:**

- Do not cook or store food in or near your tent.
- Keep a clean campsite by properly disposing of garbage, washing your dishes, and wiping down table tops.

- Hang food and anything with strong odors (toothpaste, bug repellent, soap, etc.) out of the reach of bears, possible (at least ten feet above the ground and five feet from the tree trunk). If no trees are available, store your food in airtight or specially designed bear-proof containers.
- Avoid taking odorous foods (they attract bears) and keep food smells off your clothing.
- Burn food-laden garbage completely in a hot fire and pack & carry trash out (don't bury it). Food and garbage are equally attractive to a bear so treat them with equal care.

**On the Trail or in the Backcountry:**

- Avoid surprising bears at close range. If you are hiking through bear country, make your presence known, particularly where the terrain or vegetation makes it hard to see. Make noise, sing, talk loudly, or wear a bell.
- If possible, travel with a group. Groups are noisier and easier for bears to detect.
- Bears may be active at any time of the day or night, but they tend to be more active at dawn and dusk. Plan your hikes accordingly and stay on established trails.
- There are several indicators that may alert a backcountry traveler that a bear is in the area. Some of the most easily identifiable clues include rub trees, diggings, scat, and tracks. Identifying these clues may help to prevent an encounter.
- If you have a dog with you, put it on a leash if you see signs that a bear may be nearby. Bears and dogs don't mix.

**If You Encounter a Bear:**

- Remain calm and avoid sudden movements.
- Give the bear plenty of room, allowing it to continue its activities undisturbed. Every bear has a zone of danger or personal space -- that is, the distance within which a bear feels threatened. If it changes its natural behavior (feeding, foraging or movement) because of your presence, you are too close. If you stray within that comfort zone, a bear may react aggressively in the form of a bluff charge, bodily contact, or even an outright attack.
- If you spot a bear and the bear is unaware of you, detour quickly away.
- If spotted by a bear, try to get its attention while it is a good distance away. Help the bear to recognize that you are human, by talking to it in a normal voice or waving your arms. If a bear cannot tell what you are, it may come closer or stand on its hind legs to get a better look or smell. A standing bear is usually curious, not threatening.

- Some bears will bluff their way out of a threatening situation by charging, then veering off or stopping abruptly at the last second. Bear experts generally recommend standing still until the bear stops and then slowly backing away.
- Never run from a bear. Running may elicit a chase from an otherwise non-aggressive bear, and since they can run faster than 30 mph, you have no chance of outrunning them.
- Never feed or toss food to a bear.
- Climbing a tree to avoid bears is popular advice but not very practical in many circumstances. All black bears, all grizzly cubs, and some adult grizzlies can climb trees. Running to a tree may provoke an otherwise uncertain bear to chase you.
- Throw something onto the ground (like a camera) if the bear pursues you, as it may be distracted by this and allow you to escape.
- If you carry bear spray, be sure that you have been trained with it before trusting it during an attack.

**Moose Safety:** Moose, similarly to bears, can be easily provoked and are dangerous to both pedestrians and motorists. A startled moose, especially a cow with a calf nearby, can be extremely aggressive. Living in Alaska unfortunately puts many residents at risk for being trampled by a frightened or angered moose. When spotting a moose, individuals are encouraged to give the moose a great deal of space and to refrain from making fast movements or loud noises. Great care should be taken to ensure one does not come between a cow and her calf; remember that the cow will usually be easier to see than her calf.

## IX. Academic Calendar

The PWSCC Academic Calendar is subject to change; changes will be published on the college website. It is the student's responsibility to monitor relevant dates and deadlines as they are scheduled on the calendar. Students should note that PWSCC does not follow the same academic schedule as UAA or the other universities within the University of Alaska system. Start and stop dates, deadlines for fees and applications, and other relevant dates may differ significantly. High school students enrolled in PWSCC college courses or as Dual Credit students should also pay close attention to the Academic Calendar, and are expected to attend class even if their primary institution is not in session or on holiday.

