

Student Services

AVTEC strives to provide a safe, convenient and comfortable living and learning environment for students. Members of AVTEC staff are available to help students make a smooth transition to a school setting and to assist them in reaching their career goals. AVTEC is a non-smoking facility.

The following information identifies the facilities and services available on-campus and in the community for AVTEC students.

Dormitories

Dormitories are available on-campus, located next to the cafeteria and the recreation center. Occasionally short-term students are boarded at a local hotel when dormitory space is unavailable.

There are single and double rooms. Dorm rooms have a single bed, desk, and wardrobe or closet for each resident. There are no coed rooms in the dormitories.

Dorm residents may designate preference for roommates who do not smoke or drink. Students are responsible for providing their own bedding and towels. Laundry facilities are provided for students living in the dormitories. High volume stereo speakers are prohibited. No pets or weapons are allowed in the dormitories. Cooking, hot plates, and microwave ovens are not permitted inside dormitory rooms. Shared microwave ovens are provided for resident use in common areas of both dormitories.

Applicants for dormitory housing must complete a **Dormitory Residence Application and Contract**. Minimum age to reside in AVTEC housing is 18. An application is available from the Admissions Office at (800) 478-5389 or on the Internet at the following website: <http://www.avtec.edu/DormApp.pdf>. Before signing the Dormitory Residence Application and Contract, please read the **Housing** section of the Student Handbook located on the admissions page of the AVTEC website: <http://www.avtec.edu>.

Family Housing

AVTEC has 17 apartments available for students with families. Students are responsible to provide their own bedding, towels, utensils, dishes and personal items.

The following restrictions for family housing applicants apply: students must be enrolled in classes which are at least six weeks long, have three or fewer children who will be living with them while they are in training, and the children must be under eighteen years of age.

Applicants for family housing must complete a **Family Housing Residence Application**. An application is available from the Admissions Office at (800) 478-5389 or on the Internet at the following website: <http://www.avtec.edu/FamilyApp.pdf>. Before signing the Family Housing Residence Application, please read the **Housing** section of the Student Handbook.

Cafeteria

All students, both full-time and part-time, may eat in the cafeteria. If you live in the dormitory you will have a meal plan. If you do not live in the dormitory, meals can be purchased for a fee at the Business Office, 8:00 a.m. to 5:00 p.m., Monday through Friday. There is a discount for volume purchases. Meal tickets are not refundable.



Items to Bring

Here are some helpful items to bring with you to training:

- Personal items such as laundry and bar soap, shampoo, and toothpaste
- Bedding, towels, extra blankets, and pillows
- Alarm clock
- Rain gear and waterproof boots
- A second pair of shoes if you wear boots. Black-soled shop boots are not allowed in the dorms, Student Service Center, or cafeteria.
- Copy of your most recent federal income tax return, for financial aid.
- Sport shoes, workout clothing, outdoor sports gear
- Coffee cup
- Medical information such as proof of eligibility for Medicaid, Indian Health Services, and/or private insurance benefits
- Social Security Card (needed to complete job applications or apply for campus jobs).

STUDENT SERVICES

▪ **What Happens When I First Arrive to AVTEC?**

On enrollment day at 8:30 a.m., you will report to the Student Service Center at 519 Fourth Avenue (unless otherwise advised). If you are enrolled in a long-term program, you will spend your first two days in orientation. Orientation includes:

- Meet with Admissions, Student Records, Student Accounts, and Student Financial Aid
- Receive information on school procedures and services
- Obtain your program schedule
- Meet with a school counselor
- Complete entry assessment in reading and mathematics

Telephones

Some individual dorm rooms are equipped with telephones. Some lounges are equipped with toll-restricted telephones. Messages may be left for students Monday through Friday, 8:00 a.m. to 5:00 p.m., at 224-3322. Messages may be left for dormitory residents 24 hours a day at 224-6100. Pay phones are located in the dormitory and Student Service Center.

Student Mail

Students must rent a box at the local post office or have their mail delivered in care of General Delivery, Seward, AK 99664. Students are asked not to use AVTEC's address for personal mail.

Child Care

Child care is available on campus and in the community. For a complete list of licensed child care facilities and providers or for day care assistance information, contact the Seaview Community Services at 224-5257. A partial list is available from the Admissions Office.

Library Services

Jack Werner Memorial Library

Students have access to a wide range of technical information and resource materials at AVTEC's library. Over 5,000 titles in the library's collection are devoted to training related materials to support students in their vocational areas.

Students can find recreational reading with novels, magazines, and keep current on news from home with the collection of newspapers from all over the state. Students will also find resources to make the search for a job and application process more effective.

Multimedia Computer Lab

Students can stay in touch with family and friends as well as initiate the search for a job and learn basic computer skills in the library's multimedia computer lab. Access to the Internet and up-to-date word processing, database, and spreadsheet software offer students unlimited resources. Students can learn to type, write a resume, or design a house with the wide range of topics available on

CD. Assistance is available to learn basic computer skills, access the Internet, and set up e-mail accounts.

