

2017 Student Instructions

Arriving on campus

Students should arrive on the Alaska Pacific University (APU) campus on Saturday, July 15 between 5 and 10 pm. Dinner will be provided. Many students will have traveled very far distances to attend this program, so this time is reserved for you to check into your dorms, meet your new roommate and get settled in for the start of the program.

If you are traveling by air or train, shuttles will be provided from/to Anchorage International Airport and the Anchorage Train Depot to/from the APU campus. Make sure we have your itinerary ahead of time so we will be assured of your safe transport (Form #3).

Roommates

Rooms and roommates are assigned at check-in. You are expected to remain in your assigned rooms - NO MOVING. Please do not contact the Alaska Business Week (ABW) office to request a roommate assignment

Program Registration

Program activities will start on Sunday, July 16. Program Registration will be at 10:30 am. Students will be given program materials, assigned a "company" and receive your official Business Week T-Shirt. Any forms that were not submitted prior to the program will be expected to be given to staff at this time. Please note that we must receive all completed forms to have a student participate in the program.

The program officially begins promptly at 1pm on Sunday, July 16. Family and friends are welcome to attend the opening assembly if they are in the area. It is extremely important that students are at the opening ceremonies on time!

Late Arrival - If for any reason you cannot arrive on time, please let us know ahead of time by calling (907) 278-2744 to notify us of any changes to your student's travel itinerary. After July 14 call (907) 570-7343.

Program Duration- Students will arrive on campus on July 15 between 5 and 10 pm and must depart campus on Saturday July 22 by 10 am. There will be no planned activities on July 15 or July 22, these days are for check in/check out from dorms and to better accommodate travel from across the state. Students may check out on Friday, July 21 after the awards ceremony if they are signed out and leave with a Parent/Guardian.

Friday Night Awards Ceremony

On July 21 we will have an awards ceremony to celebrate and acknowledge the students. This is a dress up event. The ceremony will start at 7 pm. Parents, friends and family are encouraged to attend. More details will follow in the last minute instructions sent about two weeks before the start. Students are asked to dress up. Students will be seated with their Business Week Company during the ceremony.

Telephones and Electronic Devices

Cell phones, text messaging, MP3 players, and any other electronic devices are allowed, but must be turned OFF during all program sessions, speakers, company meetings, etc. This includes games too! It's also easier to meet new friends when your ears aren't plugged into an iPod. ABW and APU will not be responsible for lost, stolen or damaged personal items.

Clothing and Weather

Business Week sessions are informal. Most likely the days will be warm and the evenings will be cooler. Dress that constitutes a safety hazard, displays illegal/immoral actions or that disrupts the learning environment is prohibited. Please review the Packing Checklist and our Dress Code Policy for information on what to bring. Resident Advisors (RAs) will enforce the ABW dress code during the program.

Talent Show

There will be a student talent show one evening of the program. All participants are expected to attend. Of course, performing in the talent show is optional. Think about your special talents and come prepared to share. This is guaranteed to be a special evening.

Transportation to the Program

Transportation to and from Anchorage is not provided as part of the ABW registration fee. However, due to the generous contributions of our sponsors (Alaska Railroad and Ravn Alaska), limited transportation assistance is available. Students from the Fairbanks area are eligible to receive free transportation on the train to and from the program. Students living in Ravn Alaska served communities (outside of Fairbanks) may be able to receive round trip tickets to attend the program, tickets are limited and will be given on a first-come, first serve basis. Please be sure we have received your transportation form (form #3) if you would like to receive transportation assistance.

Automobiles

If you bring your car, please note you will be required to park in a specific lot and will be required to turn in your keys during the week. Do not plan to use your car during the week. **NO EXCEPTIONS!**

Smoking/Tobacco

It is against state law for a person under the age of 18 to purchase or attempt to purchase, possess, obtain or attempt to obtain cigarettes or tobacco products (including electronic cigarettes). Therefore, it is the policy of ABW not to allow smoking during the program session for those under 18 years of age. APU also has a strict, campus-wide, no smoking policy for minors and absolutely **NO** smoking indoors by anyone. Violation of any laws or program guidelines/Code of Conduct while attending the Business Week Program will subject the participant to removal from the program and result in the participant being sent home.

Miscellaneous

Daily recreation is available. Please bring tennis shoes and gym clothes. Assorted recreational equipment may be provided.

Most areas of the campus will be open for your exploration and use during your free time each afternoon. A campus map will be provided at registration. You are requested to respect the property and rights of others.

You are required to stay on campus from the time you arrive until you check-out on Saturday morning, July 22 to return home.

We do not allow any visitors during the week. Please do not invite friends to see you; this is an intensive program for participants only.

Please bring just a small amount of spending money (small denominations and change) for snacks and souvenirs. The cost of your room, meals, a program t-shirt and all program materials are included in your registration fee, but you will need cash for vending machines and anything you wish to purchase. The campus bookstore will be open during the week. Once again, bring small denominations!

NOTE: We encourage you **not** to bring valuable items to campus! ABW and APU are not responsible for lost or stolen articles.

We reserve the right to send anyone home who violates the rules, code of conduct or is otherwise a disturbance to the program at your own expense. Serious misconduct will be reported proper authorities. Absolutely no alcohol, drugs or weapons are allowed on campus! With reasonable suspicion your room may be searched.

We are looking forward to seeing you at Alaska Business Week 2017!



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