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Dear AUAP Students:

Welcome to the Asia University America Program at Western Washington University! Our entire staff has been preparing for your arrival and we’re looking forward to meeting each one of you.

As you begin the AUAP at Western, we simply want to remind you that you are going to experience an English language and cultural orientation program, which can be characterized by its unique “balance”...

   It offers great fun and adventure...  
      but it also requires serious, hard work.

   It is practical and conversational...  
      but it also has a strong academic side.

   It will help you converse more confidently and fluently...  
      and it will also challenge you to think critically and seriously.

We will do everything possible to help you experience this “balance” and to make your AUAP experience a time of great adventure, great challenge, and great opportunity.

Sincerely,

Dean Hagin, Ph.D.
WWU-AUAP Director
Program Description

The Asia University America Program offers an intensive English language and orientation program to students from Asia University, Tokyo, Japan.

AUAP Mission:
1. To broaden the international perspective of Asia University students.
2. To expose students to natural English and deepen their understanding of another culture.
3. To give students the opportunity to rediscover themselves and Japan.

The program has eight (8) general goals:
1. To develop students’ communicative control of spoken English.
2. To develop students’ reading and writing skills.
3. To orient students to American life and culture.
4. To familiarize students with social, political and cultural developments in American studies.
5. To give students a general understanding in the areas of international communication and global issues.
6. To introduce students to the language and process of career and business exploration.
7. To provide students with opportunities to interact with Americans in a wide range of communicative situations.
8. To develop students’ intercultural awareness, understanding and communication skills.

Curriculum Overview

Skills-Oriented Courses
Integrated English Skills
TOEIC Skills

Content-Based Courses
American Studies
Career Exploration

Functional Courses
Functions
AUAP Experience

Major-Related Courses
International Communication/Global Issues
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Liana Teofilo  
Bilingual Assistant  
College Hall 133  
*Contact the SSA to set up an appointment
**AUAP-WWU Office**

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Telephone: (360) 650-3308  
Fax Number: (360) 650-6858  
E-mail: auap@wwu.edu  
Internet: http://www.wwu.edu/auap/  

Office Hours: 9:00am to 5:00pm Monday through Friday

**AUAP-WWU Staff Roles**

There are many helpful, enthusiastic people on the AUAP-WWU faculty and staff. They include the administrative staff, instructors, international peer advisors (IPAs), and support staff. The AUAP staff want to make your experience enjoyable and successful. Please feel free to talk with staff members, ask questions, or discuss any concerns you might have. You can visit staff members during their office hours or make an appointment to see them about program-related matters.

| See the **AUAP Director** about... | General program concerns  
| | Personal concerns  
| | Program policies  
| See the **Curriculum Coordinator** about... | Academic policies  
| | AUAP class goals and objectives  
| | Academic and attendance problems  
| | Visiting regular university classes  
| See the **Student Services Coordinator** about... | IPA program and IPA groups  
| | Translation needs for health/personal problems  
| | Assistance in completing insurance claims  
| | Roommate, suitemate, friend, campus problems  
| | and personal concerns  
| See the **Student Services Assistant** about... | Program activities, events, & excursions  
| | Campus, Community, and International Friends  
| | Homestays  
| | Cell phones  
| | AUAP clubs  
| See **Instructors** about... | Academic progress  
| | Class goals, expectations and assignments  
| | Homework and grades  
| | Class attendance  
| | Academic and attendance problems  
| See your **IPA** about... | Activity ideas  
| | Roommate, suitemate, friend, campus problems  
| | Visits to the Student Health Center  
| | Residence hall activities and policies  
| | Assistance with practical matters  

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POLICIES AND EXPECTATIONS

Out of Class Policies

You must follow all WWU rules and regulations.
You must follow all state and national laws in the U.S.
You must follow the AUAP Pledge, Release, and Assumption of Risk
   (See Appendix, Section 11).

Travel

ALL STUDENTS are required to give an itinerary to AUAP-WWU staff before traveling during the vacation period. (See sample itinerary in Section 9.)

When you travel outside of the U.S.A, you must carry your I-20 form with your passport and I-94. You need your passport, I-20, and I-94 to re-enter the U.S.

AU Travel Restrictions

Asia University wishes to emphasize a safe and successful AUAP experience. In order to encourage the safety of its students, the university has designed the following policy.

In this policy, travel is limited to North America, specifically within the U.S.A. and Canada. However, the university discourages students from traveling by air.
1. Students may travel freely in the following areas: Washington, Oregon, Idaho, Montana, British Columbia, and Alberta.
2. For any travel outside the aforementioned areas, students must obtain written consent from their parents.
3. Violators of any of the above items will be immediately repatriated, even if discovered later in the program.

Water Activities Policy

As a rule, water activities are prohibited.

   All outdoor water (sea, ocean, lake, pond, river, etc.) activities, including swimming, sailing, river rafting, canoeing, kayaking, and small boat riding are prohibited.
   One exception to this rule is that students are permitted to ride a large commercial boat such as a cruise ship or sightseeing boat.
   Outdoor ice-skating on a lake, river, pond, etc. is prohibited. Ice skating on an indoor ice rink is permitted.
   Swimming in a pool where a certified lifeguard is present is permitted.
Driving Policy

Driving motor vehicles is strictly prohibited for AUAP participants throughout the duration of the program. If there are special circumstances in which a student needs to drive, they must submit in advance to Asia University a Driving Consent Form signed by their guarantor as well as proof of insurance. Students who are in violation of this policy will be repatriated and/or lose their AUAP credits even if the violation is discovered at a later date.

Other Prohibited Activities

Students caught doing activities prohibited by AUAP policies, including those below, will receive a warning letter and/or may be repatriated depending on the situation:

- All natural (outdoor) rock climbing (only rock climbing on man-made climbing walls is permitted)
- Shooting guns (including rifle ranges)
- Bungee jumping
- All activities not covered by travel insurance: mountain climbing, luge & bobsled, piloting small aircraft, skydiving, hang gliding, and flying in or piloting any type of ultralight aircraft.
**AUAP-WWU Classes**

You will take the following classes during your stay at WWU. These classes are specially designed for AUAP students and will help you learn and use English. The classes include:

- American Studies
- TOEIC
- Integrated English Skills
- Functions
- Career Exploration
- International Communication/Global Issues
- AUAP Experience

AUAP classes are highly interactive, and you will be expected to participate in many activities and discussions. There will be 18-21 AUAP students in each class. You will be in class approximately 20 hours per week. Expect to have 12-15 hours of homework per week. In the AUAP, you will have a very full and busy schedule with many opportunities to learn and practice English, to interact with AUAP staff and other Americans, and to explore American life and culture. (See Section 4, Course Descriptions and Objectives).

**AUAP-WWU Cycle 2, 2015**

<table>
<thead>
<tr>
<th>Course</th>
<th>Classes/week</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functions</td>
<td>5</td>
<td>Classes begin September 21 and end November 20</td>
</tr>
<tr>
<td>Integrated English Skills</td>
<td>4 classes/week</td>
<td></td>
</tr>
<tr>
<td>TOEIC Skills</td>
<td>3 classes/week</td>
<td></td>
</tr>
<tr>
<td>American Studies</td>
<td>1 lecture/week 4 discussions/ week</td>
<td>Classes begin September 21 &amp; end February 3</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>2 class/ week</td>
<td></td>
</tr>
<tr>
<td>AUAP Experience</td>
<td>1 class/ week</td>
<td></td>
</tr>
<tr>
<td>International Communication/ Global Issues</td>
<td>5 classes/ week</td>
<td>Classes begin November 23 &amp; end February 3</td>
</tr>
</tbody>
</table>
Attendance and Participation Policy

Active participation in classes is essential for improving your English and taking advantage of opportunities in the AUAP. To actively participate, you must attend classes every day and come to classes on time. You must also demonstrate a positive attitude of respect and cooperation toward your instructors and classmates. All AUAP universities have the following attendance and participation policy:

The goal is 100% attendance.

Two tardies (lates) equal one absence. A tardy is from 1 minute to 10 minutes late. If you come to class more than 10 minutes late, you will be marked absent.

Student participation, conduct, and attitude will be monitored throughout the program. Students who are disruptive in class, including the excessive use of Japanese, will be asked to leave the classroom and will be counted as absent.

If you repeatedly miss class, come to class late, or your behavior is considered inappropriate, you will receive a warning letter from the AUAP Committee. A copy of this letter will be sent to your parents.

For absences, the warning letter will be sent to you if you miss 20 hours of instruction. There will be no excused absences.

If you miss 35 hours of instruction, the AUAP Committee will dismiss you from AUAP, and you will be required to return to Japan immediately.

According to the AUAP Pledge, which you signed when you registered for AUAP, the AUAP Committee has the right to repatriate you at any time.

The AUAP- WWU Director is required to report your attendance to Asia University on a regular basis.
Grading Policy

Your homework, class work, quizzes, examinations, special projects, and class participation are all included in your grade for each class. All AUAP universities have the same grading criteria: participation, homework, and examinations. A certain percentage of your grade will be based on each of these criteria (see below). At the beginning of the cycle, your teachers will explain how your grades are calculated for each class. AUAP classes fall into two terms. At the end of each term, you will receive a final grade.

In assigning grades, the following scale is used by all AUAP universities:

- 95-100% AA
- 84-94% A
- 70-83% B
- 60-69% C
- Below 60% D

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Participation</th>
<th>Homework</th>
<th>Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Communication/Global Issues</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>Integrated English Skills</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>TOEIC</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>Functions</td>
<td>40%</td>
<td>20%</td>
<td>40%</td>
</tr>
<tr>
<td>American Studies</td>
<td>30%</td>
<td>35%</td>
<td>35%</td>
</tr>
</tbody>
</table>

Attendance-Grading Policy

1. In each class, your grade will drop 3% for each absence. The first absence is not counted. The penalty will start from the second absence.
2. Exception (例外): Medical problems with a Student Statement of Absence from Class for Medical Reasons Form that has been completed by the student at the Student and Course Services (SCS) Office in CH 133. The SCS Office will forward this form to the Curriculum Coordinator.

出席、成績の方針

1. 欠席1回につき最終成績から3％差し引きられます。このペナルティーは2回目の欠席から開始されます。
2. 例外：病気、怪我の時にCH133でMedical Explanationの用紙を記入してください。スタッフののサインの入った用紙をスタッフがCurriculum Coordinatorに提出するので、その場合のみ同日の欠席は免除されます。
**AUAP Classroom Expectations**

**English Only** - As a student in the AUAP, you should do your best to speak English only—both in your classes and among your friends outside of class. The students who are the most successful in improving their English skills are those who use English at every available opportunity.

**Participation** - Your active class participation is absolutely essential to your success in the AUAP. Your participation should include: (1) interacting in pairs and small groups, (2) asking questions, (3) using English as much as possible to communicate, (4) volunteering responses to your teachers’ questions, and (5) paying careful attention to all class activities.

**Sleeping in Class** - Sleeping in class is considered to be extremely rude. If you consistently feel sleepy in class, you should adjust your daily sleeping habits.

**Attendance** - As an AUAP student, you are expected to attend 100% of your classes. Your absences will be excused only in cases of major illnesses or injuries. Absent students should understand that they are responsible for finding out what class work they missed and for making arrangements to complete this work.

**Tardiness** - You are expected to arrive at your classes on time. If you arrive late to class, it is appropriate to give your teacher (after class) an explanation and an apology.

**Homework** - Most of your classes will involve daily homework, such as reading, writing, or interviewing assignments. You can expect to spend approximately two hours per day on the completion of homework assignments.

**Appointments** - If you have a question or problem in one of your classes, it is your responsibility to make an appointment with your teacher to talk about it. Teachers normally have specific office hours during which they are available for student appointments.

**Evaluation** - In each class, you will be evaluated throughout the course of study—not just at the end of the course. Quizzes, examinations, class participation, homework assignments, preparation for class, and improvement throughout the course are all important parts of your evaluation. It is a mistake to think that test scores alone will determine your final grade.
A. Write T (true) or F (false) for each of the sentences below.

_____ 1. If you feel sleepy in class, you should put your head on your desk and take a nap.

_____ 2. Speaking only English in class will help you learn to communicate better in English.

_____ 3. American teachers don't like students to ask questions in class.

_____ 4. The only time you should speak English is in the classroom.

B. With the person next to you, ask and answer these questions. Remember: speak only English!

1. What happens when you are late to class?

2. What happens when you are absent?

3. If you are absent, what should you do?

C. Fill in the blanks with the best word from the list below.

<table>
<thead>
<tr>
<th>Word List</th>
</tr>
</thead>
<tbody>
<tr>
<td>question</td>
</tr>
<tr>
<td>homework</td>
</tr>
<tr>
<td>participate</td>
</tr>
<tr>
<td>visit</td>
</tr>
<tr>
<td>grades</td>
</tr>
<tr>
<td>appointment</td>
</tr>
</tbody>
</table>

1. If you don't do your homework, you may not be able to _______________ in class.

2. If you have a ____________ about your class, you should make an ____________ to ____________ your teacher in the office.

3. Your final ________________ in your classes are based on your attendance, participation, ________________, and test scores.
Your TOEIC scores, FEP rating from Asia University, and your oral interview at WWU have been used to determine your AUAP class section.

Your AUAP instructors want to help you improve your English as quickly as possible. To make this improvement, you need to be in classes that are challenging, but not too difficult.

If your classes seem too difficult or too easy for you, you should complete a Request to Change Section form and talk to your instructors. Your instructors will then meet together to discuss your performance in classes and your reasons for thinking that your classes are too difficult or too easy. (See sample form in Appendix, Section 11).

AUAP staff members want you to be in classes that will help you improve your English. Work hard in your classes and ask questions when you have them.
Section 4: Course Details

Course Descriptions and Objectives

Integrated English Skills

Course Description:

The overall goal of the Integrated English Skills (IES) course (three hours per week) is to develop the student’s ability to communicate in English through the practice of listening, speaking, reading, and writing skills.

Course objectives include:

- Practice and improve reading and writing skills
- Practice and improve listening and speaking skills
- Practice and improve presentation skills
- Practice English pronunciation
- Participate in partner and group discussions
- Complete a research project: For this assignment, you will research information and interview many Americans about a topic that interests you. Then you will write a report, make an informational poster, and give a presentation to your classmates and guests about what you learned.

TOEIC

Course objectives include (three hours per week):

- Improve TOEIC score by doing TOEIC practice tests and listening, reading and grammar activities
- Build and develop vocabulary
- Improve ability to select word forms needed to correctly complete sentences.
- Improve scanning skills through short readings
- Improve test taking skills with timed practice exercises
- Learn strategies for each section of the TOEIC test
Course Description:

The goal of American Studies (AS) course is to familiarize the student with social, political, and cultural developments in American society.

The American Studies course involves one lecture session and four discussion sessions per week. In the lecture session, all students meet together and listen to a lecture by a WWU professor about one of the topics listed below. In the discussion sessions, each section meets separately to preview, review, and process lecture material.

Course objectives include:

1. Gaining an understanding of this topic in relation to American history along with current culture and society
2. Building vocabulary
3. Practicing listening and note taking
4. Improving reading skills as evidenced through comprehension question answers
5. Learning to formulate opinions based on information learned in class
6. Developing discussion and interviewing skills
7. Asking for and Expressing opinions
8. Being able to agree/disagree
9. Asking for information
10. Making oral presentations

Students also learn historical and cultural information related to these topics.

Some of the people that make up America
- Native Americans
- Immigration
- Latin Americans and Asian Americans
- African Americans
- Americans with Disabilities
- Women in America
- LGBT

Enduring Ideals in America
- Education
- Religion
- Justice
Functions of English

Course Description:

Functions of English (five hours per week) develops communication skills that can be used in a variety of social, survival, and intercultural settings during the AUAP. Students learn functional English language patterns and vocabulary through presentation, practice, and application. Students learn to communicate with confidence in a comprehensible and socially appropriate manner. This class is offered in Term 1.

Course objectives include:

- Become proficient at conversation management in order to make friends and build relationships
- Be able to make requests in order to get around and ask for help
- Become adept at making plans in order to get along and get together with others
- Learn survival English for international students

AUAP Experience

Experience Class (one hour per week). Topics include:

- On-campus and off-campus activities
- Cultural adjustment process
- Travel safety and break planning
- Information about health and wellness resources at WWU
- AUAP goal setting and reflection
- Information on returning to Japan
Course Description:

The International Communication/Global Issues course (IC/GI) (five hours per week) course explores global issues including sustainability related to population, consumption, and the environment; poverty and equity; and conflict. This class is offered in Term 2.