### FALL 2011

Early Fall Registration Period	Apr 4 – May 27*
Fall Scholarship and Tuition Grant application deadline	Aug 1
Residence Halls open; Fall Housing Agreement period begins	Aug 25
New Student Orientation	Aug 26 & 27
First day of classes	Aug 29
Labor Day Holiday (Campus closed)	Sep 5
Drop/Add Deadline	Sep 12
Last day to change credit/audit status	Sep 12
Last day to apply for Fall Graduation	Sep 12
Withdrawal period begins (no refunds)	Sep 13
Last day of Title IV Return of Unearned Aid period (60% mark)	Oct 25
Withdrawal deadline	Nov 14
Thanksgiving Holiday (Campus closed)	Nov 24 & 25
Spring Scholarship and Tuition Grant application deadline	Nov 30
Last day of instruction	Dec 5
Final Exam week	Dec 6 – 9
Residence Halls close 5pm; Fall Housing Agreement period ends	Dec 12
Housing Winter Break Agreement period begins	Dec 13
Grades due	Dec 14
Winter Break Closure (campus closed)	Dec 26 – Jan 3*
Housing Winter Break Agreement period ends 5pm	Jan 9

\* = Dates subject to change

**SPRING 2012**

Early Spring Registration Period	Oct 31 – Dec 2*
Residence Halls open; Spring Housing Agreement period begins	Jan 12
New Student Orientation	Jan 13
Alaska Civil Rights Holiday (Campus closed)	Jan 16
First day of classes	Jan 17
Drop/Add Deadline	Jan 30
Last day to change credit/audit status	Jan 30
Last day to apply for Spring Graduation	Jan 30
Withdrawal period begins (no refunds)	Jan 31
Summer registration period begins	TBA
Spring Break (No classes)	Mar 12 – 16
Spring Break Staff Holiday (Campus closed)	Mar 16
Last day of Title IV Return of Unearned Aid period (60% mark)	Mar 20
Fall registration period begins	TBA
Withdrawal deadline	Apr 9
Last day of instruction	Apr 30
Final Exam week	May 1 – 4
Commencement	May 5
Residence Halls close 5pm; Spring Housing Agreement ends	May 7
Grades due	May 9

\* = Dates subject to change

## X. Staff Phone Directory

All numbers use the Alaska area code of "907." To dial from any campus or student housing phone, dial "4" + last four-digit extension of the numbers below:

### President's Office

Assistant to the President	TBA	834.1612
President	Doug Desorcie	834.1610

### Instruction

Assistant to the Dean of Instruction	Sheila Mann	834.1660
Dean of Instruction	Wes Lundburg	834.1662

### Student Services

PWSCC Help Desk		834.1600
Administrative Assistant	Kathryn Amerell	834.1682
Campus Life Coordinator / Housing Manager	Ronnie Houchin	834.1634
Academic Advisor	Robyn Paul	834.1626
Admissions and Financial Aid Coordinator	Megan Morris	834.1645
Registrar	Shannon Foster	834.1632
Director of Student Services, DSS Coordinator	Christopher Washko	834.1631
Community Advisor Cell (24-hr assistance)		831-1264

### Business Office

Cashier	Nan Haley	834.1624
Student Accounts Coord, Accounts Receivable	Lisa Koch	834.1621
Human Resources Technician	Ana Hinkle	834.1623
Business Manager	Steve Shiell	834.1622

### Instruction Technology, Computer Services

IT Support Services Helpline		834.1650
IT Support Services	Scott Fronzuto	834.1642
Media Services, Website Coordinator	Ryan Adkins	834.1619
IT Manager	Aaron Rasmussen	834.1643

### Wellness & Recreation Center

Wellness Center Front Desk		834.1684
Wellness Center Coordinator	Amanda Hatton	834.1685

### Training Department

Administrative Assistant	Kim Neill	834.1640
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**Program Coordinators**

Adult Basic Education Coordinator	Michael Holcombe	834.1671
Whitney Museum	Wendy Goldstein	834.1689
Theatre Coordinator	Dawson Moore	834.1614

**COPPER BASIN EXTENSION CAMPUS**

Administrative Assistant	Gayle Kildal	822.3673
Adult Basic Education	Joey Eastman	822.3507
IT Support Services	Colt Radigan	822.3673
Campus Coordinator	Suzanne McCarthy	822.3673

**CORDOVA EXTENSION CAMPUS**

Administrative Assistant	Faith Barnes	424.7598
Adult Basic Education	Suzy Banks	424.5177
IT Support Services	Dennis Anderson	424.7598
Campus Coordinator	Susan Harding	424.7598





## NOTES