Recreation

AVTEC's Student Service Center offers several recreational options for students. In the full size gymnasium, students enjoy basketball, volleyball, and roller skating. Students also have access to the racquetball court, weight room, sauna, ceramic craft room, and snack bar. The game room is equipped with pool and ping pong tables, and video games. Movies and special sporting events air regularly on a large screen in the auditorium.

Dances, pool tournaments, and field trips to local points of interest are organized for students several times throughout the year. Transportation to the high school swimming pool is also available regularly.

The scenic Seward area offers students a variety of outdoor recreational activities such as hiking, cross country skiing, mountain climbing, fishing, kayaking, and boating. Churches, stores, hairdressers, hotels, restaurants, theater, library, and video rental are available in the community. Qutekcak, the local Native tribe, welcomes participation of AVTEC students in many of its activities.

Health and Wellness

AVTEC staff encourage healthy life-styles both in and out of the work place. Health information and wellness programs are available to all students. Each fall students also participate in a community-wide Health Fair sponsored by AVTEC.

Student Accident Insurance

Students in long-term courses are covered by accident insurance. Student insurance covers only those accidents occurring on-campus and in off-campus school sanctioned activities and training. Liability cannot exceed \$2,500. If an accident occurs, an AVTEC staff member must be notified immediately. Students who are covered by insurance should bring the appropriate information with them.

Transportation

Bus service is provided for students attending classes in the department of Applied Technology and at the Port Avenue Facility.

Travel to Seward

Seward is located 120 miles south of Anchorage via the Seward Highway. Bus, and train schedules are limited so make your travel arrangements early.

Seward Bus Line

For reservations call (907) 563-0800 in Anchorage.

In Seward call (907) 224-3608.

Seward Bus Line offers limited service in the winter.

Homer Stage Line

For reservations call (907) 868-3914 in Anchorage.

In Seward call (907) 362-3644.

Connects Anchorage, Homer and Seward

Alaska Railroad

Connects Fairbanks, Anchorage, and Seward.

Limited schedule. No winter service. In Anchorage, call (907) 265-2494.

Counseling/Job Placement Services

Mission

To assist students in reaching their career goals, and recognizing their full potential. This may include assisting the student to overcome barriers in his/her personal life. Services involve group instruction, individual counseling, and job placement assistance.

Job Search Class is designed to help students refine career goals, find job openings, complete job applications, and develop resumes. Techniques in using the telephone and the Internet to get job information are also covered.

Job Interview Training is required for most long-term students. This class covers every aspect of interviews from first impressions to practice job interviews conducted

by local employers when possible. The interviews are videotaped and analyzed to encourage future success in this type of skill.

Workplace Communications Training helps students improve skills and build self-confidence. Student's class hours are spent learning methods of communicating effectively in various situations such as in a team, with supervisors or with difficult coworkers.

Counseling

Counselors also provide services to the individual on issues that are training related, or of a personal nature. These issues can include but are not limited to, drug and alcohol problems, relationships, stress, time management, peer pressure, and other issues.

Job Placement

AVTEC's history of training Alaskans has resulted in an active and positive relationship with employers throughout the state. The Placement Specialist assists students on a group and individual basis with their job search. By maintaining contacts with business and industry, the AVTEC Placement Specialist and instructors are able to provide assistance to students in contacting potential employers. A job fair is held on campus each spring allowing students to meet with different employers from around the state.

Seward Schools

(Seward High, Middle, and Elementary Schools)

Looking for information regarding the Seward High, Middle, or Elementary Schools, visit:

- the Kenai Peninsula Borough School District (KPBSD) Web site (a comprehensive listing of KPBSD information) www.kpbsd.k12.ak.us
- the Community & Parents section (school registration, school calendar, lunch menus, health services, and more...) www.kpbsd.k12.ak.us/commpar

STUDENT SERVICES

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The purpose of FERPA and this statement is to set out requirements for the protection of privacy of students who have attended AVTEC, access to educational records directly related to them AND to protect the information contained within those files from unauthorized persons.

FERPA affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day AVTEC receives a request for access. Students should submit to the Student Records Clerk written requests that identify the record(s) they wish to inspect. The Student Records Clerk will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students should write to the Student Records Clerk responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Student Records Clerk will forward a copy of the student's statement to the party that submitted the information, and a copy to the Instructional Administrator. If AVTEC decides not to amend the record as requested by the student, the Student Records Clerk, at the advisement of the Instructional Administrator and/or party that submitted the information, will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Directory of Disclosed Information below). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by AVTEC in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom AVTEC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Advisory Boards; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, AVTEC discloses education records without consent by the student to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AVTEC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, S.W., Washington, DC 20202-4605**

Disclosure of AVTEC records means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy. It includes and is limited to:

- student's name
- student's current mailing address and telephone number
- training program(s) attended
- dates of attendance
- certificates received

The above information may be given to anyone who inquires WITHOUT the consent of the student unless the institution has written notice, from the student, to withhold said information.

Students may withhold Directory Information by completing the "Request for Nondisclosure of Directory Information" to the Student Records Clerk. You may obtain this form from the Student Records Clerk. Requests to withhold Directory Information are in effect until rescinded in writing by the student.