



# 2025-26 Resident Handbook Douglas Campus



**COCHISE COLLEGE**







## Housing Agreement Terms

This agreement represents an offer of housing accommodations and participation in a meal plan by Cochise College of Douglas, Arizona and the acceptance of these terms by the Student. The Student's participation in the housing process, including the submission of a housing application and payment of the non-refundable housing deposit—or receipt of a waiver for the housing deposit—constitutes full acceptance of the terms and conditions outlined herein.

Violations of this agreement may be subject to disciplinary action as outlined in the Cochise College Student Handbook and may result in significant financial liabilities. The Student also agrees to comply with all applicable local, state, and federal laws and public health mandates.

*Please Note: all statements in this publication represent current policy and are subject to change at any time without prior notice.*

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# Welcome to Residence Life at Cochise College!



We're glad you're here! Living on campus gives you easy access to classes, events, the gym, and dining. You'll meet new people, join activities, and be part of a supportive, respectful community.

## WHAT YOU NEED TO KNOW

**Read the Handbook** – You're responsible for the rules in the Housing Handbook, your Housing Contract, and the Student Handbook.

**Hall Meetings** – Mandatory for all residents. Held at least once a semester.

**Health & Safety Checks** – Happen once a semester. You are not required to be present, but you should be.

**Fire Alarms** – Always evacuate. Drills are once a semester, unannounced.

**Mail & Toilet Paper** – Pick up at Central Housing (M–F, 8:00 a.m.–4:30 p.m.) or RA Office Hours (M–F, 6:00 a.m.–10:00 p.m.).

**Need Help?** Call an RA – There's always someone on call evenings & weekends.

- **RA Phone:** (520) 220-8053
  - **Administrator on Call** - (520) 220-6113 Contact the admin if you can't get in touch with an RA.
  - **Director of Residential Life** Shane Van Bibber call the AOC phone
- We're excited to have you on campus—welcome to the Cochise College community!



## Title IX Statement

Cochise College prohibits any discrimination as defined by Title IX of the Education Amendments of 1972 including, but not limited to, sex and/or gender-based discrimination, sexual harassment, sexual misconduct, and sexual violence towards its employees and students by supervisors, other employees and students, and the general public. Behaviors considered to be sexual harassment include the following: sexual assault, domestic violence, dating violence, stalking, and/or unwelcome physical touching, verbal insults and/or sexually explicit suggestions or rumors designed to cause emotional distress, interference with an individual's work or study performance, or create an intimidating, hostile and/or offensive work or educational environment. Such acts can interfere with a student's ability to participate in or benefit from the college's academic and non-academic programs, an employee's ability to function in the workplace, or a campus visitor's ability to utilize the college. Accordingly, these behaviors are strictly prohibited.

Cochise College Administrative Policy 1029 Title IX and Sexual Harassment Compliance describes the college's policy and procedures in detail. In an effort to ensure broad scale awareness of students' rights and responsibilities under Title IX, the college conducts training for students, required to be taken within the first six months following initial registration. Students shall receive two notices to complete the training within the six-month period. Failure to complete the required training shall result in the student being unable to register for classes following the six-month period until the training has been completed.

As required by Title IX, Cochise College does not discriminate on the basis of sex in its educational programs or activities, including in admission and employment. Questions concerning the application of Title IX or the college's policies may be directed to the Director of Compliance/Title IX Coordinator, 901 North Colombo, SU-1055, Sierra Vista, AZ 85635, [titleix@cochise.edu](mailto:titleix@cochise.edu), (520) 452-2683 or to the U.S. Department of Education, Assistant Secretary, or both.





# 1. Housing Eligibility

- To qualify for on-campus housing, students must be enrolled in at least 12 credit hours each semester. This ensures Student(s) maintain active student status while living on campus.
- Students must be at least 18 years old or will turn 18 by the 45 day of the semester.. This age requirement helps ensure maturity and compliance with housing policies.
- Exceptions to these eligibility requirements require prior approval from the Associate Vice President of Student Services. Requests for exceptions should be submitted well in advance to allow for review.

## 2. Meal Plan & Dining

Cochise College does not require students to live on campus; however, the College strongly encourages on-campus residency. Students living on campus frequently experience improved academic performance, increased involvement in campus activities, and a more rewarding overall college experience.

### **ELIGIBILITY AND REQUIREMENTS**

Students residing on campus must be enrolled in a minimum of twelve (12) credit hours each semester. Exceptions, such as during a student's final semester, require prior approval from the Associate Vice President of Student Services.