Course objectives include:

- Deepen understanding of many global issues and sustainable solutions
- Learn about world geography including physical areas and countries
- Build up your English vocabulary with words related to international issues
- Understand the role of America in international issues
- Explore how these issues connect with international relations including systems of law, economics, and business
- Express opinions and listen to opinions of others
- Do research and may give a PowerPoint presentation
Career Exploration

Course Description:

The goal of Career Exploration (CE) (two hours per week) course is two-fold: First, students will be introduced to the career exploration process resulting in an international skills portfolio. Second, students will learn international business and workplace English.

Course objectives include:

- Identify personal values and career goals through a personality/values/job aptitude inventory
- Learn about the American job search process through a WWU Career Services Center Career lecture
- Set and process career goals linked to pre-AUAP generated goals
- Achieve some qualifications obtainable in the U.S.
- Develop an American style skills based and digital resume
- Practice informational and job interview skills from hiring manager and interviewee perspectives
- Interview representatives at the WWU Business/Spring Career Fair
- Research American and international careers of other Japanese
- Research about successful AUAP alumni
- Learn about alternatives to working at a company: entrepreneurship, NGOs, and government
- Complete short essay questions/reports related to careers and job hunting
- Learn about the linkages and differences between majors and professions
- Learn and be able to use business and workplace English
- Participate in field trip to at least one local business
**AUAP Activities**

The AUAP provides many opportunities for students to experience American life and culture through a variety of activities.

### Community Friends

This program gives AUAP students the opportunity to interact with American families. Participating students are matched with a family in the Bellingham community. Your Community Friend family will invite you to share in an activity or for a home visit. This is a great way to learn more about Americans as well as share some elements of Japanese culture with interested people. Students enjoy teaching origami to children, cooking traditional Japanese food, teaching Japanese games and sharing pictures of family.

The AUAP student is responsible for maintaining contact and arranging times to meet with their Community Friend; this means returning phone calls and emails. The AUAP student is also responsible to share ideas and feelings about life in the US, to share about life in Japan, and to send a thank you card.

### Campus Friends

This is a program that gives AUAP students an opportunity to practice English and learn more about American culture and university life. American students at Western Washington University volunteer to meet with one AUAP student one hour a week for a quarter. During this hour AUAP students can practice their English, discuss topics of interest, enjoy a cup of coffee in one of the coffee shops on campus, or do other activities together.

AUAP students are responsible for maintaining contact and arranging times to meet with their Campus Friend; this means returning phone calls and emails.

### Program-Sponsored Events

The AUAP sponsors a variety of activities for student participation and enjoyment. Activities may include: all-day excursions to Seattle and Vancouver, British Columbia; Campus and Community Friend Events; a Japanese cultural night; goodbye parties; a talent show and an outing to a professional sports game.
**Hall Activities**

There will be several WWU residential hall activities for you to participate in. These activities are designed to help you take the initiative in getting involved with Americans in your residence hall. Some activities in the past have included movie nights, craft nights, banana split nights, and outdoor BBQs. Ask your RA or IPA for information about activities in your residence hall. Hall activities are an excellent way to meet Americans and practice your English.

**Other Activities**

The WWU-AUAP also offers other activities for student involvement. Some examples of these activities may include club activities; visiting local areas of Bellingham for shopping and sightseeing; volunteering with children, the elderly, and outdoors; going to movies; meeting other international students; going ice-skating or bowling; and participating in an Outdoor Center activity such as hiking or camping. The IPAs plan activities in the residence halls and on campus as well, e.g. soccer games, game nights, karaoke, and potlucks.

**Closing Ceremony and Reception**

An official "AUAP Closing Ceremony" is held at the end of AUAP to acknowledge your successful completion of the program. At the ceremony, speeches are made and awards presented. Special awards are presented for:

- Students with Perfect Attendance
- Most Improved Students
- Outstanding Students
- Most Inspirational Students (Inside of Class and Outside of Class)

Immediately following the Closing Ceremony is a reception, held in your honor.
Shipping Your Belongings to Japan

When you fly back to Japan, you are limited to bringing 2 checked bag that is less than 62 inches in length + width + height. There is no extra cost for checked luggage up to 50 pounds (23 kg). There is a $60 charge for checked luggage weighing 51-70 pounds (23-32 kg), and a $200 charge for checked luggage weighing 71-100 pounds (32-45 kg). Luggage weighing more than 100 pounds will not be accepted. Extra pieces or oversized luggage will be an extra $200. You may ship items to Japan through a shipping company. The shipping company will present information such as cost, package size, and logistics one month before departure. The shipping company will come approximately one week before departure to pick up packages.

Residence Hall Check-Out

At the end of the cycle you will receive information about checking out of your residence hall. The Check-Out Information will include directions on how to check out as well as a cleaning checklist. Your IPA will help you check out during your last few days at Western.

Donation Bins

During the final week of the cycle you may donate items to charity. Drop items in the special blue bins in your residence hall. You may donate anything (i.e. blankets, stereos, clothes, etc.) as long as it is still usable. Your items will help people in need in the local community. Do not donate items belonging to WWU (pillows, blankets, towels).
Policies & Procedures
The full version of this information is available at housing.wwu.edu/apps/policies/.

Access & Logistics

Keys & Lockouts

1. Residential buildings are locked 24 hours a day and residents are expected to ensure doors latch behind them when they enter and exit; and no one should ever leave a door propped open. Always lock your door whenever you leave the room, take a nap or go to bed.

2. If you are locked out of your room, you may borrow a lockout key from your front desk during desk hours. If you are locked out of your building during RA duty hours, call the RA on duty; otherwise, call University Police at 360-650-3555.

3. Each resident receives one set of keys and is financially responsible for maintaining them. Never loan out your keys, leave them out unattended, or use them in a way that bends or breaks them. Missing or damaged keys create a security risk to you and your community and must be reported to your front desk immediately, and your door must be rekeyed under any of the circumstances listed below. The cost for rekey is $100-$200 depending upon the number of doors and keys affected, and the final amount is charged to the student's account.
   - Missing, lost or stolen keys
   - Failure to return a lockout key within 4 hours
   - Failure to turn in keys when check out

Moving Out

Proper Checkout Procedure

1. Schedule a Room Inspection Make a plan for when you will officially check out based upon your final exam schedule, the closing deadline, commencement, transportation or other variables. Once you know your departure date, make an appointment at least 24 hours in advance to have your room inspected by your Resident.
Advisor (RA). If you have circumstances that will prevent you from leaving by the closing deadline above, contact your Resident Director in advance for permission to stay until noon on Saturday. Failure to checkout properly by the deadline will result in a $35 improper checkout fee and other avoidable charges.

2. **Vacate and Clean Your Room** Seek out your community’s collection bins to responsibly donate, recycle and discard your unwanted items. If you checked out any bed parts to bunk, loft or captain your bed, you must return those bed parts and leave your bed in its original configuration. Unreturned bed parts may result in a $30 fee; lost or missing bed parts may result in a replacement fee as high as $500. You are expected to leave your room clean, empty and properly assembled.

3. **Complete your Room Inspection** The RA will bring your original Room Inspection Inventory Form to assess the condition of your room while you are present. Charges for any cleaning, damage or missing items are split among roommates and/or suitemates unless individual responsibility is clarified during your room inspection. Be aware that anything you leave behind will be considered abandoned property and it will be removed at your expense. The University assumes no responsibility for abandoned property and has no obligation to return it to you.

4. **Check Out in Person at Your Front Desk** Go in person to your community’s front desk during desk hours and submit your keys and your Room Inspection Inventory Form. If you cannot check out during desk hours, you must make advance arrangements with your resident director (RD). Failure to turn in keys when you check will result in key charges of $100-$200. Checking out in person is required even if you have lost your keys.

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**Room Transfers**

Students desiring to change rooms within the housing system must initiate a request with their Resident Director no sooner than the third week of the quarter. Transfer requests may take several weeks to fulfill depending upon current occupancy. Unauthorized room transfers may result in improper checkout fee or key charges.

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**Vacancies**

1. If your roommate moves out, you must keep the vacant side of your room clean and empty for a new roommate. A new roommate may be assigned anytime during the remainder of学期の三週間目まで寮の移動のリクエストは受け付けられません。それ以降に移動したければ RD に相談しましょう。リクエスト時の寮の空き具合により、移動リクエストは数週間かかる可能性があります。許可されていない移動は不適切なチェックアウト費などを請求される基準となります。

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1. ルームメイトが引っ越した場合、空いたエリアは新しいルームメイトが入ってこられるように片付けまったまま空けておきましょう。学年度の間は突然新しいルーム
the academic year. Building staff will make every effort to provide advance notification that a new roommate is coming, however a new roommate may arrive without notice.

2. If a vacancy occurs at the end of the quarter, you can monitor your roommate status on MyHousing during the break.

3. If you do not want to be assigned another roommate, you may have the option of keeping your double room as a single (super-single) or your triple room as a double (super-double) at an increased rate. Contact your Resident Director.

4. You may be subject to disciplinary action if the vacant side of your room is not clean and empty when a new roommate arrives, if you turn away a newly assigned roommate, or if you discourage a prospective roommate. As a result, you may be charged the super-single rate for occupying the entire room, effective from the date the vacancy occurred.

5. You may invite another University resident to transfer into your room, or you may transfer into the room of another University resident. Contact your Resident Director.

6. In the event several vacancies occur in a particular area, the University reserves the right to consolidate the remaining residents.
residents throughout the year to help cultivate self-reflection, personal growth and academic success. RAs facilitate community development by welcoming diverse perspectives and promoting social awareness, tolerance and mutual respect. Students can depend on their RA for advice, support, and referral to campus services. RAs are valuable peer mentors and an essential component in student success. Each RA will have this symbol on their room doors:

![RA Symbol]

You can use it as a guide in case you need help.

**Desk Attendants**

Desk Attendants provide information and check out equipment and supplies to residents during scheduled hours. They are also responsible for distributing the U.S. and campus mail.

**ResTek Consultants**

[http://restek.wwu.edu](http://restek.wwu.edu)

Residential Technology (RESTEK) staff assists residents in connecting their computers to the Internet. ResTek staff is available to answer questions by phone, email or in person at a resident’s room. Areas of primary focus are connecting to the Internet, responsible use of Internet resources (bandwidth), computer security, and virus infection prevention.

**Roommates**

You and your roommate(s) each have a right to:

1. Read and study free from undue interference in your room.
2. Sleep without undue disturbance from noise, guests, roommates, etc.
3. Respect of personal belongings.
4. Personal privacy.
5. Host guests who respect the rights of your roommates and other community residents.
6. Be free from intimidation, physical, and/or emotional harm.
7. Free access to your room and facilities without pressure from a roommate(s).
8. Expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a residence hall staff member in the discussion, if desired.
Accepting a New Roommate 新しいルームメイトを受け入れる

If your roommate moves out, you must keep the vacant side of your room clean and empty for a new roommate. Someone could be assigned to your room anytime during the academic year. Building staff will make every effort to provide advance notification that a new roommate will arrive, however a new roommate may arrive without notice. You may be subject to disciplinary action and charged additional room rent if the vacant side of your room is not clean and empty when a new roommate arrives, if you turn away a newly assigned roommate, or if you discourage a prospective roommate.

Alcohol アルコール

1. Persons under age 21 may not buy, possess, consume or otherwise acquire any alcoholic beverage. If you are under age 21 it is unlawful to possess any amount of alcohol in any container, whether a bottle, can, cup or your body.
2. Your body is considered a container; therefore, consuming alcohol (regardless of location) and then returning to your residence hall constitutes possession of alcohol.
3. Any student who remains in the presence of someone violating this alcohol policy may be subject to conduct sanctions.
4. No person may sell, serve, or otherwise furnish alcoholic beverages to any person under age 21.
5. WWU students of any age may not be in a room with someone who is violating these alcohol policies.
6. University residents and their guests who are age 21 or older may possess and consume alcoholic beverages within their own rooms, suites, apartments, and balconies with railings. However, the following activities are prohibited in University Residences even among persons of legal drinking age:
   o Possession or consumption of alcohol as a guest in room where one or more of the assigned residents are under age 21.
   o Possession or consumption of alcohol anywhere within alcohol-free residence halls or living areas.
   o Possession or consumption of alcohol on ground-floor patios.
   o Possession of an open container of alcohol in a public place such as hallway, lounge, lobby, street or sidewalk.
   o Playing or facilitating drinking games of any kind, including drinking games in which water is substituted for alcohol (e.g., water pong).
   o Possession of a common-source container intended for alcohol, full or empty. Common-source containers include full size kegs, pony kegs, mini kegs, party balls and beer bongs.

1. 21歳未満の場合アルコールを買うこと、所持すること、飲むこと全て禁止されています。21歳未満の場合、いかなる形での所持（ボトル、缶、コップ、アルコールを体内に入れる）も違反です。
2. 自分の体を容器として考えましょう。例えば寮の外でアルコールを摂取して帰ってきた場合でもアルコールの所持として扱われます。
3. 自分がルールを守っていても、一緒に行動している人がアルコールポリシーに違反していたらその場にいる全員が制裁を受ける可能性があります。
4. 21歳未満のものにアルコールを与えることは禁止されています。
5. WWU の学生はこれらの規則を破るものがあるの部屋にいてはいけません。
6. 21歳以上の人は個室・スイート・アパートの部屋、柵で囲まれたバルコニーでの飲酒を許されていますが、例え法律上飲酒が許されている人でも以下の行動は禁じられています：
   • 一人でも 21歳未満の住人がいる部屋での飲酒・アルコールの所持。
   • アルコールフリーの寮やエリアでの飲酒・アルコールの所持。
   • 中庭などで飲酒・アルコールの所持。
   • 公共の場（廊下、ラウンジ、ロビー、道路、歩道等）での開いたアルコール容器の所持。
   • いくつかの飲酒ゲーム。水をアルコールのため代用するゲームを含む（Water Pong 等）。
   • アルコールを収容し、提供することを目的とした大きな容器（ケグ・ミニケグ・ビアボンゴ等）の所持。
**Authorized Entry: Residential Buildings 学生寮への出入り**

Residential buildings are locked at all times and no persons except those listed below are authorized to enter. If you believe someone has entered your building without authorization, notify the front desk (if open) or the University Police at 360-650-3911. Certain public areas on the ground floors of the Fairhaven Administration building and Buchanan Towers are unlocked and open to all members of the University community during business hours.

1. Residential students and invited guests
2. University Staff on University business and wearing University ID badge
3. Non-University personnel on University business and wearing University visitor badge
4. Alumni, prospective students and families on official campus tours

**Authorized Entry: Residential Rooms 学生の部屋への出入り**

University personnel respect every student’s right to privacy, safety and security. University personnel have the right to enter any residence hall room or apartment for the purpose of facilities inspection, maintenance requests, student health and wellness, and other official University business. If University personnel discover policy violations while in a student’s room, appropriate follow-up will occur. Depending upon the reason for entry, students typically receive notification 24 hours in advance. Authorized staff will knock first and have official identification.

**Balconies & Sundecks バルコニーとサンデッキ**

Sundecks and balconies are available in some buildings for common use. Community guidelines apply to these areas as well. Smoking is not allowed on any sundeck or balcony. Sundecks are not available during inclement weather. Staff may restrict use and availability as deemed necessary.

**Barbeque Grills バーベキュー**

Barbecue grills are a potential fire hazard in a community living environment. BBQ grills may be used on balconies and patios in Birnam Wood and on the Edens Hall Deck. You must monitor
your barbecue grill at all times. You must extinguish charcoal and disposed of it properly. If you live in a community other than Birnam Wood and you wish to barbeque, contact your Resident Director. He/she will direct you to an appropriate grilling location. Gas grills are prohibited.

Bicycles 自転車

Bicycles found in hallways, stairwells and residential public areas are subject to impound. This includes bicycles locked to hand railings, posts and other structures not designated for bicycle storage. Bicycles left in racks and storage rooms after the halls close in June are considered abandoned property and disposed of accordingly.

Candles & Incense ローソク、炎のでるもの

Burning candles, incense, torches or open-flame devices is prohibited in University Residences. Careful use of candles or incense for birthdays or religious purposes is allowed with advance permission from your Resident Director.

Computers パソコン、電子データや通信システムの乱用

Every student with access to University network and computing resources has accepted the terms of the User Agreement for Network and Computing Resources. Violations of the User Agreement that occur in University Residences may fall under the jurisdiction of University Residences, Academic Technology and User Services (ATUS) and/or University Judicial affairs. Violations include, but are not limited to, the following activities.

1. Using an unauthorized IP address.
2. Sending unsolicited mass mailings including chain letters/email, solicitations and spam.
3. Violating terms of applicable software licensing agreements or copyright laws. This includes providing for distribution copyrighted music or video files.
4. Deliberately wasting computing resources or excessive bandwidth use.
5. Using a computer account without authorization.
6. Using the campus network to gain unauthorized access to any computer system.

