Regarding Use of the Doctoral Students' Common Rooms, Desks and Lockers

1 Open Hours

8:00AM – 24:00 (midnight) **WEEKDAYS**

These facilities are open weekdays only (closed weekends, holidays, and days the Academic Office is closed).

2 Desks and Lockers

Desks and Lockers can be borrowed for personal use during the period of enrollment at APU. Those who would like to use a desk and locker(s) should apply through the online survey linked below.

➡ PhD Graduate Locker/Desk Usage Application Survey

3 Usage Period for Desks and Lockers

Desks and lockers can be borrowed for the standard period of enrollment at APU (3 years). Usage during a Leave of Absence and withdrawal is not possible. Graduating students are required to empty their desks and lockers by the last working day of August for those graduating in September and the last working day of February for those graduating in March. **Any items left behind after this point will be disposed of.**

4 Priority

Desks and lockers will be given out on a "first come, first served" basis. However, priority will be given to doctoral students who are in the last stages of writing their dissertations.

5 Personal Belongings / Valuables

Valuable personal belongings should not be left in the common rooms and lockers. The University will not be responsible for lost or stolen personal property.

6 Saving Data

Data saved to a University computer is automatically cleared after each log-off. Please save your work on your own computer or a portable device.

7 Printing

Prepaid copy cards are available from vending machines in the library or the Co-op Shop.

8 Periodical Check

For safety and health reasons, University staff may check the content of lockers and/or desks periodically.

9 Cleaning and Maintenance

Graduate School facilities may be closed for maintenance and/or cleaning periodically. Students will be notified of these dates in advance.