### **MEAL PLAN**

- All students living on campus housing are required to purchase a meal plan as part of their housing agreement. This ensures access to dining services throughout the semester.
- Students who withdraw from the college may request a prorated refund of their meal plan. Refunds are available if the withdrawal occurs within 4 weeks for 17- or 21-week terms, or within 2 weeks for 8-week terms.
- To request a refund, students must submit a written application to the Associate Vice President of Student Services within 15 working days of moving out. Timely submissions are necessary for processing.
- Students who receive a meal plan refund are not eligible for a refund of their housing deposit. The housing deposit remains non-refundable in these cases.

### **DINING SERVICES**

- The Dining Hall is located in the Student Union (Building 500) and provides both all-you-care-to-eat and à la carte options. Meal variety and flexibility are designed to meet different student needs.
- Students must present a valid student ID at every meal service to access their meal plan. IDs are scanned to track meal usage and verify eligibility.
- Taking food for others or misusing dining privileges violates college policy. Such actions may result in disciplinary consequences through the student conduct process.

Dining Hours (Subject to change):

Monday to Thursday:

- Breakfast: 6:00 a.m. – 10:30 a.m.
- Lunch: 11:00 a.m. – 2:00 p.m.
- Dinner: 4:00 p.m. – 7:00 p.m.

Friday to Sunday, Holidays, and Breaks:

- Brunch: 10:00 a.m. – 2:00 p.m.
- Dinner: 5:00 p.m. – 7:00 p.m.



## 3. Mail & Package Pickup

### **MAIL PICKUP HOURS**

Monday–Friday: 8:00 a.m. – 4:30 p.m. & 6:00 - 10:00 p.m.

### **MAILBOX ACCESS**

Mailboxes are accessible 24 hours a day, 7 days a week with the student’s assigned key.

### **PACKAGE PICKUP**

Packages must be collected in person at Central Housing during the hours listed above.

### **MAILING ADDRESS FORMAT**

Your Full Name  
4190 West Highway 80  
Mailbox #  
Douglas, AZ 85607 USA

Note: All mail and packages must include the student’s full name and mailbox number to ensure timely delivery.

To authorize another individual to pick up a package, students must send an email request to [housing@cochise.edu](mailto:housing@cochise.edu) by 4:30 p.m. on business days. Requests received after this time or on weekends will be processed on the next business day.

## 4. Application & Deposit

- To secure on-campus housing, students must complete a housing application and pay a \$50 non-refundable application fee and a \$100 refundable housing deposit. All three components are required before a room can be reserved.
- A \$35 laundry fee is automatically billed to each student’s account every semester. This fee covers unlimited use of the campus laundry facilities.

## 5. Internet & WiFi

- Free campus WiFi is available through the “CollegeUser” network, which does not require a password but does require users to agree to the terms and conditions. This allows easy access while maintaining network security.
- Residence hall WiFi passwords are distributed to students after they complete the check-in process. This ensures only authorized Student(s) access the secured network.
- Ethernet ports are available in townhomes for wired connections, but they are not provided in Huachuca Quads. Students living in quads should rely on the wireless network for internet access.
- The use of personal routers or wireless access points is strictly prohibited. This policy helps prevent interference and maintain network stability for all Student(s) .
- Misuse of network services, including illegal downloads or excessive bandwidth use, may result in internet access termination and disciplinary action. Students are expected to follow all college and legal guidelines when using campus internet.



## 6. Laundry

- Laundry rooms are located in each Huachuca Quad building (1300s & 1400s) and on the first floor of each townhome. This convenient placement allows easy access for all Student(s) .
- Quad laundry rooms have three washers and dryers, while each townhome contains one washer and one dryer. This setup provides sufficient capacity for typical student use.
- Students should avoid using multiple machines at the same time or handling laundry that does not belong to them. Respecting others' belongings ensures a positive community environment.
- A flat \$35 laundry fee is charged each semester, covering unlimited laundry use without the need for quarters. This fee is automatically added to student accounts.
- Any misuse of laundry facilities or equipment issues should be reported to Residence Life staff immediately. Prompt reporting helps maintain the machines in good working order for everyone.

## 7. Personal Property Insurance

- Cochise College is not responsible for any loss, theft, or damage to students' personal belongings while on campus. Students should take precautions to protect their valuables.
- It is strongly recommended that students obtain renter's insurance to cover their personal property. This can be purchased through a parent's existing policy or third-party providers such as NSSI.

## 8. Health & Vaccination

### **ILLNESS OR PERSONAL EMERGENCY**

- Student(s) must report any illness to Residence Life staff, especially if it impacts their ability to remain in the residence hall. Prompt communication helps ensure appropriate support and safety.
- For illness, family emergencies, or other personal emergencies requiring absence from campus, students must notify the Associate Vice President of Student Services, who will then inform instructors as needed. This helps coordinate academic accommodations.
- Meal delivery to student rooms may be authorized if illness prevents attendance at the Dining Hall. This accommodation ensures students continue to receive necessary nutrition during recovery.
- In emergencies, students should immediately call 911 for urgent assistance. Resident Assistants and pro staff are not authorized to transport students and only designated personnel may provide transportation.