大学のネットワークとコンピューターリソースへのアクセス権を持つ全ての学生はネットワークやコンピューターリソースの利用規約の条件を受け入れています。大学の寮で起こった利用規約違反は懲戒処分のために寮のスタッフに転送されます。限定されていませんが、違反は以下の活動と含みます。

1. 不正な IP アドレスを使用する
2. チェーンレター/メール、勧誘、スパムを含む大量の不正メールを送信する。
3. 該当するソフトウェアライセンス契約または著作権法の条項に違反。これは著作権で保護された音楽ファイルやビデオファイルを配布することを含みます。
4. 意図的にコンピューティングリソースの消費、または速度の帯域幅の使用する。
5. 認証しないコンピューターのアカウントを使用する。
6. コンピューターシステムへの不正アクセスするためにキャンパスネットワークを使用する。
7. 故意にコンピューター、端末、周辺機器やネットワークの清浄な動作を妨害する行為の実行。
7. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
8. Attempting to circumvent data protection schemes or uncover security loopholes.
9. Using electronic mail to harass others.
10. Masking the identity of an account or machine.
11. Posting on electronic bulletin boards materials that violate existing laws or the University’s codes of conduct.
12. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.
13. Using the network for commercial purposes or charging for any service provided across the network.
14. Using another person’s computer account or identity.

Decorating 部屋のアレンジ

Creating your own space to study, relax, and socialize is essential to the college experience; however, the following ways of personalizing your space may result in disciplinary action:

1. Removing University furniture from the room.
2. Painting the walls, ceiling, or furniture.
3. Disabling or impairing fire sprinklers, heat sensors, or smoke alarms.
4. Placing objects near or in contact with fire sprinklers, heat sensors, or smoke alarms.
5. Customizing or altering your bed in any way inconsistent with the available configurations.
6. Displaying images or objects that create a hostile environment for students, guests, or University employees.
7. Displaying images or objects that glorify drugs or alcohol, in alcohol-free communities.
8. Decorations made from cut, resin-bearing trees or vegetation such as fir, pine, cedar, spruce, and eucalyptus, live trees in soil are permitted.

Demonstration Policy デモ規定

Demonstrations that materially or substantially disrupt the normal operation of University Residences will result in conduct action.

自分心地よく勉強し、リラックスし、そして人と交流できる場所を作るのは大学を体験するに至って重要です。しかし、以下の行動は禁止されており、違反したら処罰に値します。

1. 部屋から大学の家具を取り除くこと
2. 壁、天井、家具の塗装
3. 火災報知機やスプリンクラーなどの動作を停止する又はそれらに障害を与える。
4. 火災報知機やスプリンクラーなどの近くに物を置く
5. 大学寮側に知られた構成とは別の方法でベッドを設置する
6. 他の学生、ゲスト、スタッフが不快に思う物や写真を飾る
7. アルコールが禁止されている寮でドラッグやアルコールを賛美する物や写真を飾る
8. モミ、マツ、スギ、ユーカリなど樹脂の残る切られた木で作られた装飾品を飾る(土に植え替えられた木は許可されています)
Disruptive behavior will result in disciplinary action. Disruptive behavior includes (but is not limited to), physical abuse, verbal abuse, threats, intimidation, coercion, obstruction or other conduct which threatens or endangers the health or safety of self or others, failure to complete sanctions, failure to cooperate or comply with University officials, or providing false identification or information, violating policies and procedures, or being in the presence of someone violating policies and procedures.

Drugs

1. MARIJUANA: Possession or use of marijuana in any amount by any person is prohibited by the University. Even though Washington State law allows adults age 21 and older to possess small amounts of marijuana for personal use, federal law prohibits marijuana possession and use of any kind. Because the University receives federal funds, the University must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or smoking marijuana on campus and should consult with the Student Health Center for alternative treatment methods.

2. Your body is considered a container; therefore, using/consuming drugs or marijuana (regardless of location) and then returning to your residence hall constitutes possession of the drug or marijuana.

3. Any student who remains in the presence of someone violating this drug policy may be subject to conduct sanctions.

4. OTHER DRUGS: No person may possess, use, manufacture, cultivate, package, distribute, sell or provide a controlled or illegal drug or substance. No person may misuse prescription or nonprescription drugs; no person may possess or use drug paraphernalia. Drugs are defined as, but not limited to:
   a. Any chemical substance, compound or combination used to induce an altered state
   b. Any otherwise lawfully available product, over-the-counter or prescription drug used for any purpose other than its intended use
   c. Any hallucinogen
   d. Any intoxicant other than alcohol (alcohol is addressed separately)
   e. Any nervous system depressant
   f. Any stimulant
**Electrical Appliances 家電製品**

Any electrical device used within University Residences must be certified by Underwriters Laboratories as UL Listed. University Residences reserves the right to remove any dangerous electrical appliance brought by a student into a residential building.

**APPROVED**: electric teakettles, coffee makers, rice cookers, microwave ovens up to 900w, and refrigerators up to 4 cubic feet.

**PROHIBITED**: Hotplates, electric blankets, space heaters, and halogen lamps over 300w. Toaster and toaster ovens are prohibited except in suites with a kitchen or kitchenette.

**Elevators エレベーターの使用**

Anyone found responsible for tampering with an elevator or engaging in reckless or dangerous behavior that places themselves or others at risk, will face disciplinary action.

**Explosives & Weapons 爆発物・武器**

Unless authorized by the University, possession of explosives, weapons, firearms, dangerous chemicals, and fireworks is prohibited on campus, on property supervised by the University, or at University-sponsored activities. Weapons include, but are not limited to:

1. Firearms of any kind
2. Look-alike weapons
3. BB guns, pellet guns, paintball and Airsoft guns
4. Martial arts weapons
5. Projectile devices, such as catapult or slingshot
6. Objects used as weapons to threaten or injure
7. Swords and knives; small kitchen knives and folding pocket knives up to 3.5" permitted

**Fire Equipment 消火設備**

Tampering with, disabling or damaging any fire safety apparatus, equipment or smoke detector is prohibited under Washington State law. This includes willfully and falsely activating a fire alarm. Such violations likely result in eviction and referral to the University Police.

火災報知機などの消火設備を許可なくいじること、停止させること、又は破壊すること、はワシントン州の法律上禁止されています。同様に火災報知機を火事もなく鳴らせることも禁止されています。このような違法行為は処罰として大学寮の立ち退き、そして大学警察への委託をもたらす可能性があります。
<table>
<thead>
<tr>
<th><strong>Fireplaces 暖炉</strong></th>
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<tbody>
<tr>
<td>Use of any fireplace in a residential building requires permission from the Resident Director.</td>
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<tr>
<th><strong>Gambling 賭けごと</strong></th>
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<tbody>
<tr>
<td>Gambling in University Residences is prohibited by University policy and Washington State law. Gambling includes online gambling, betting on athletic events, and the possession of gambling devices.</td>
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<table>
<thead>
<tr>
<th><strong>Guest Policy ゲストに関する決まり</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A guest is an individual who is present in a residential building but is not a member of that building’s residential community. Guests must be accompanied by a member of the building’s residential community at all times.</td>
</tr>
<tr>
<td>2. Guests in University Residences are expected to comply with all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. Students who invite guests into their residence hall or apartment are responsible for the behavior of their guests and may be held responsible for any alleged violation(s) committed by their guests.</td>
</tr>
<tr>
<td>3. Only the official residents of a given room or apartment may reside in that room or apartment. Overnight guests are permitted only with the permission of the roommates, suitemates or apartment-mates. Overnight guests may not stay for more than three nights in a row or more than seven nights per quarter, including in rooms where residents do not have roommates.</td>
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<tr>
<th><strong>Harassment &amp; Threats of Violence 嫌がらせ&amp;暴力の脅威</strong></th>
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<tbody>
<tr>
<td>Harassment and threats of violence are prohibited behaviors that create a hostile or threatening educational or working environment. These behaviors include but are not limited to:</td>
</tr>
<tr>
<td>1. Unwanted and/or intimidating contact of a threatening nature, including verbal, nonverbal, written or electronic communication.</td>
</tr>
<tr>
<td>2. An expressed or implied threat to an individual's personal safety or property, academic efforts, employment, or participation in University activities.</td>
</tr>
</tbody>
</table>
3. Intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear for their personal safety or to their property.

4. Behavior that threatens or intimidates on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age disability, marital status, veteran status, genetic information, and sexual orientation, including gender expression or identity.

5. See also Sexual Misconduct.

Internet Safety コンピューターに関する安全事項

Online social networking services (like Facebook, Twitter, etc.) can be a great way to connect with your peers. Please keep the following important guidelines in mind if you use these services:

- **Your online profile may be the only impression others have of you.**
  Consider the messages you convey about yourself through your photos, personal information, group affiliations, friends and other postings.

- **Use privacy settings to help control who can access your information.**
  While these settings provide no guarantees, they give you some control of the information you post. Being unsafe online can impact your physical safety by giving others information about your habits and where to find you.

- **Understand that what you post is public.**
  While other students will see what you post, they are not the only ones. Depending on the service, your information may be viewed by faculty, staff, family, future employers, or online predators. Deleting information from these services does not mean that someone else did not print or save your profile, comments, or pictures. Also, be aware that some services allow others to post information about, or pictures of you without your permission. Posting your phone number, address, or class schedule makes it easy for friends to contact you, but it also makes it easy for anyone else, including stalkers or predators, to find you. Read and understand the Terms of Use for each service provider, which includes important disclaimers, limits on liability, copyright, and other policies.

3. 脅迫的、嫌がらせと捉えられる、又は個人・所有物の安全を心配させる意図的・繰り返される接触。

4. 人種、国籍、年齢、性別、結婚歴、戦歴、性的思考、身体障害に基づいた脅迫。

5. また、性的非行を参照してください。

オンラインネットワーク（例、Facebook、Twitter等）は友人と連絡を取るには有効な手段です。これらのサービスを利用する人は以下を考慮してください：

ネットワークのプロフィールサイトは他人から見た唯一の印象になるかもしれません。
自分の紹介文、写真、友人、個人情報などは十分考慮してから載せましょう。

プライバシー設定を利用して情報にアクセスできる人を制限しましょう。
詳細まで設定できなくても、プライバシー設定によりサイトに載せる情報をある程度コントロールすることができます。ネットの安全を考慮しなければ、他人に自分の習慣・行動などが伝わり、身の危険に繋がります。

ネットワークサービスは公共の場だということを理解しましょう。
サイトに載せた情報にアクセスできるのは友人だけではありません。サービスによっては教員、スタッフ、将来の雇用先、更にインターネットで被害者をターゲットする人物に情報が見られる可能性もあります。サイトから情報を消しただけでは相手が情報（写真・コメントなど）を保存しなかったとは限りません。更に本人の許可なしでも一度アップロードされた写真・コメントなどを再度アップロードするのを許すウェブサイトなどもあります。自分の電話番号・住所・スケジュールを記載するのは友人と連絡がとりやすくなるかもしれませんが、ストーカーや犯罪者にとっては有効な情報になるかもしれません。各プロバイダーの契約書をしっかり読んで理解しましょう。

礼儀は重要です。
**Civility is important.**
Western expects you to be a positive member of this community, and that extends to cyberspace.

**Pets ペット**

Pets are prohibited, but fish in tanks under 10 gallons are allowed. Service dogs are not considered pets; however, they do require advance notification to Disability Resource for Students.

**Prohibited Items 禁じられている物**

1. ALCOHOL: See Alcohol, Possession or Use of.
2. BEDS OR BED PARTS: Non-university mattresses, non-university beds, non-university bed parts, homemade bed modifications, water-filled mattresses.
3. DRUGS: See Drugs, Possession or Use of.
4. FIREARMS & WEAPONS: firearms, ammunition, BB guns, pellet guns, paintball guns, Airsoft guns, rockets, hunting knives, switchblades, metal knuckles sling shots sticks/clubs, laser pointers, explosives, dangerous chemicals, toy guns that look real.
5. FLAMMABLE MATERIALS & EXPLOSIVES: explosives, fireworks, gasoline or any other flammable materials; candles, incense, torches, or open-flamed devices, decorations made from cut, resin-bearing trees or vegetation such as fir, pine, cedar, spruce and eucalyptus.
6. HAZARDOUS ELECTRONICS: electric hotplates, burners, toasters, toaster ovens, electric space heaters and halogen lamps.
7. PETS: See Pets. PETS (fish allowed)

**Projectiles 投射物**

To prevent physical injury or property damage, the following activities are strictly prohibited in or around University Residences:

1. Throwing anything from a building, window or balcony.
2. Throwing anything at people, buildings, windows or structures.
3. Throwing anything in a public/common area.
COURTESY HOURS: Courtesy hours are in effect 24 hours a day. During courtesy hours any noise you make is not to be excessive or disruptive to your community. If you are asked by anyone to quiet down, you are expected to comply immediately. Excessive noise is a violation of student rights and is unacceptable in University Residences. To minimize impact on others, students with amplified instruments, game systems audio equipment are advised to use headphones.

QUIET HOURS: While the purpose of courtesy hours is to minimize disruptive or excessive noise, quiet hours are meant to maintain an atmosphere for studying and sleeping. The quiet hours below apply to all residential communities. Individual residence halls, by action of their hall councils, may choose to implement stricter policies. Again, whenever you are asked by anyone to quiet down, you are expected to comply immediately.

Quiet Hours Begin at:
- 11 p.m. Sunday- Thursday nights
- 1 a.m. Friday & Saturday nights
Quiet Hours End at:
- 7 a.m. Monday-Friday mornings
- 9 a.m. Saturday & Sunday mornings

QUIET FLOORS: Highland Hall (stack one) and Buchanan Towers (fifth floor) are designated quiet floors. Quiet hours on these floors begin at 9:30 p.m. Sunday through Thursday and 11 p.m. Friday and Saturday nights, and continue each day until 9 a.m. Residents on designated quiet floors sign a Quiet Floor Contract agreeing to comply with these hours and acknowledging that noise violations in may result in removal from the community.

QUIET HOURS DURING DEAD WEEK & FINALS WEEKS: Each hall council is responsible for designating extended quiet hours for the week before finals week. Every hall has 24-hour quiet throughout the week of finals, starting at 7 p.m. on Sunday evening and ending at noon on Friday.

NOISE VIOLATIONS: While it is each student's responsibility to control noise, it is also the responsibility of those impacted by noise to contact the community member and request that the noise be reduced. If this approach does not succeed, contact a residential staff member. When the efforts of residential staff are not sufficient, University Police may be called to resolve noise complaints.

クワイエットアワー：毎日24時間実施されています。クワイエットアワーの時間はコミュニティーに迷惑をかける騒音を立てることが禁止されています。他の寮生に静かにするよう注意をされればすぐに応じましょう。過度の騒音は学生の権限に違反しているとして、大学寮内で容認されていません。他の学生への迷惑を最低限に抑えるため、音声が増幅された楽器、ゲームシステム、スピーカー等を持つ学生はヘッドホンの着用を勧められています。

クワイエットアワーの目的は過度な騒音を最低限に抑えることですが、クワイエットアワーは寮生が勉強出来る、安眠出来る環境を維持する目的で実施されます。以下のクワイエットアワーは全ての寮で実施されます。各寮で更に厳しく実施される可能性もあります。また、他の住民に静かにするように注意された場合直ちに応えましょう。

クワイエットアワー開始時間
- 11:00 p.m. 日曜日-木曜日の夜
- 1:00 a.m. 金曜日と土曜日の夜

クワイエットアワー終了時間
- 7:00 a.m. 月曜日-金曜日の朝
- 9:00 a.m. 土曜日と日曜日の朝

ハイランドホール（スタック1）とビュキャナンタワー（5階）は指定されたQuiet Floorsです。ここではクワイエットアワーは日曜日から木曜日の夜は9:30から、金曜日と土曜日の夜は11:00から開始されます。これらの階に住む住人はQuiet Floor契約にてこの規則を厳守することに同意します。騒音問題を起こせば大学寮からの立ち退きを要求される可能性があることを意識しましょう。

各寮のHall Councilでファイナルウィーク前の追加クワイエットアワーが決められます。期末試験の週は全ての寮で24時間クワイエットアワーが日曜日7時から金曜日の12時まで実施されます。

騒音を抑えるのは自身の責任であると同時に、騒音に影響を及ぼされた住民にもうるさくしている住民に申し出る責任があります。もし注意しても収まらなければ寮のスタッフに申し出て下さい。スタッフの注意でも収まらないようであれば大学警察が呼ばれ、問題の解決に向かうこともあります。
### Roofs, Windows & Ledges 屋上部分

Climbing through windows, or on building exteriors, balconies or ledges is prohibited. Suspending any object from windows, building exteriors, balconies or ledges is prohibited. Residents who need to retrieve an item from any of these areas must contact their Residence Director for assistance.

| 窓、バルコニー等から上って部屋に入る事は禁止されています。このようなエリアから何かを回収しなければならないう場合はRDに連絡してください。 |

### Sexual Misconduct 性的不当行為

It is the policy of the University to provide an environment in which students, staff, and faculty can work, live and study free from sexual misconduct. Sexual misconduct includes sexual harassment, sexual intimidation, sexual coercion, sexual assault, and rape. Residential staff act to prevent sexual misconduct and will respond appropriately to all reported incidents of sexual misconduct. Individuals who engage in such behavior will be subject to disciplinary action in accordance with University Residences and the University; this may include removal from University Residences, expulsion from the University, and civil or criminal prosecution. You can confidentially report any act of sexual misconduct to your building staff, the University Police at 360-650-3911, or the 24-hour student help line at Crime and Sexual Assault Support Services (CASAS): 360-650-3700. See also Harassment & Threats of Violence and Sexual Harassment including Sexual Violence.

| 大学側は、学生がセクシュアルハラスメント・性的脅迫・暴力を心配することなく生活を営み、勉強できるような環境を提供することを心がけています。性的不当行為とはセクシャルハラスメント、脅迫・威圧、性暴力行為、レイプ等を含みます。性的不当行為についての訴えがあった場合、寮のスタッフは必ず事件の状況・当人およびキャンパスコミュニティへの危険性・当人の意思などを考慮して対応します。このような行動を起こす人がいれば、大学の規則により退寮させられる、退学させられる、または民事訴訟に持っていく等の懲罰が施されます。性的不当行為があればいつでも内密に大学警察（360-650-3911）またはCASAS（Crime and Sexual Assault Support Services）の24時間ヘルプライン（360-650-3700）まで連絡できます。 |

### Smoking 喫煙

“Smoking” means directly inhaling or exhaling smoke from any, or burning any, or carrying any lit, smoking instrument, or using an electronic cigarette or device. Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes. This includes but is not limited to all balconies and all public spaces such as lounges, stairwells, hallways, food service areas, and laundry rooms. Smoking is also prohibited at any outside area that may affect the air supply of residential buildings. Residents and guests who smoke must respond to requests to move to another location. Residents and guests who smoke must dispose of smoking refuse properly.

<p>| 喫煙とは火の点いた器具（電子タバコを含む）から煙を吸う・吐く、または火の点いた器具を持つことを意味します。寮内全ての部屋は禁煙となっています。これは、全てのバルコニー、ラウンジ・廊下・食堂・洗濯室等の共用区域も含まれます。外での喫煙も、建物のドアや窓、また建物内への空気の入れ替えから25フィート（10メートル）内の場所では禁煙となっています。タバコを吸っていて、他の場所に移るように勧められた場合は速やかに移動しましょう。また、タバコの吸殻のポイ捨てはしないでください。 |</p>
<table>
<thead>
<tr>
<th>Solicitation &amp; Commercial Activities 勧誘と商売</th>
</tr>
</thead>
</table>
| 1. Due to a variety of local, state and University guidelines, students may not use their university residence for the purpose of running a business.  
2. Most forms of solicitation are prohibited in University Residences and unauthorized solicitation should be immediately reported to staff. Prohibited forms of solicitation include making contact with residents for the purpose of:  
a. Promoting an activity or event.  
b. Promoting or endorsing an idea or person, such as a political candidate, recycling, or religious belief.  
c. Recruiting for a club or organization.  
d. Selling something, such as an object, product or ticket to an activity or event, even for the purpose of fund-raising.  
3. Permitted forms of solicitation are made available to University Residences groups (RHA, Hall/Tenants Councils, NRHH) and staff (Resident Advisors, Fitness Center and Computer Lab staffs, and University Dining Services personnel) to promote University Residences-related activities and programs. Opinion polls or fund-raising activities conducted by residents of a particular hall or apartment are permitted within the hall of residence or community building for apartments in accordance with the policy established by the Hall or Tenants' Council. |
| 1. 地方、州立、そして大学のガイドラインにより大学寮をビジネスの場に利用するのは禁止されています。  
2. 勧誘のほとんどは大学に禁止されています。許可されていない勧誘は直ちにスタッフに通報しましょう。禁止されている勧誘は以下の通りです:  
a. イベントのプロモーション  
b. 個人、思想のプロモーション（政治家、リサイクル、宗教など）  
c. クラブや団体のリクルート  
d. 製品、イベントのチケット、更に資金集めを目的とした商売  
3. 許可されている勧誘（大学寮のアクティビティーのプロモーションなど）は大学寮のグループ（RHA、各寮の協会、NRHH）とスタッフ（RA、フィットネスセンター、コンピューターラボのスタッフ、ダイニングスタフ）を通して施されます。意見投票、その寮の寮生によるホールアクティビティのための資金集めは各寮の協会に定められたポリシーに違反していなければ許可されます。 |

<table>
<thead>
<tr>
<th>Theft 盜難</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking, attempting to take, aiding another in taking or possession of property belonging to another member of the University community, the University or its guests is prohibited. Please note that taking food, dishes or utensils from the dining commons is considered theft and may result in disciplinary action.</td>
</tr>
<tr>
<td>大学の所有物や他人の所有物の窃盗、窃盗の補助をすることは禁止されています。更にダイニングホールから食料や食器を取ることも窃盗とされ処罰に値します。</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trespassing 不法侵入</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering a residential building or room without authorization or permission is prohibited.</td>
</tr>
<tr>
<td>寮生、寮のスタッフ、大学警察から立ち退きを求められているにも関わらず、故意に住宅区域に入ったり居座ったりした学生は、不法侵入罪に問われる事があります。</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vandalism 破壊行為</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandalism, including graffiti or alteration (temporary or permanent) of University property will result in disciplinary action and financial responsibility for the full cost of repair or replacement.</td>
</tr>
<tr>
<td>大学の敷地内で、大学の所有物の破損・所有物への落書きは制限の基準となります。学生は、処分を受け、修理費全額を負担することになっています。</td>
</tr>
</tbody>
</table>
Residential Conduct Procedures

When a Violation Occurs

1. **Incident Report**: An incident report is written to document a situation that may be a violation of policy. Being listed in an incident report does not constitute a policy violation. No decision about a violation occurs until those directly involved have an opportunity to meet with a conduct officer.

2. **Student Notification**: The student(s) involved receives notification via their University email account regarding a meeting with their Resident Director (RD). The RD may refer an incident to another RD, Assistant RD, Assistant Director of Residence Life, or the University Conduct Officer, who will then serve as the conduct officer.

3. **Conduct Meeting**: At this meeting the conduct officer first asks the student how things are going in general, then asks for their perspective on the specific incident, reviews the incident report and discusses any other relevant information. Be honest with the conduct officer; the conduct system is educational in nature so expect your meeting to be a conversation. If you are unable to attend your conduct meeting it is your responsibility to notify the conduct officer to request rescheduling.

4. **Conduct Decision**: After reviewing the available information, the conduct officer determines whether a violation has occurred, the degree to which the student was responsible, and appropriate sanction(s).

5. **Decision Letter**: The student receives notification of the decision in the form of a conduct letter via their University email account within seven business days of the conduct meeting. The student is notified if there are extenuating circumstances that delay the letter beyond seven days.

6. **Conduct Referral**: A student who voluntarily moves out of University Residences or withdraws from the University prior to the completion of proceedings is not excused from pending conduct action. In such cases, information is referred to the University Conduct Officer for possible further action.

1. **事件報告書**: 処分の対象となるかもしれない状況を記録した事件報告書が作成されます。報告書が作成されたからといって処分が施されるとは限りません。処罰に関する判断は関係者と係員がミーティングをしてから決められます。

2. **告知**: 当該学生は手紙または大学のメールで、RDとのミーティングについて知らされます。場合によってARD又は他の係員が担当になることもあります。

3. **会議**: この会議では学生視点の話を聞きます。報告書を見直し、関連のある情報について話し合いをします。会議を取り持っている行動責任者には正直に接しましょう。このシステムは経験から学ぶためにあり、会議は会話式に発展します。もしこの会議に参加できない場合、係員に伝えて日程を変更するのは自身の責任です。

4. **決定**: 会議等に基づいた情報により、問題が処罰の対象になるか否か、どれほどの責任がその学生に問われるか、そして適切な処罰が学生に知られるます。

5. **判断報告書**: 会議後7日以内に大学のEmailを通して処罰判断報告書が届きます。もし7日以内に届けられない理由がある際は前もって報告されます。

6. 手続きが全て終わる前に自主的に寮から出て行く又は大学から中退する生徒は処罰から解放されません。そのような場合は行動責任者からさらなる処置が行われます。場合によっては当座処罰を受ける場合もあります。
Within the conduct process students have the right to:

1. A fair and thorough conduct meeting.
2. Be informed of all potential policy violations prior to the conduct.
3. An alternate conduct officer in the event of obvious and/or significant bias.
4. Review the incident report(s) and sanction letter(s).
5. One level of appeal within the University Residences conduct system.
6. Have a support person present at any conduct meeting pertaining to his/her conduct. The support person serves as an advisor to the student, not a representative, and may be a student, faculty or staff member, family member, or other person.

- The support person serves as an advisor to the student, not a representative, and may be a student, faculty or staff member, family member or other person.
- The support person may observe the process and provide support and guidance to the student as needed.
- Resident Advisors may not serve in the support-person role due to the potential for conflict of interest; however, the RA can serve as a resource for students before and after the conduct meeting.

The support person may not have a conflict of interest with the situation in question.

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**Standards of Decision-Making**

The Conduct Officer uses the available information to determine if it is more likely that a student did or did not violate University Residences policy.

**Consistency & Fairness**

All proceedings, including the initial conduct meeting, are carried out in a manner that is informal and assures fundamental fairness. Conduct officers evaluate each student's situation individually when deciding the most appropriate action to take. When sanctions occur, they may vary from student to student, even when a similar policy violation occurs. This is because multiple factors are considered in deciding the best sanction for the individual, including the details of the current incident, the student's previous conduct history, their

実施プロセスの学生は以下の権利を持っています：

1. 公平で厳密な会議。
2. 会議の前に前もってどの規則について話すかを知らされること。
3. 行動責任者が明らかになって、又は多大な偏見を示した場合の責任者の変更。
4. 事件報告書と処罰判断報告書の確認。
5. 大学住宅処罰システム内の一段階の上訴。
6. 支持者・援助者一人に会議に立ち会ってもらう。この支持者・援助者は学生を代表するのではなく、アドバイスをするために立ち会えます。学生、教員、スタッフ、家族等、どのような人間もこの支持者・援助者としての役割を果たせます。

- 支持者・援助者は学生を代表するのではなく、アドバイスをするために立ち会えます。学生、教員、スタッフ、家族等、どのような人間もこの支持者・援助者としての役割を果たせます。
- 支持者・援助者はプロセスを観察し、必要に応じて学生に支援と指導を提供することがあります。
- RA は、利益相反の可能性があるため支持者・援助者として会議に参加出来ません。しかし、会議前と会議後に援助することは出来ます。
- 支持者・援助者は問題の状況との利益相反を持ってはいけません。

行動責任者は有効な情報を元に生徒が大学寮の規律の違反をしたかどうかを判断します。
When a student has been found responsible for violating a policy, one or more disciplinary actions may result. Disciplinary actions are intended to hold students accountable for policy violations, and to educate and guide students toward making good choices and informed decisions in the future. In some cases, interim sanctions may be imposed. An interim sanction is not an indication of a violation; it is simply a community safeguard until a decision about a possible violation(s) can be made. Interim sanctions remain in place until the conduct process is completed. If an interim sanction is violated, the resident may be removed from the halls and referred to the University Conduct Officer for further action. In addition to being subject to possible sanctions, behavior that violates local, state or federal law (e.g., theft, assault, rape, illegal drug or alcohol activity) is referred to University Police.

### ADMINISTRATIVE SANCTIONS

1. **WARNING**: A written reprimand that the student has violated a policy and future violations will result in more severe disciplinary sanction.
2. **RELOCATION TO ANOTHER HALL**: Mandatory relocation to another residence hall or apartment within University Residences. This sanction is intended to give the student a fresh start in another residential community. The conduct officer may specify to which community the student must move. Additionally, the student’s right to visit their former hall or apartment may be restricted.
3. **DISCIPLINARY PROBATION**: Notice that additional policy violations may result in eviction from University Residences.
4. **EVICTION FROM UNIVERSITY RESIDENCES**: Mandatory cancellation of occupancy in University Residences. This sanction is typically reserved for students who indicate an unwillingness or inability to live within the parameters established by and for University Residences. This sanction may include restriction of visitation rights to one or more communities, payment of a contract breach fee, and referral to the University Conduct Officer for action that may impact the student’s enrollment in the University.
5. **DEFERRED EVICTION**: Notice that further violations of policy may result in eviction from University Residences and referral to the University Conduct Officer.
Officer for action that may impact the student's enrollment in the University.

**EDUCATIONAL SANCTIONS**

1. **INDIVIDUAL ALCOHOL/DRUG ASSESSMENT (ADCAS):** In an individual assessment, a student will be able to identify personal use patterns of alcohol, and make decisions about personal use based on detailed personal feedback of: comparison of personal use with WWU norms, amount and severity of alcohol consequences experienced (again compared to WWU norms), personal risk factors present, personal values about alcohol and their belief about future alcohol related behavior. Other options utilized may include alcohol skills assistance, or referral to support or treatment services as appropriate to the situation. Individual Alcohol or Drug Assessments may take from 1 to 3 sessions depending on the situation and the student's history of use and consequences.

2. **REFERRAL TO CAMPUS RESOURCE:** Requirement that the student meets or connects with a specific campus resource. Examples include, but are not limited to, the Counseling Center, Student Health Center or Academic Advising Center.

3. **EDUCATIONAL ASSIGNMENT:** Sanction specific to a particular incident, such as creating an informative bulletin board or writing a reflective paper.

4. **RESTITUTION:** Compensation for loss, damage or injury, in the form of service and/or monetary or material replacement. This sanction may be imposed whether the action was intentional or accidental.

5. **COMMUNITY SERVICE:** Requirement that the student complete a work project, thereby giving something back to the community, with the intention that learning will occur. Whenever possible, there will be a logical relationship between the misconduct and the assigned community work project.

**The Conduct Appeal Process 上訴手順**

Students have the right to appeal a conduct decision within five business days of the decision letter. A link to the conduct appeal form is included in every conduct decision letter. The Assistant Directors and Associate Director of Residence Life serve as appeal officers. Students may submit an appeal if they believe any of the following has occurred:

- An incorrect decision was made.
- The sanction is unfair or disproportional.

**Decision Making Standards for Appeals**

判断報告書を受け取った5日以内ならば決定を上訴することができます。全ての判断報告書に不服申し立て用紙へのリンクが含まれています。寮のAssistant DirectorとAssociate Directorが上訴担当者となります。もし以下のどれかが行われたと考えたら、学生は行動責任者の判断を上訴することができます：

- 誤った決定が行われた。
- 処罰が不公平・不適切。

上訴での判断の基準
When a student initiates an appeal, the student must demonstrate to the Appeal Officer that the initial conduct decision was incorrect or inappropriate. (Failure by the student to have attended the initial conduct meeting is not a valid reason to appeal a conduct decision.) The Appeal Officer will review the written appeal, the incident report, and the related conduct letters. The Appeal Officer may request to meet with the student to further discuss the appeal. Within seven business days the student will receive written notification of the final decision. The original conduct decision may be upheld, modified, or reversed. Decisions made by the Appeal Officer are final.

Confidentiality

All records resulting from conduct proceedings are maintained by Residence Life, including Incident Reports, conduct letters, emails and appeals. Records are not available to any member of the public without written consent of the student involved, except as noted within applicable laws. For example, when information is necessary to protect the health and safety of the student or other persons, certain exceptions are authorized under WAC 516-26-085, Release of Information in Emergencies.

Family Notification

The Family Educational Rights Privacy Act (FERPA) was amended in 1998, giving universities the right to inform families of dependent students who have violated drug or alcohol policies. WWU notifies parents/guardians when a student's housing is in jeopardy due to a drug or alcohol violation, including probation, deferred eviction or immediate eviction. Students are told in advance that their families will be notified, and they are urged to initiate contact first. Please talk with your Resident Director if you have questions or concerns.

Student Health and Safety

The full version of this information is available at housing.wwu.edu/apps/safety/.

In Case of Emergency

<table>
<thead>
<tr>
<th>Fire or Medical</th>
<th>火事、救急</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police (Emergency)</td>
<td>大学警察（緊急）</td>
<td>(360-650) 3911</td>
</tr>
<tr>
<td>University Police (Non-Emergency)</td>
<td>大学警察（通常）</td>
<td>(360-650) 3555</td>
</tr>
<tr>
<td>Crime &amp; Sexual Services</td>
<td>性的犯罪コールサービス</td>
<td>(360-650) 3700</td>
</tr>
<tr>
<td>Emergency/Storm Hotline</td>
<td>緊急・気象ホットライン</td>
<td>(360-650) 6500</td>
</tr>
<tr>
<td>Safe Campus Hotline</td>
<td>キャンパス安全ホットライン</td>
<td>(360-650) 7723</td>
</tr>
<tr>
<td>WWU Emergency Website</td>
<td>WWU 緊急ウェブサイト</td>
<td>Emergency.wwu.edu</td>
</tr>
</tbody>
</table>
### Building Evacuation & Disaster Meeting Locations 🌏

<table>
<thead>
<tr>
<th>Where to Evacuate 避難所</th>
<th>From ここにいれば… To ここへ行くべき</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha</td>
<td>Main parking lot for the Ridgeway Complex (Lot 15R)</td>
</tr>
<tr>
<td>Beta</td>
<td>Ridgeway tennis courts</td>
</tr>
<tr>
<td>Birnam Wood</td>
<td>Go to the nearest parking area</td>
</tr>
<tr>
<td>Buchanan Towers</td>
<td>West end of the building to the tennis courts on the other side of the street</td>
</tr>
<tr>
<td>Delta</td>
<td>Ridgeway tennis courts</td>
</tr>
<tr>
<td>Edens</td>
<td>Big lawn on the south side of the building</td>
</tr>
<tr>
<td>Fairhaven</td>
<td>Fairhaven Main gravel parking lot (Lot 12A)</td>
</tr>
<tr>
<td>Gamma</td>
<td>Ridgeway tennis courts</td>
</tr>
<tr>
<td>Higgison</td>
<td>Large parking lot on the side of Higgison (Lot 7G)</td>
</tr>
<tr>
<td>Highland</td>
<td>Main parking lot for Ridgeway Complex (Lot 15R)</td>
</tr>
<tr>
<td>Kappa</td>
<td>Ridgeway tennis courts</td>
</tr>
<tr>
<td>Mathes</td>
<td>Go to the large parking lot to the right of Mathes (Lot 6V)</td>
</tr>
<tr>
<td>Nash</td>
<td>Behind the building, the parking lot below the green sport court (Lot 4R)</td>
</tr>
<tr>
<td>Omega</td>
<td>Main parking lot for the Ridgeway Complex (Lot 15R)</td>
</tr>
<tr>
<td>Sigma</td>
<td>Main parking lot for the Ridgeway Complex (Lot 15R)</td>
</tr>
</tbody>
</table>

### Emergency Preparedness Videos 緊急事態に備える (ビデオ)

You can watch videos (in English) about how to prepare for an emergency here: housing.wwu.edu/apps/safety. Click on “Emergency Preparedness Videos”.

どのようにして緊急事態に備えることができるかを英語で知らせてくれるビデオを見ることができます。このリンク（housing.wwu.edu/apps/safety）から「Emergency Preparedness Video」にクリックしてください。

### Emotional or Personal Crisis 精神的/個人的な危機

The University has a number of trained professionals who can provide counseling and support for students experiencing difficulties in their day-to-day lives on campus. If you are experiencing difficulties, you may contact the Counseling Center, the Office of Student Life, Health Services, or Alcohol and Drug Consultation and Assessment Services during normal working hours. A member of the Residence Life staff can help you to determine which service might best meet your needs. After working hours, you may contact a member of the Residence Life staff or University Police.

- Alcohol and Drug Consultation and Assessment Services (ADCAS)
- Off-Campus WWU
- Counseling, Health & Wellness Services
- Hardship Withdrawals & Office of Student Life
- Prevention & Wellness Services
- Student Health Center
- University Police

Crime & Sexual Assault Support Services (CASAS)
Available to all Western students

大學のキャンパス内には日常生活の中で困難を経験する学生のためにカウンセリングやサポートを提供することが出来る訓練を受けた専門家がいます。もし、問題を抱えている場合は勤務時間中にカウンセリングセンターや学生生活オフィス、ヘルスサービス、アルコールと薬物の相談や判断センターに連絡しましょう。寮の生活スタッフがどのサービスセンターが一番適切か判断する事を手助けしてくれます。勤務時間後は寮の生活スタッフや大学の警察に連絡することが出来ます。

- アルコールや薬物相談・判断サービス
- オフキャンパス WWU
- カウンセリング・ヘルス&ウェルネス
- 困難による撤回、学生生活サポートオフィス
- プレヴェンション・ウェルネスサービス
- 学生ヘルスセンター
- 大学警察

犯罪&性的暴行サポートサービス（CASAS）
全てのウェスタン生が利用できます。
ヘルプライン：(360) 650-3700
Help line: (360) 650-3700
Located in Old Main 585B
In addition to CASAS, the resources above such as the University Police as well as the Student Counseling and Health Center are other options for assistance.

If the offense occurred outside of WWU property:

**Bellingham Police**
Call 911 for emergencies; (360) 676-6911 for non-emergencies
**St. Joseph Hospital**
(360) 734-5400 (Voice), 738-6777 (TTY)

For confidential advice and support:

**Whatcom County Crisis Services**
(360) 715-1563 (24 hours)
**Domestic Violence and Sexual Assault Services (DVSAS)**
(360) 715-1563 or (877) 715-1563 (24 hours)

To report an offense to the University:

**Equal Opportunity Center/Title IX Compliance Officer**
Sue Guenter-Schlesinger (360) 650-3307

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**Shooting Incident キャンパス内で銃殺事件が起きた場合**

If an armed Intruder comes to WWU, it is critical that faculty, staff and students report it immediately and take protective actions.

See the [Emergency Preparedness Videos](http://housing.wwu.edu/apps/safety)

If you are involved in a situation where someone has entered an area or building and started shooting, or you hear the sound of gunfire, the following actions are recommended:

- Got to the nearest room or office and hide. Stay calm and quiet.
- Close the door, lock and barricade the door if possible, take cover behind concrete walls, thick desks, filing cabinets, etc.
- Cover the door windows, if possible.
- Keep quiet and act as if no one is in the room. Turn off iPods and radios, but keep computers on with monitors faced away from door. Silence cell phones.
- Do not answer the door.
- Call University Police at 650-3911. If you are off campus, call 911.
- Give the police dispatcher the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Describe what is happening
  - Number of shooters (if known)
  - Identification of shooter (if known)
  - Number of persons who may be involved
  - Your location (and stay on the line if possible)
- Place signs in exterior windows to identify your location if possible.
• Wait for police officers to assist you out of the building.

If an active shooter is in your building, you are certain you are not within range or in danger, and exiting the building is possible, the following actions are recommended:
• Exit the building immediately - move away from the area and seek shelter. Go to a nearby building and follow the advice above. Avoid parking lots and open areas.
• Notify anyone you encounter to exit the building immediately (or not enter).
• Call University Police at 650-3911. If you are off campus, call 911.

If the shooting is occurring outdoors, the following actions are recommended:
• Move inside a building, if possible, and follow the instructions above.
• If you cannot go inside, try to hide behind something solid.
• Run away from the sounds of shooting, if you can do so without increasing your risk.
• Call University Police at 650-3911. If you are off campus, call 911.

If you are caught in the immediate area and escape is not possible, the following actions are recommended:
• Play dead if you cannot get away - assume a prone position and lay as still as possible.
• If you are caught by the intruder and are not going to fight, obey all commands and avoid eye contact.
• Fight - your last option if you are caught in the open and in close proximity to the shooter is to fight back. This is dangerous and not recommended, but could be your only option. Do anything you can in an attempt to disable or slow down the aggressor. You can use many types of items as weapons: books, trash cans, or other small items.

Worried about Someone? 他人の配慮

As a resident, you may know of friends or neighbors who appear to be in need of assistance. Please contact your Resident Advisor or Resident Director if you want to help another student make contact with one of the services listed above.

Housing Charges & Refunds

The full version of this information is available at housing.wwu.edu/financial/policies.php.

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### Bed Fees  ベッドにまつわる費用

Unreturned bed parts may result in a $30 fee, and leaving the bed set up incorrectly may result in a $15 fee. Missing bed parts may result in a replacement fee of $500 or more.

### Damage & Cleaning Charges  破損とクリーニングの費用

When you move out you must leave your room neat, clean and properly assembled. Charges for cleaning, damage, missing items, trash disposal or abandoned property are automatically split between roommates and/or suitemates unless you explain individual responsibility on the checkout section of your Room Inspection and Inventory form. Anything you leave behind will be considered abandoned property.

### Improper Checkout Fee  不適切なチェックアウト

Failure to follow proper checkout procedure can result in an improper checkout fee of $35. Typical reasons for improper checkout include checking out after the checkout deadline, not completing a room inspection, or not checking out in person.

### Mail & Deliveries  郵便と配達物

The full version of this information is available at housing.wwu.edu/apps/current/mail-and-deliveries.

### Your Mailing Address  住所

Accurate and proper addressing will ensure your mail reaches your campus residence. Mail will be refused if the resident name does not match the room assignment. To ensure your mail reaches your residence hall, it must be addressed properly and include your official first and last name. Although many students go by their middle name or a nickname, mail addressed to a student’s nickname or middle name is often refused.

<table>
<thead>
<tr>
<th>BT &amp; BT East</th>
<th>Your Name (学生の名前)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2401 Bill McDonald Pkwy, Room # (部屋の番号)</td>
</tr>
<tr>
<td></td>
<td>Bellingham, WA 98225</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Other Residence Halls</th>
<th>Your Name (学生の名前)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hall Name (寮の名前), Room # (部屋の番号)</td>
</tr>
<tr>
<td></td>
<td>516 High St</td>
</tr>
</tbody>
</table>
**Packages & Registered Mail  小包や登録された郵便物**

Packages sent by USPS, UPS, FedEx or DHL are officially received at Mail Services and tracking numbers are scanned and recorded. Those parcels are then delivered to their destination buildings, and students receive a notice for package-pickup in their mailbox. Students can then pick up their package at their community’s front desk, with official photo ID.

If you are shipping items to your residence hall before you arrive, they should not arrive more than one week prior to your arrival. Refer to Your Mailing Address to ensure proper delivery; refer to Daily Mail Delivery for when to expect your items will arrive at your building. Be sure to use a shipping method that provides a tracking number so you can check its arrival status.

Registered mail is officially received at Mail Services, and students receive a notice in their mailbox that the item must be picked up in person from Mail Services, with official photo ID.

**Outgoing Mail  郵便物を送る場合**

Outgoing mail must be dropped in the USPS collection box in front of the Viking Union or sent from the Campus Post Office on the fifth floor of the Viking Union.

**Campus Post Office  キャンパス郵便局**

The WWU branch of the US Post Office is located on the fifth floor of the Viking Union, one floor down from High Street. The Post Office offers stamps, shipping supplies and excellent customer service.

USPS, UPS, FedEx, and DHL's small or registered mail items are officially received at Mail Services. The tracking numbers are scanned and then recorded. Students are notified by mail to pick up their packages at their community’s front desk with official photo ID.

If you are shipping items to your residence hall before you arrive, they should arrive no more than one week prior to your arrival. Refer to Your Mailing Address for proper delivery information. Daily Mail Delivery information is also available. Be sure to use a shipping method that provides a tracking number so you can check its arrival status.

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Section 7: Experiencing WWU

EXPERIENCING WWU

Ways to Get to Know Americans

Suggestions from Former AUAP Students

- Join an American for dinner at the cafeteria.
- Join some kind of campus activity (such as intramural sports, or residence hall activities).
- Visit the rooms of Americans.
- Talk to people in P.E. class.
- Have a campus or community friend.
- Go downtown or other places off campus.
- Hang out in Red Square and talk to people.
- Join a hacky sack game.
- Talk to your suitemate.
- Ask questions and ask for information when you speak to an American.
- Make a phone call every day to an American friend.
- Invite your American friend somewhere.
- Write a note or a letter to an American.
- Share your culture with Americans.
- Be interested in the Americans you know.
- Be active.

- Go to the gym on Friday, Saturday and Sunday to join in playing sports.
- Speak English as much as possible.
- Go dancing.
- Try to meet WWU friends every day.
- Remember the names of Americans you meet.
- Smile and don't be shy.
- Keep your promises, and use common sense.
Starting Conversations

Introduce yourself and ask general questions:

"Hi! I'm ______________. Where are you from?
Have you been at Western long?
What's your major?
How are your classes going?
What are you taking this quarter?

Comment:

"This ______________ sure is ______________! 
(weather) (beautiful)
(campus) (big)

Notice something about the other person:

"Excuse me, I noticed your ___________; 
(books)

"Are you a ____________________?" 
(history major)

"Excuse me, do you know ________________? 
(how the Mariners did)

Compliment:

"Nice __________________!" 
(earrings)

"I really like your ______________." 
(shirt)

Start a conversation with an American student in the cafeteria:

"Is this seat taken? Can I join you?"
Campus Map

Outdoor Sculpture Collection

For parking, call (360) 650-2945 or stop at the Campus Services Building near the corner of Bill McDonald Parkway and 21st Street.
**Your Meal Plan**

All AUAP students are on the Unlimited Meal plan.

**September 20th – December 11th (Fall Quarter)**

Unlimited meals, $176 dining dollars

*You will receive more meals and dining dollars on December 12th.*

**What does it mean?**

You can eat all your meals in the Dining Hall if you want to

~$16 Dining Dollars / week

**Example Week**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Brunch</td>
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<td>Dining Hall</td>
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<td>Lunch</td>
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<td>Dinner</td>
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<td>Late Night</td>
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<td>Dining Hall</td>
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<td>Dining Hall</td>
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</table>

*You can always substitute Dining Dollars for the dining hall

**Other Information**

Check your meal balance online at housing.wwu.edu/dining/balance

IMPORTANT*** You can run out of dining dollars, so **use them carefully**!

*You may use up to 10 meals as guest meals to bring a friend to the dining hall.

**Meals & Dining Dollars ミールとダイニングドル**

Each meal plan includes a quarterly allocation of meals for use in any of the dining commons, plus 162 Dining Dollars. When you enter the dining commons, a swipe of your Western Card will deduct your visit from your meal balance. Dining Dollars can be used with a swipe of your card in any of the cafés and markets across campus or to buy additional meals in the dining commons. Unused meals expire at the end of the quarter; Dining Dollars carry over from one quarter to the next and expire at the end of the academic year.
**Viking Dollars**

- Viking Dollars are a prepaid debit account that goes on your Western Card and can be used at all campus dining locations (except Vendor’s Row).
- Save 10% off the cash price and pay no sales tax when using Viking Dollars for food purchases made at campus dining commons, cafés and markets. Non-food items are subject to sales tax.
- Anyone with a Western Card can use Viking Dollars - you don't need a meal plan to participate.
- Viking Dollars never expire as long as you are at WWU. Upon graduating or leaving WWU, you may submit a written request for a refund of the remaining balance to University Dining Services, Edens Hall 109. Please allow 30 days for refunds to be processed.

**Appropriate Use of Your Meal Card**

Students who allow others to use their meal card will have their card confiscated and be subject to University misconduct proceedings. Students who use a card that is not their own will be subject to a fine of $10 plus the cost of the meal(s) eaten and will be subject to University conduct proceedings. Meal costs are predicated on the premise that you will be the only person using the meal card, and that you will miss a certain percentage of the meals available. When you lend your card to someone else, food service costs increase. The expense for Dining Service's operations is shared by all students; cost increases are passed on in the form of higher room and board rates.

**Lost Meal Cards**

If your Western Card is lost or stolen, contact the Western Card Office at 360-650-7414 to see if your card has been turned in. You will be contacted through your MyWestern Email account to inform you if your Western Card is found.

A replacement Western Card may be purchased for $8.00. This fee will be charged to your student account. Viking Dollars or meal plans tenders will be transferred to the new card.

**Dining Room Expectations**

The community nature of a university dining commons is unique. Unlike any other eating situation, elements of both a home atmosphere and a restaurant dining environment are present. Students must respect the rights of, and cooperate with, other diners in maintaining a clean and pleasant environment. We ask your cooperation in keeping the dining commons atmosphere one that everyone can enjoy.

大学食堂の雰囲気は独特です。他の飲食店とは違い、食堂は家庭的でもありまたレストランのようでもあります。お互いの権利を尊重し、清潔で気持ちの良い食堂の雰囲気を保つように周りと協力しましょう。
Absences 欠席

Room and board charges take into consideration occasional missed meals. Therefore, refunds are not granted in the event of meal absences. However, if you are compelled to be out of Bellingham for five or more consecutive days owing to extenuating circumstances, you may request a refund of food charges by contacting University Dining Services in Edens Hall, Suite 109. Such an arrangement must be made in advance and your meal card must be turned in to the Dining Services office prior to your departure.

Take-Outs テイクアウト

Your resident dining rates are based upon your being able to eat as much as you want while you are in the dining commons during meal hours. However, a sack lunch or dinner can be provided if you have a scheduling problem, such as a field trip, other class or work commitment, or official school or residence commons event, which will cause you to miss a meal. Your request must be presented to your Dining Commons Manager at least 24 hours in advance, or you may sign up for a sack meal at least 24 hours in advance.

If you are too ill to eat your meal in a Resident Dining Commons, contact your Resident Commons staff to request a sick tray. If you are on a special diet for medical purposes and find that the necessary food is not provided by the regular menu, please contact your Dining Commons Manager. Written doctor’s instructions may be required.
### Making Healthy Food Choices

#### Higher Calorie Foods:
- Pizza
- French fries
- Clam chowder
- Hamburgers
- Salad dressing
- Bacon/sausage
- Cereal
- Bagels
- Cheese
- Mochas

#### Lower Calorie Foods:
- Salad
- Soup
- Fruit
- Yogurt
- Chicken
- Tofu

#### Counting Calories: (HIGH)
- Mocha (2% milk & whip cream) - 270 / tall
- Sugar Cereal - 170-200 / 8 oz.
- Pepperoni Pizza—300 / piece
- Clam Chowder—230 / 6 oz.
- Bagel—400 / bagel & topping

#### Counting Calories: (LOWER)
- Mocha (nonfat milk & no whip cream) - 170 / tall
- Low-fat yogurt - 60 / 6 oz.
- Garden Salad —190
- Chicken Vegetable Soup—60 / 6 oz.
- Turkey Sandwich —300

### How many calories should you eat?

#### Female
- 20 years old
- 115 lbs.
- 157.5 cm
- Exercise 3 times/week
- Calories: 1735 per day*

#### Male
- 20 years old
- 130 lbs.
- 165 cm
- Exercise 3 times/week
- Calories: 2123 per day*

### Healthy Habits in the Dining Hall
- Check the nutrition information
- Eat a variety of food
- Choose whole grains
- Choose low or non-fat options
- Ask for low or non-fat milk in your coffee
- Eat smaller portions

**WWU Student Recreation Center**

At the Student Recreation Center, or “the Rec Center”, you can participate in many sports and activities. You can use the three weight/fitness rooms; play volleyball, basketball, soccer or ping-pong in one of the three gyms; swim in the pool, climb on the rock wall, run on the indoor track, buy something to eat at the café, or relax by the TV.

There are also organized sports and activities offered through intramurals and non-credit classes as follows.

**Intramurals**

Typical offerings include:

- Floor Hockey
- Soccer
- Softball
- Volleyball
- Tennis
- Basketball

<table>
<thead>
<tr>
<th>Group X Pass Fitness Classes</th>
</tr>
</thead>
</table>

Group X Passes cost $45 per quarter. The Group X Pass gives you access to many fitness classes each week. Classes are first-come, first-served, so sign up early to make sure you get into the class. Check with the Rec Center for a current class schedule!

**Equipment Check-out / Late Fees**

You can check-out a variety of sporting equipment: basketballs, volleyballs, soccer balls, ping-pong paddles, and climbing equipment from the equipment desk with your WWU ID card. All equipment is due back to the desk 15 minutes before the building closes. Each time equipment is turned in late or left in the gym area you will be charged a late fee.
Associated Student (AS) Clubs/Organizations

Clubs available and meeting schedules change all the time. To see the current list of clubs, please visit: http://as.wwu.edu/clubs/

The Associated Students recognizes over 200 clubs each year, so you can probably find a club that meets your interests. Your IPA or the SSA can help you find and join a club. However, if you can’t find the club you are looking for, then you can think about starting a new club. If you are interested in starting a club, talk to your IPA or the SSA for more information.

How to Join a Club

Browse clubs listed in 14 different categories by using the links on the AS Clubs website. When you find a club you are interested in, email or call the contact person to find out about their upcoming meetings or activities. Most clubs are always searching for new members.

AS Clubs

Here is a list of AS Clubs usually active at WWU (clubs in bold are ones that IPAs or AUAP students have previously joined!):

**Academic/Professional**
- Alpha Kappa Psi (business)
- Anthropology Club
- Current Events Forum
- International Affairs Association (Model United Nations)
- International Business Club
- Political Science Association
- Professional Women’s Association
- Student Economics Association

**Arts, Music, Dance**
- A’capella Club (singing)
- Dead Parrot Society (comedy)
- Film Club
- Sini-Gang (hip hop dance team)
- Stand-Up Comedy Club
- Swing Kids (swing dancing)
- WWU Hip Hop Association
- WWU Hip Hop Dance Team

**Cultural/Ethnic**
- American Sign Language Club
- Black Student Union
- Chinese Conversation Club
- Chinese Student Association
- Filipino American Student Association
- Hui ‘o Hawai’i
- Japanese Conversation Club
- Japanese Student Association
- Korean Language Club
- Korean Student Association
- Latino Student Union
- Native American Student Union
- South Asian Student Union
- Vietnamese Student Union

**Gaming**
- Board Games Club
- Button Mashers (video games)
- Super Smash Bros Melee Club

**Hobbies**
- AIYA! Anime Club
- Baking Club
- Disney Club
- Harry Potter Club
- WWU Photography Organization
- WWU Humans vs Zombies (tag)
- WWU Pokemon Trainers

**Religious**
- Campus Christian Fellowship
- Muslim Students’ Association
- WWU Pagans

**Sports**
- Table Tennis Club
- Badminton Club
- Kulshan Aikido Club
- WWU Gungfu (kung fu)
- WWU Longboarding Club
- WWU Road Runners Club
- WWU Taekwondo Club
- WWU Weightlifting Club

**Volunteering**
- Acts of Kindness Club
- Circle K
- LEAD (outdoor volunteering)
- Student Homeless Outreach Team
- WWU Red Cross Club
**The Viking Union**

The VU is a place for all community members - a place to meet people, get involved, and relax. Many AUAP events will be in the VU.

**The Information Desk (VU)**

The staff at the Information Desk (6th floor – entry level on High Street) can answer many of the questions you might have. Candy, cough drops, stamps, bus schedules, general campus information (and more!) are available at the Viking Union Information Desk.

**Campus Lost & Found**

If you lose something on campus you might be able to recover it at the campus Lost & Found, which is located at the VU Information Desk. The Lost & Found is the campus repository for all recovered items. A student coordinator makes every effort to contact the owners of lost items, will check for you to see if a lost item has been found, and conducts a semi-annual Lost & Found Sale. VU 600 (lobby), 650-3120

**Post Office**

The Western Washington University branch of the United States Post Office is located on the 5th floor of the Viking Union, one floor below the Information Desk. The Post Office hours of operation are from 9:30 a.m. to 3:30 p.m. Monday through Friday (except for intersession). Intersession hours are Monday through Friday from 11:00 a.m. to 2:00 p.m.

**The Underground Coffeehouse**

The Underground Coffeehouse provides a comfortable space where students can hang out, eat, drink, study, watch concerts, surf the internet, and meet friends. It is located on the third floor of Viking Union. You may use your Dining Dollars or cash to buy coffee, soup, sandwiches, and bakery items. There are trivia nights on Mondays, open mic on Tuesdays, live concerts on Wednesdays, and club-sponsored events on Thursdays. Hours: M-F 9am-10pm; Sa-Su 5pm-10pm
Resources on Campus

The Outdoor Center

The Outdoor Center, located on the first floor of the VU (the entrance is outside), includes an Equipment Shop, a Bicycle Shop, a Resource Library, and the Outing Program.

The Equipment Shop rents outdoor gear such as tents, sleeping bags, and stoves, at reasonable prices, and sells some necessities.

The Bicycle Shop is a space where students may do repairs with the state-of-the-art tools and good advice. Safety items and repairs are available for purchase.

The Resource Library has books, maps, and other information to help plan outdoor adventures.

The Outings Program organizes safe, fun, and educational recreation. To reach the Outdoor Center, call 650-3112.

Before you go on any Outdoor Center activity see the WWU-AUAP Student Services Coordinator for the required Japanese version of the Outdoor Center Waiver form.

Western Libraries

WWU has an excellent library, recently remodeled and filled with numerous materials that might be useful when doing research for AUAP classes. In addition to books, you can also borrow movies. The Student Technology Center allows students to have access to workshops and tutoring, large-scale printers, scanners, and other items for check-out, including cameras/video-recorders. There are also special rooms available for those who wish to practice presentations or edit audio or video files. Rooms must be reserved before students can use them; see the SSA or SSC for help in reserving a room.

Performing Arts Center

There is also a music library located in the Performing Arts Center (PAC), filled with all sorts of music materials that you can check out. If you are a musician, you might enjoy this library. In the floors below the music library, there are practice rooms equipped with pianos. The unlocked rooms are available for any student to use after 5pm.
Residence Hall Computer Labs

WWU has residence hall computer labs that you may use. All labs have internet access. Your room key unlocks the door of the computer lab in your area. See the front desk attendant in your residence hall to find out where your nearest lab is located.

Campus Computer Labs

www.wwu.edu/atus

There are several on-campus computer labs available. These computer labs are often reserved for classes throughout the day, but you may use these labs when no classes are in session.
Section 8: Living in Bellingham

Living in Bellingham

Safety

Bellingham is a small city. It is safer than Seattle or Vancouver, but you still need to be aware of personal safety. Here are several suggestions to help you keep yourself and your belongings safe during your stay in the United States.

**Room:** ALWAYS lock your room, even if you are just going to the dining hall or to a friend’s room. Make a list of your valuable property, such as cameras, expensive sports shoes, etc. Next to each item write the brand name, model name, serial number, a short description, and how much it is worth.

**Cash:** Do not carry more than $100. In America, even $100 is a large amount of cash to be carrying. If you need to carry more than this, try to carry traveler’s checks instead of money.

**Night:** Do not walk anywhere alone at night. You should try to stay with at least one other person after dark, and you should try to use public transportation whenever possible. At WWU, special safety escorts called “Green Coats” are available to walk with you after dark. Please see the section about Green Coats for more information.

**Bicycles:** Always lock your bike with a good lock. Make sure you lock the frame of your bike to something sturdy. If you only lock your wheel in, your bike will not be secure. Use a metal “U” lock. Ask your IPA to show you the best and safest places to lock up your bike. If possible, take it to your room at night.

**Helmets:** WWU-AUAP strongly recommends that AUAP students adhere to AU’s Helmet Policy for their own safety and protection.

- AU Helmet Policy
  - To better ensure your safety, please wear a helmet whenever cycling, skateboarding, snowboarding, or rollerblading, etc.
  - *Helmets must be in accordance with standard codes.*

  The university considers your safety the top priority. We trust that each of you will understand and cooperate fully with the new policy and that everyone will achieve their individual goals and return home to Japan in good health.

  AUAP Committee Chair
  Asia University

**Seat Belts:** Always wear a seat belt when riding in a car. This is a Washington State law. There is a fine of up to $124 dollars for passengers who are not wearing a seatbelt while riding in a car.

**Important Documents:** Always take your passport, I-20, and student ID when you leave campus, e.g. to the Greyhound bus station, to Seattle, or to Canada. If you lose any of these documents report it to the AUAP Office immediately.
If you are a victim of crime, report the incident to the University police at:

Emergency: 360.650.3911
Non-Emergency: 360.650.3555

The Police Department is located in the Campus Services Facility (CSF). It is at the intersection of 21st Street and Bill McDonald Parkway, just behind the softball field. It is in the same building as the Health Center.

The University Police have the same authority as any other police office in the state of Washington. Officers are on duty 24 hours a day.

In addition to reporting the crime to the University Police, report it to your IPA and an RA.

Green Coats

Green Coats are campus safety assistants. Green Coats can escort a person from one place on campus to another place on campus. They provide assistance primarily during hours of darkness, but may be requested at any time.

To request a Green Coat:
1. Call 360-650-3555
2. Tell them:
   - Your name
   - Your campus address and phone number
   - Where you are on campus
   - Where you would like to go
Bellingham is a city of about 82,000 people, located in the northwest corner of Washington State near the Canadian border. Bellingham is located 55 miles (88 km) south of Vancouver, Canada, and 90 miles (145 km) north of Seattle. Less than an hour’s drive from Bellingham are the mountains of the North Cascades with many recreational opportunities.

Bellingham is more than just a college town. Many students make Bellingham their home after graduation. It is a community with a strong identity of its own, and like Western, it has a friendly and familiar flavor that is attractive to people from larger cities and smaller towns. Some of the features of Bellingham are listed in the next few pages.

### Parks

Most parks are open from dawn to dusk, and have specific rules about pets, motorized vehicles, boats, and alcohol. It is important that you read and obey all park rules.

<table>
<thead>
<tr>
<th>Park</th>
<th>Description</th>
<th>Bus Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloedel-Donovan</td>
<td>At the north end of Lake Whatcom; picnic areas, sand volleyball and a soccer field.</td>
<td>Take bus 525.</td>
</tr>
<tr>
<td>Boulevard Park</td>
<td>On Bellingham Bay, one mile south of campus on State street; incredible sunsets.</td>
<td>Take bus 401.</td>
</tr>
<tr>
<td>Cornwall Park</td>
<td>On Cornwall Street; with expansive woods and a large rose garden.</td>
<td>Take bus 15 for the most direct route.</td>
</tr>
<tr>
<td>Fairhaven Park</td>
<td>On the south side of Old Fairhaven, at the top of Chuckanut Drive; rose gardens, playing fields, and tennis courts.</td>
<td>Take bus 105 for the closest stop.</td>
</tr>
<tr>
<td>Lake Padden</td>
<td>Hiking trails, picnic areas, and sunbathing.</td>
<td>Take bus 43 or 44.</td>
</tr>
<tr>
<td>Marine Park</td>
<td>On Bellingham Bay in the Old Fairhaven district; good park for beach combing.</td>
<td>Take bus 401 for the closest stop.</td>
</tr>
<tr>
<td>Sehome Hill</td>
<td>Behind WWU campus; hike or drive up, view of the city, Bellingham Bay and the islands.</td>
<td></td>
</tr>
<tr>
<td>Whatcom Falls Park</td>
<td>On Lakeway Drive; see beautiful waterfalls and take a cool walk through the forest.</td>
<td>Take bus 525 for the closest stop.</td>
</tr>
</tbody>
</table>
Services in Bellingham

Banking

If you want to open a savings or checking account, there are several banks and credit unions within walking distance of WWU. Most Americans do not carry large amounts of cash with them. It is safer to withdraw money from the bank, as you need it. Do not leave large amounts of cash in your residence hall room!

If your parents need to send you money during the program, the two safest ways are international money orders, or by international wire transfers. International money orders may be purchased at any Japanese post office and a check will be issued and mailed to you in American dollars. **Japanese money orders should be purchased in small amounts – for example, $100 or $200.** It may not be possible for the local Bellingham post office to cash money orders larger than about $200 on one day. You may need to make several trips on different days if your parents are sending a large amount of money. Sometimes it is helpful to call in advance.

<table>
<thead>
<tr>
<th>Credit Unions vs Banks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Unions</strong></td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td>No fees, or lower fees, on everything</td>
</tr>
<tr>
<td>Better member benefits</td>
</tr>
<tr>
<td>Fewer ATMs, but usually cooperate with banks so members can have access to money through other ATMs for a fee ($2-4)</td>
</tr>
<tr>
<td>Does not charge for ATM use as long as the ATM is owned by the credit union</td>
</tr>
<tr>
<td>Must check on what is required for wiring money internationally; make sure it’s possible</td>
</tr>
</tbody>
</table>

Bank Machines (ATMs)

Banks and credit unions offer a card to use at the ATM, so you can get cash at any time. Keep your card safe. Memorize your 4-digit secret number and do not carry it with your bank card. If someone takes your card and gets money from your account, the bank will not replace the money.

Below are a few of the banks/credit unions in Bellingham which are within walking distance of WWU. These banks/credit unions offer savings and ATM services. To open a savings account and apply for an ATM card, go to one of the following banks. **Bring your passport and at least $100 for initial deposit.**

**Key Bank**  
1221 N. State St.

**Horizon Bank**  
1500 Cornwall St.

**Bank of America**  
112 E. Holly St.

**Chase Bank**  
1331 Commercial St.

**Whatcom Educational Credit Union**  
600 E. Holly St.
**Recreation**

Check your phonebook for recreational opportunities, and for the addresses and phone numbers of the businesses listed below.

<table>
<thead>
<tr>
<th>Recreation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Padden Golf Course</td>
<td>Next to Lake Padden park</td>
</tr>
<tr>
<td>Park Lanes Bowl</td>
<td>Past Bellis Fair Mall on Guide Meridian</td>
</tr>
<tr>
<td>20th Century Bowling</td>
<td>Downtown on State St.</td>
</tr>
</tbody>
</table>

**Historic Sites**

<table>
<thead>
<tr>
<th>Historic Sites</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maritime Heritage Center</td>
<td>Downtown on Whatcom Creek</td>
</tr>
<tr>
<td>Old Fairhaven</td>
<td>South of Bellingham</td>
</tr>
<tr>
<td></td>
<td><em>Take bus 14 for the closest stop</em></td>
</tr>
<tr>
<td>Old Town</td>
<td>Bellingham’s waterfront at the bottom of Holly St.</td>
</tr>
<tr>
<td>Whatcom Museum of History and Art</td>
<td>Downtown, located at 121 Prospect St.</td>
</tr>
</tbody>
</table>

**Shopping**

<table>
<thead>
<tr>
<th>Shopping</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sehome Village</td>
<td>Just off I-5 on Samish Way; specialty shops, food (Haggen).</td>
</tr>
<tr>
<td>Bellis Fair Mall</td>
<td>Just off I-5 on Guide Meridian Road; large mall with a variety of shops and a food fair. <em>Take bus 15 or 331 for the closest stop</em></td>
</tr>
<tr>
<td>Downtown Bellingham</td>
<td>Many quaint shops to choose from along the streets of downtown.</td>
</tr>
<tr>
<td>Old Fairhaven</td>
<td>On the south side of Bellingham; lots of galleries, specialty shops, and coffee shops.</td>
</tr>
<tr>
<td>Sunset Square</td>
<td>Just off I-5 on Sunset Drive; shops include a drug store, pet shop, grocery store, clothing stores, fabric shop, and more. <em>Take bus 331 for the closest stop</em></td>
</tr>
</tbody>
</table>

**Movie Theaters**

To find out what is playing at these local theaters, you can either look up the information online (try fandango.com – enter 98225 for your ZIP code), read the theater listing section of the Bellingham Herald (the local newspaper), or you can call the theater itself. Matinees are less expensive than the evening showings and can be a fun and inexpensive way to spend an afternoon.

<table>
<thead>
<tr>
<th>Movie Theaters</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regal Cinemas – Barkley Village 16</td>
<td>Located at Barkley Village, 527-1320</td>
</tr>
<tr>
<td></td>
<td>Large theater with IMAX; plays lots of movies in 3D</td>
</tr>
<tr>
<td>Mount Baker Theater</td>
<td>Located downtown, Bellingham's oldest theater and the setting for many performances and concerts, 734-4950</td>
</tr>
<tr>
<td>Pickford Cinema</td>
<td>Pickford Main Cinema: 1315 Bay St.</td>
</tr>
<tr>
<td></td>
<td>Limelight Theater: 1416 Cornwall Ave., 738-0735 or 647-1300</td>
</tr>
<tr>
<td></td>
<td>Has special-interest movies (old/foreign/independent)</td>
</tr>
</tbody>
</table>
Local Transportation

The **WTA Bus** is Bellingham’s local transportation system. Your WWU ID is also your bus pass. **WTA buses do not run on holidays:**

- New Year’s Day (January 1)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Labor Day (First Monday of September)
- Thanksgiving Day (Fourth Thursday of November)
- Christmas Day (December 25)

**Western’s Late Night Shuttle** runs for your convenience at some times at night when the WTA bus does not provide service. Schedules are posted around campus and at the VU Information Desk. Routes cover the campus residences, downtown Bellingham, and Sehome Village.

**Bikes** – Bicycle storage is located throughout campus. Be sure to lock your bike at the designated bike stand to avoid impoundment and to reduce chance of theft. Become familiar with the Bicycle Commuting Guide, which covers dismount zones, traffic safety, bicycle parking and security, bicycle repairs, and equipment tips. The guide is available at the Parking Service Office. It’s also a good idea to register your bike at the University’s Department of Public Safety.

**Yellow Cab Taxi Service** – Taxi service is available at those times when buses are not running. The taxi company charges $2.50 for pickup and $2.40 per mile. You can share the cost of the taxi with up to five people. Here is an example of how much it costs to go to common places in Bellingham:

- From WWU campus to Bellingham Airport – about $25.
- From WWU campus to downtown Bellingham – about $5.

You can reserve a taxi online by using a special form. Go to yellowcabinc.com and click “ON-LINE Taxi Request”. You can also reserve a taxi by phone at 360-733-8294. If you use the online form or call, you must have the following information ready:

- Your Name
- Your Phone Number
- Your Email Address (online reservations only)
- Pickup Location (Example: Fairhaven dorms, Viking Union building, Buchanan Towers)
- Pickup Date & Time
- Appointment Time
- Drop Off Location (Example: Bellis Fair Mall)

**When travelling outside of Bellingham...**

You have a variety of options for travelling to destinations outside of Bellingham. See Section 9: Travel for more information:

- **Long-distance buses:** [Greyhound Bus](https://www.greyhound.com) or [Bolt Bus](https://www.boltbus.com)
- **To SeaTac airport:** Bellair Airporter Shuttle
- **Amtrak Train**
- **Bellingham Airport:** Allegiant Airlines, Alaska Airlines

Always take your passport, I-20 and student ID when you leave campus, e.g. to go to the Greyhound bus station, to Seattle, or to Canada. If you lose any of these documents report it to the AUAP Office immediately.
Section 9: Travel

Travel Within the United States

Break Advice from WWU-AUAP students

1. What information or advice do you have for future AUAP students about travel?

- You should travel during break! Don’t just stay in your room.
- If you stay in your room, you will have to cook because you don’t have any Dining Dollars/Meal Plan.
- Always watch your bag and be careful with your wallet. Be careful that nobody steals them!
- You should take the Bellair Airporter Shuttle to SeaTac airport.
- If you make your hotel and plane reservation early, you get a cheaper price.
- You should stay with a homestay family! And you should eat homemade meals!
- It can be dangerous to travel. You should be careful.
- I recommend doing a homestay. It’s so fun and you can learn more about other cultures.
- Many students said that the Greyhound Bus is always late!
- Get a travel book in Japanese – it’s very useful and you should take it with you!
- The subway is dangerous at night.
- If you use a cab, research cab prices and make a plan early so you can pay less money.
- One week is the best period for a homestay. You should go for at least one week.
- If you do a homestay, try to speak a lot of English with your family. Be active!
- Make a detailed plan before you leave – plan ahead!
- You should confirm your airplane ticket reservation, flight time, and airport. There can be a lot of trouble at the airport, so go to the airport early. Don’t miss your plane!
- There were many homeless people, and some poor people approached me.
- Malls are closed on Christmas day. You can’t go shopping then.
- You shouldn’t use a taxi because it’s too expensive.
- You shouldn’t walk alone at night.
- Watch how much money you spend.
- The train is a good way to travel short distances.
- Pack light: try to reduce your stuff, especially clothes.
- Make sure you know the transportation system where you’re going.
- Don’t carry too much cash.

2. What information or advice do you have for future AUAP students about lodging?

- Pay a tip to the people who help you carry your bags at the hotel. Leave a tip for housekeeping in your room when you go home.
- Riviera Hotel in Las Vegas is not good. I don’t recommend it.
- Read some reviews before booking.
- Always lock your door in your hotel.
- Don’t stay in a hotel room alone.
- Days Inn hotel in Hollywood was cheap but small.
- If you want to stay in a cheap hotel, you can choose a Lodge, hostel, or guest house. It’s not as nice, but cheap.
- Stay in a hotel that has good security.
- Make your hotel reservation early.
- La Quinta Hotel in Long Beach, Los Angeles is the best.
- You should research your hotel very carefully.
- Cheap hotels will be dirty and small.
- The hotel does not provide shoes.
- Keep your money and your passport with you. Don’t leave it in your hotel room. Don’t leave valuable things in your room.
- It is better to share a hotel so your cost will be cheaper. Check the number of beds in the room.
- Blue Horizon hotel in Vancouver is really good.
- 6th Avenue Inn in Seattle is not so good.
- You should confirm check-in and check-out time for your hotel. Print your reservation confirmation.
- Cheap hotel sometimes has bad service. Ask your travel agent about the best hotel.
- Downtown is scary, so a little further from downtown is better. Check what is around the hotel before making reservations.
- You should stay at your roommate’s or friend’s house.
- Choose a hotel that’s near the train/bus.
- Make sure the hotel has free Wi-Fi.
- Some hotels have an age limitation (especially in Las Vegas): you have to be 21 to stay there.

3. What information or advice do you have for future AUAP students about travel agents?

- You should talk to a travel agent as soon as possible.
- Don’t just tell the travel agent what you want. Ask them for their suggestions, then research on your own.
- Using a travel agent was helpful. I recommend it.
- Sankei Travel is so good! They are Japanese and very polite. They also showed me a cheaper plan for my trip.
- IACE prices are good.
- Sankei Travel had the best planner to help me.
- Use a travel agent – it’s the best way to travel.
- Make your reservations EARLY!
- Tanaka travel agency is great.
- IACE travel was convenient and cheap.
- IACE travel was excellent!
- Sankei is good. Sometimes they give us information about shopping places in Seattle.
- I recommend IACE. You should contact them early.
- Sankei is a great travel agency. You should use the travel agent that AUAP staff recommends.
- Tour 4 Fun was not the best travel agency.
- You can ask many questions to Sankei and they will give you good answers.
- Travel agents can’t make hostel or guest house reservations.

**Important Break Dates**

- December 1 – Travel break itineraries due online
- December 18 – Travel break begins – last meal served is lunch
- January 4 – Break ends – meal service resumes with dinner
**AU Travel Restrictions**

Asia University wishes to emphasize a safe and successful AUAP experience. In order to encourage the safety of its students, the university has designed the following policy:

Students may travel freely in the following areas: Washington, Oregon, Idaho, Montana, British Columbia, and Alberta.

Travel is limited to North America, specifically within the USA and Canada. However, the university discourages students from traveling by air.

For any travel outside the aforementioned areas, students must obtain written consent from their parents.

Violators of any of the above items will be immediately repatriated, even if discovered later in the program.

**Travel Agencies in Bellingham**

Bellingham Travel and Cruise

(360) 733-1270 / 1-800-869-7065

200 West Chestnut, Bellingham, WA 98225

tavel@bellinghamtravel.com

bellinghamtravel.com

**Travel Agencies (Japanese Speaking)**

IACE Travel

1424 4th Ave., #705, Seattle, WA 98101

206-464-1100

1800-646-4223

iace-usa.com
**Long-Distance Transportation**

### Greyhound Bus

The Greyhound Bus is an inexpensive way to travel to many different locations around Washington, Canada, and the US, but sometimes the bus stations are in dangerous areas of town. When you travel by Greyhound, make sure you travel in daylight hours or travel with a friend. This bus stops at the Fairhaven Transportation Center, so you must first take another (WTA) bus to get there.

1-800-231-2222 / 360-733-5251

greyhound.com

401 Harris Ave., Bellingham, WA

*Important: You must buy a ticket ahead of time if you want a seat on the bus... However, buying a ticket does not guarantee your seat on a Greyhound Bus. On busy travel days you must arrive early (up to two hours) and wait in line to get a seat.

### Bolt Bus

The Bolt Bus is even less expensive than the Greyhound Bus. Destinations and pickup times are limited, however. You can take the Bolt Bus to Vancouver, BC, Seattle, or Portland. Tickets are sometimes as inexpensive as $6, but it depends on the day and time you want to ride. Also, Wi-Fi is available on the Bolt Bus. This bus stops at Cordata Station, so when riding the Bolt Bus you must first take another (WTA) bus to get there.

1-877-BOLTBUS (1-877-265-8287)

boltbus.com

4194 Cordata Pkwy., Bellingham, WA

### Amtrak Train

The Amtrak Train is a good way to travel between Vancouver and Portland, or Seattle and Spokane. It is more expensive than riding the bus, but it is also safer and more reliable. Amtrak connects many cities in the US and Canada. Go to their website to check ticket prices and plan your trip, or visit/call the Fairhaven Transportation Center (711-5251). You must buy your ticket in advance. Amtrak is not a fast train, but is a great way to travel if you would like an American experience. The Amtrak Train stops at the Fairhaven Transportation Center, so when riding the train you must first take a WTA bus to get there.

1-800-872-7245 / 734-8851

amtrak.com

401 Harris Ave., Bellingham, WA
**Bellair Airporter Shuttle**

The Bellair Airporter Shuttle is a special bus service from Bellingham to SeaTac and from SeaTac to Yakima. You can get on or off at any stop, but there are only a few stops and you must buy your ticket in advance. To make a reservation, call the office or go to their website. The Bellair bus stops at 1204 Iowa Street, so you must first take a taxi to get to the Bellair bus stop. This is the best way to get to SeaTac airport.

866-235-5247

airporter.com

When you make a reservation you will need the following information:

- your name as on your credit card
- where you will depart from (McDonalds in Bellingham)
- where you want to go (SeaTac)
- the day and time you want to go and return
- your phone number
- your credit card number

**Airline Information**

When making flight plans, consider taking a flight from Bellingham Airport. Flights offered from Bellingham are sometimes cheaper than flights from SeaTac, Bellingham airport is easy to navigate, and going through security is much simpler than at SeaTac. You may book your flight through a travel agency, or you may go directly to the airline’s website to make a reservation. There is no WTA bus to Bellingham airport, so you will need to take a taxi to get there.

**Allegiant Airlines** offers non-stop flights from Bellingham to the following cities:

- Las Vegas, NV
- Phoenix-Mesa, AZ
- Los Angeles, CA
- San Diego, CA
- Oakland, CA
- San Francisco, CA
- Palm Springs, CA

[allegiantair.com](http://allegiantair.com)

**Alaska/Horizon Air** offers non-stop flights from Bellingham to the following cities:

- Honolulu, HI
- Portland, OR
- Kahului, HI
- Seattle, WA
- Las Vegas, NV

[alaskaair.com](http://alaskaair.com)
Spokane’s Greyhound Station to EWU

Option 1: Take a bus

Walk to the Bus Plaza (follow map below)
Take bus 66 EWU or 65 Cheney
*The last bus for 66 EWU leaves at 4:20 pm
*The last bus for 65 Cheney leaves at 10:20 pm on weekdays and 7:20 pm on weekends and holidays

Option 2: Call Yellow Cab at (509) 535-9900

Tell them:
You are at the Greyhound Station
Where you want to go on campus
How many people are in your group

Cost: $25-$30
**Ellensburg’s Greyhound Station to CWU**

Call **Rodeo Town Taxi** at 509-929-4222

Tell them:
- You are at the Greyhound Station
- Where you want to go on campus (the SUB, ~ Hall, etc.)
- How many people are in your group

Cost: $7 one-way for the first person, plus $1 for each additional person
(for example, 4 people = $10 one way)

---

**Bellingham’s Greyhound Station to WWU**

Option 1: Take a WTA bus from the greyhound station.

**Bus 105 Downtown:** Evenings (7:05pm-10:05pm) and Sundays (9:05am-8:05pm) Bus 105 will go directly to WWU ask the bus driver if you would need help finding your stop.

**Bus 401 Downtown:** Weekdays and Saturdays (9:10am-10:40pm) Sundays (9:10am-7:10pm) Bus 401 goes from the Greyhound station to the downtown bus station. When you get on the bus, take a transfer ticket. At the downtown station, ask the driver which bus is going to WWU. You can use your transfer ticket to ride the second bus.

Option 2: Call **Yellow Cab** at 360-734-8294

Tell them:
- You are at the Greyhound Station
- Where you want to go on campus
- How many people are in your group

Cost: $7
The Steps to Making a Break Plan

**STEP 1: Brainstorm**
- places to go (hotels)
- transportation
- things to do

**STEP 2: Decide who you will travel with**
- think about what you want from your travel experience: a great time with friends, lot of chances to practice English, a chance to live with an American family...? This is YOUR chance and YOUR decision.

**STEP 3: Research**
- internet, travel agents, homestay information, talk with IPAs and friends
- places to go (hotels), transportation, things to do
- cost
- safety

**STEP 4: Make a plan**
- Travel Itinerary

**STEP 5: Make reservations**
- choose & book your flights/trains/long-distance buses
- choose & book your hotels
- buy entertainment tickets (Disneyland, etc)

**STEP 6: Give copies of your Break Plan to...**
- the IPA Coordinator
- your travel partners
- your IPA

**Step 7: Finish final preparations**
- confirm reservations
- confirm receipt of necessary tickets – keep them in a safe place
- arrange transportation to airport or bus station?
- pack
- consider how to protect your things, e.g. credit card #s, neck wallet
- check-out/prepare to put your things in storage?
- carry WWU-AUAP emergency contact information at all times during your travels
- request and receive travel consent?

**STEP 8: Have a fun, safe break!**
**WWU-AUAP Break Itinerary**

Due online on December 1st.
Your break itinerary is an online Google Form. Your IPA will send you a link to the form. Please answer all of the required questions.
Below is a sample break itinerary:

<table>
<thead>
<tr>
<th>* Required</th>
<th>6/15 *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>Taro Suzuki</td>
<td>Super8 Las Vegas</td>
</tr>
<tr>
<td>IPA Name *</td>
<td>6/16 *</td>
</tr>
<tr>
<td>Phone Number *</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>000-xxx-xxxx</td>
<td>Disney Hotel LA</td>
</tr>
<tr>
<td>Who are you traveling with? *</td>
<td>6/17 *</td>
</tr>
<tr>
<td>Please tell us all of your travel partners.</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>Hanako Yamada</td>
<td>Disney Hotel LA</td>
</tr>
<tr>
<td>What time will you leave WWU? *</td>
<td>6/18 *</td>
</tr>
<tr>
<td>Please tell us the time you will leave the WWU campus. Not your flight/bus time.</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>6/13, 4:30pm</td>
<td>WWU</td>
</tr>
<tr>
<td>Departure flight/bus information</td>
<td>6/19 *</td>
</tr>
<tr>
<td>Flight/bus number and time</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>Delta 000</td>
<td>WWU</td>
</tr>
<tr>
<td>6/13 *</td>
<td>6/20 *</td>
</tr>
<tr>
<td>Where will you stay?</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>Super8 Las Vegas</td>
<td>WWU</td>
</tr>
<tr>
<td>6/14 *</td>
<td>6/21 *</td>
</tr>
<tr>
<td>Where will you stay?</td>
<td>Where will you stay?</td>
</tr>
<tr>
<td>Super8 Las Vegas</td>
<td>Homestay Canada</td>
</tr>
</tbody>
</table>
### Travel Safety Information

#### Protecting Your Money

Never carry large amounts of cash.
Always use debit or credit cards.
Keep a copy of your credit card numbers in a separate location to refer to if they are lost or stolen.
Never show large amounts of cash, when paying for things or checking into a hotel.
If you wear a money belt or passport holder wear clothes over it.
Check your credit cards every day.
If your credit cards are missing, call your credit card company immediately.
Write down the phone number of your credit card company and keep it separate from your credit card.

#### Protecting Your Things

When sightseeing, put cameras and souvenirs inside your backpack.
Never leave your luggage alone.
Your travel partner should watch your luggage while you are taking care of any necessary matters, e.g. checking in for a flight.
When traveling on a plane, always carry important items such as medicine, your passport, camera, jewelry, tickets, or important souvenirs in your carry-on luggage, not in your checked luggage.

**Personal Safety**

When sightseeing at night, never go alone. Use a taxi to a specific location or go with a tour. Do not use the subway at night. You and your travel partners should decide on a meeting place and time in case you become separated (your hotel or a restaurant). Make sure you have the cell phone numbers of your travel partners.

Become a totally different kind of traveler: this is not Japan. Keep reminding yourself of this. Train yourself to become “street smart” – this means that you always know where you are and who is around you. Learn to trust your feelings. When a situation makes you feel uncomfortable or afraid, move away immediately. Do not relax too much. This is a common mistake that travelers make.

Walk tall and with confidence. Make only quick eye contact with people around you.

When walking at night, try to stay near streetlights. Avoid short cuts, alleys, parks, and isolated parking lots.

Do not be very trusting of strangers.

Be careful of people who seem overly friendly. If their friendliness seems insincere (not true), do not continue to talk with them.

Do not enter an elevator alone with a person you do not trust.

Do not travel alone! Always travel with someone. Join organized tours. Never walk alone, especially at night.

If you someone wants to steal your money, do not fight. Give what is asked for (cash, watch, jewelry). You may want to carry money (about $30 in a separate wallet) which you can give if someone wants to steal your money.

Try to avoid bus or train stops with only a few other people around.

If you travel to Canada remember that the legal drinking age is 19. However, if you are under 21 years of age you may not be able to return to the US if you have been drinking, or you may receive a citation.

Be careful about drinking alcohol while traveling because it becomes easier to be too relaxed in your environment.

If you need to call the police or an ambulance in an emergency, you can call 911 from any pay phone. Explain the problem and where you are.

Never get into a vehicle or enter the home of a stranger.
1. You’re in your hotel room. Somebody knocks on the door and says she has come to fix the heater. You should
   a. open the door and let her in.
   b. not open the door. Instead, call the front desk and ask if they sent this person.
   c. pretend you are not in your room.

2. It’s a good idea to keep your wallet
   a. in your front pocket.
   b. in your back pocket.
   c. in your backpack.

3. A good person to ask for directions in a city is
   a. a stranger on the street.
   b. a bus driver.
   c. the clerk at the front desk of your hotel.

4. If somebody follows you from an ATM machine, the best thing to do is
   a. enter the nearest hotel or restaurant.
   b. drop your money in the street and run.
   c. keep walking until you reach your hotel.

5. After you get money from a cash machine, you should
   a. count it immediately to make sure it’s the right amount.
   b. put it in your pocket and walk away immediately.
   c. carefully put it in your money belt.

6. The phone number for the police in any city is
   a. 911.
   b. 411.
   c. 211.

7. If a clerk in a jewelry store tries to sell you a diamond ring for $79, you should
   a. leave the store because you know the diamond can’t be real.
   b. buy it and thank him for the bargain.
   c. persuade your friend to buy it.

8. If a store clerk charges you $70 for a t-shirt, you should
   a. buy it because it’s probably very good quality.
   b. say, “No, thank you,” and go to a different store.
   c. persuade your friend to buy it.
9. If you lose your VISA card or it is stolen, you should
   a. call the police.
   b. call VISA to cancel your card so that no one can use it.
   c. do both (a) and (b).

10. The best way to carry cash and credit cards is to
   a. keep it all together in your wallet.
   b. keep some in your wallet and most in a money belt.
   c. keep some in your front pocket and some in your back pocket.

11. If you want to keep valuables in the hotel, put them
   a. under the mattress of the bed.
   b. in the drawer of the night table.
   c. in the hotel safe at the front desk.

12. It’s not a good idea to use your map on a city street because
   a. people will walk into you by accident.
   b. your map may get dirty and even ripped (torn).
   c. people will know you are a tourist and someone may start following you.

13. If someone on the street stops you and asks for money, you should
   a. stop and talk to him because it’s a great chance to practice your English.
   b. say “No,” politely and keep walking.
   c. shout at him and scream for the police.

14. A good place to keep your camera is
   a. in your backpack where no one can see it.
   b. hanging from the strap around your shoulder so that you can see it.
   c. in the hotel room because it’s heavy and you don’t want it to get broken.

15. When you walk past strangers on city streets you should
   a. give a big smile and say, “What’s up?”
   b. make only quick eye contact or no eye contact at all.
   c. stare at them, especially if they look especially attractive or interesting.

16. A good way to find out about unsafe neighborhoods in a city is to
   a. ask a stranger on the street.
   b. ask the hotel clerk at the front desk.
   c. call the police and ask them.

17. If a stranger offers to help you carry your suitcase at the bus station
   a. say, “Thanks” and give him a dollar.
   b. say, “No thank you,” because he may run away with the suitcase.
   c. call the police.
Section 10: Health and Insurance

HEALTH AND INSURANCE INFORMATION

Insurance Information

AUAP Medical and Insurance Procedures

Group # (Policy #): G7425995-0000 (this is an example, your card number is different)
ID#: WWU-513000 (example)
Subscriber: AUAP/WWU
AUAP Line: 1-800-511-8271
Send insurance forms to: Prestige International, USA, Inc. 19800 Macarthur Bd., Suite 400 Irvine, CA 92612

General Insurance Process

- Call the AUAP line at (800) 511-8271 to explain the situation BEFORE getting treatment (unless it’s an emergency), and Prestige will take care of 100% of the payment up-front.
- Prestige will contact you to ask for all of the documentation and forward you a claim form to take care of in Japan (make sure you keep a copy of all papers related to your treatment, such as receipts and prescriptions).
- Once in Japan, you will need to pay 30% of the cost if it is not covered by the Japanese national health care system.

For different medical situations from minor problems to emergencies, follow these steps below:

<table>
<thead>
<tr>
<th>Minor problems during weekday business hours</th>
<th>Student Health Center</th>
<th>Go to the Student Health Center (MTWF 8:30am-4pm; R 9:30am-4pm), located at the Campus Services Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If you need medicine, tests, or any other treatment that will cost money, call the AUAP line at (800) 511-8271.</td>
</tr>
<tr>
<td>Somewhat urgent (but perhaps not serious) problems when the Student Health Center is not open</td>
<td>Walk-In Clinic</td>
<td>Call the AUAP line at (800) 511-8271. Inform them of the clinic you wish to visit. Show your insurance card at check-in.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The walk-in clinic may or may not bill the insurance company directly. You may have to pay up-front. Keep all paperwork.</td>
</tr>
</tbody>
</table>

Bellingham walk-in clinics:

- **Bellingham Family Health Clinic** (M-F 8:30am-5:30pm) 302 36th St (Sehome Village), 756-9793 Bus 90, 105, 107, or 190
- **Village Family Health Clinic** (MTRF until 6pm) 910 Harris Ave (Old Fairhaven), 734-2131
### Covered Benefits

Medical Expenses (70%) to treat illnesses or injuries occurring during the effective date of coverage (lab fees also covered), including emergency/urgent care, ambulance, in-patient hospital care, prescription drugs, and vision. Dental is typically not covered unless the problem is due to an accident; pre-existing conditions may or may not be covered. Pregnancy is not covered.
Student Health Center

The Student Health Center is located in the Campus Services Facility (open MTWF 8:30am-4pm and R 9:30am-4pm; closed on weekends, holidays and during quarter breaks). The phone number is 650-3400.

Visits to a staff physician, nurse and health counselor are available by walk-in or appointment. Appointments generally must be made the morning of the day you wish to go: it’s best to call for an appointment before 10am. You can ask an IPA or the SSC to help you make an appointment.

Most of your medical care can probably be provided by the Student Health Center. If you are sick when the Health Center is closed or if you have an emergency, call 911. If it is not an emergency, you can take the bus or call a yellow cab taxi to a walk-in clinic or St. Joseph’s Hospital. Call the AUAP Insurance Line first, if possible ((800) 511-8271) and always bring your insurance card.

If you need a specialist while you are in Bellingham, you will need to contact the Health Center first for a referral.

Prevention and Wellness Services

In addition to the services of the Student Health Center, WWU offers Prevention and Wellness Services (PWS).

The goal of Prevention and Wellness Services is to prevent illness and injury and to promote maximum health and well-being of Western students. PWS is staffed by professional health educators, a registered nurse, and trained student health educators called Lifestyle Advisors. The Lifestyle Advisors present programs in residence halls and AUAP classes on such topics as: Alcohol Risk Reduction, Safer Sex, Sexual Violence Prevention, Positive Body Image, and Stress Management.
APPENDIX

The AUAP Pledge, Release, and Assumption of Risk

AUAP PLEDGE, RELEASE, AND ASSUMPTION OF RISK

In consideration of my being permitted to participate as a student in the Asia University America Program (AUAP), I do hereby pledge to abide by the following rules and regulations:

In Regard to Studying Abroad:

1. I attest that none of the situations or conditions listed below, which would impede participation in AUAP, are currently applicable to me. If any of the situations or conditions listed below as (1)–(3) occur before departure, or if my participation is cancelled by myself, my parent/guardian, my spouse, or Asia University under particular circumstances, I shall pay the cancellation fee regardless of whether the program fee has already been paid or not.

   (1) Problems with class attendance and/or insufficient required credits at Asia University, which may risk interfering with studies while abroad and/or upon return.
   (2) Inability to pay the required program fees on time.
   (3) A physical or mental health condition that may impede the ability to travel or study abroad.

2. I agree to attend all pre-departure AUAP orientation meetings in order to better my understanding of the AUAP program. I shall also follow all directions given to me by Asia University regarding necessary procedures and paperwork.

During the Study-Abroad Period:

1. After arriving in the United States, I understand that on rare occasions an emergency may develop which necessitates the administration of medical care, hospitalization, or surgery. Therefore, in the event of injury or illness, I hereby authorize the Host Institution by and through its authorized representative(s) in charge of said program, to secure any necessary treatment, including the administration of an anesthetic and surgery. It is understood that such treatment shall be solely at my own expense and I shall reimburse the Host Institution for any expenses that it might suffer on account of said injury or treatment thereof.

2. I agree to study diligently during my stay in the United States, try to avoid risks, and act on my own responsibility on and off campus. I agree to defend, indemnify and hold harmless Asia University, the host institution, staffs thereof and their employees from any claims, actions or demands brought against Asia University, the host institution, staffs thereof and their employers by me, my parent, guardian, or spouse, or any third party’s allegation, including, but not limited to the events of the following cases:

   (1) For loss or damage of the host institution’s property I caused.
   (2) For injury, illness and death of other person(s) I caused.
   (3) For injury, illness and death of myself.
   (4) For my loss or damage of property.

   The foregoing indemnity shall not apply to the extent that any alleged claims, actions or demands arises from negligence on the part of Asia University, the host institution, staffs thereof, or their employees.

3. I understand that I shall be subject to the laws of the United States. I agree to conduct myself in a manner that shall comply with those laws and with the Host Institution’s rules, regulations, and its representatives. I further pledge to abide by the Asia University America Program Rules & Asia University School Code. I specifically understand that attendance is extremely important to the success of this program and therefore, I will abide by Asia University’s attendance requirement. I will also abide by any punishment decided in the case that I break or violate any of these rules, including the decision of repatriation.

4. I further understand that I am solely responsible for any and all cost arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by Asia University and/or the Host Institution.
1. I agree that in order to help the Asia University America Program succeed and to protect the safety of each individual, I consent to the disclosure of all information written on the application form that I have submitted to Asia University, my academic records, medical records (including but not limited to, drug/alcohol records, mental health records, and records protected by RCW 70.24, whereas RCW 70.24 only applies to students studying in Washington State), and/or comments/reports about my behavior, to Asia University and to the Director of the AUAP at my Host University. I further permit Asia University and the Director of the AUAP at my Host University to release all information obtained pursuant to the above consent and any written information on the application form and other such documents that I have submitted to Asia University, including address, emergency contact information, and health condition, to outside companies associated with the program, such as travel agencies and health insurance companies.

DATE: ________________________________

Month / Day / Year

STUDENT NUMBER: __________________________

STUDENT PARTICIPANT:

______________________________________
Name (Use BLOCK letters) ________________________

______________________________________
Name (Use BLOCK letters) ________________________

PARENT/GUARDIAN/SPOUSE:

______________________________________
Name (Use BLOCK letters) ________________________

______________________________________
Name (Use BLOCK letters) ________________________
<table>
<thead>
<tr>
<th>Request to Change Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Your Current Section:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Requested Section:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Reasons for Requesting a Section Change:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
How to Address a Letter

**Important*** In America, addresses are written in the opposite order as Japan. The small numbers (apartment number, street number) come first, and the large areas (city, prefecture) come last.

**To another country:**

```
Your Name
Your Address
Bellingham, WA  98225
USA

Person’s Name
Person’s Address
City, etc.
*Name of Country

*Must be written in English: no abbreviations
```

**To another US address:**

```
Your Name
Your Address
Bellingham WA  98225

Person’s Name
Person’s Address
City, STATE   zip code

*Must be written in English
```

**POST CARD:**

```
Your Name
Your Address
City STATE zip code

Person’s Name
Person’s Address
City, STATE   zip code

*Country

*If out of US
```

*Must be written in English or other language

*Must be written in English: no abbreviations

*If out of US

May be written in English or other language

P
OST CARD

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Typing in Japanese in the Computer Labs

1. Click in the window where you want to use Japanese (Word, Internet Explorer, etc.).
2. Left click on the “EN” icon at the bottom of the screen and choose “Japanese.”
3. Click on the “A” icon and choose *hiragana, katakana, or romaji* (“Alphanumeric”).

*When you start typing, the Windows Installer window might still reappear on your screen, but just keep clicking cancel.*