### **DISEASES AND COMMUNICABLE INFECTIONS**

- Student(s) must promptly report any infectious or communicable diseases to the Director of Residence Life. Timely reporting helps protect the health and safety of the campus community.
- Reportable conditions include COVID-19, measles, hepatitis, sexually transmitted infections (STIs), lice, scabies, and bed bug infestations. This list is not exhaustive but highlights common serious illnesses.
- Common colds and minor respiratory ailments do not require reporting. These minor illnesses are not considered significant risks for campus outbreaks.
- Reporting infectious diseases is essential to minimize outbreaks and protect student(s) and staff. Cooperation with health directives issued by College authorities is expected at all times.

### **VACCINATION**

- While vaccines are not mandatory for residency, certain immunizations are strongly recommended for student health. These include two doses of the MMR vaccine (Measles, Mumps, Rubella), the meningococcal vaccine, and the COVID-19 vaccine.
- In the event of a disease outbreak on campus, students who are unvaccinated may be required to quarantine or temporarily leave the residence halls. This policy helps protect the health and safety of the campus community.

## **9. Printing & RA Office**

- A WEPA printer is available in Central Housing during open hours for student use. This provides convenient access to printing on campus.
- The RA Office is open Monday through Friday from 6:00 a.m. to 10:00 p.m. During these hours, students can receive support and assistance from Resident Assistants.
- Services offered at the RA Office include vacuum loans, toilet paper distribution, package pickup, general support, and hosting evening events. This office serves as a central hub for Student(s) needs.
- The RA Office is located in Central Housing, specifically in the 2300 Building. Students are encouraged to visit for any housing-related questions or assistance.

## **10. Alcohol, Drugs & Paraphernalia**

### **ALCOHOL**

- Alcohol, empty alcohol containers, and all alcohol-related paraphernalia are strictly prohibited on campus. This policy helps maintain a safe and healthy living environment for all students.
- Being in possession of alcohol, under the influence, or causing disturbances related to alcohol use will result in disciplinary action. Consequences may include dismissal from housing and possible legal repercussions.

### **DRUGS AND DRUG PARAPHERNALIA**

- The possession, use, sale, purchase, transfer, or distribution of illegal drugs or drug paraphernalia is strictly prohibited on all College property, including residence halls. This policy helps ensure a safe and drug-free living environment.
- Student(s) may not host or be present when others are using illegal substances, nor be under the influence of such substances, except when using prescribed medications as directed by a physician. Compliance with this rule is mandatory to maintain community safety.
- Providing drugs to minors will result in severe disciplinary action and legal consequences. The College takes such violations very seriously to protect vulnerable populations.

### **SMOKING AND TOBACCO USE**

- Smoking or tobacco use is prohibited inside all residence hall areas, including rooms and common spaces.
- Designated smoking areas are located outside and must be used.



#### **PERSONAL USE OR POSSESSION AND INTENT TO DISTRIBUTE**

- Students found responsible for personal use or possession of marijuana or paraphernalia through a Social Standards hearing will face a fine. Additionally, they will be placed on residence hall probation for one calendar year starting from the date of the violation.
- The incident will also be reported to local law enforcement authorities. This ensures legal accountability alongside College disciplinary actions.

#### **MEDICAL MARIJUANA**

- Possession of a valid Medical Marijuana Registry identification card does not grant permission to use, possess, or distribute marijuana on College property. This includes residence halls and all common areas.
- All College property remains a drug-free environment regardless of state medical marijuana laws. Student(s) must comply with campus policies to avoid disciplinary action.
- A second violation resulting in responsibility will lead to removal from College housing for a minimum of one calendar year. If the second violation involves drugs, the student will be permanently removed from housing and reported to law enforcement.
- If a Social Standards hearing determines that a student intended to distribute marijuana or other illegal substances, the consequences are more severe. The student will be permanently removed from College housing and reported to local law enforcement authorities.

## **11. Pornography**

Pornographic materials visible computer materials are considered inappropriate and must be removed or will be confiscated. Use of College internet to view or download pornography is strictly prohibited and subject to disciplinary measures.

## **12. Public Decency**

Nudity or genital exposure is strictly prohibited in all public and common areas on campus. This rule ensures a respectful and comfortable environment for all Student(s).

## **13. Fighting**

- Physical or verbal fighting is strictly prohibited within College housing and on College property. Such behavior disrupts the community and creates unsafe environments.
- Students involved in fighting will face disciplinary action, which may include removal from housing or other sanctions. Legal consequences may also apply depending on the severity of the incident.

## **14. Defiance of Authority**

- Intentional and deliberate antagonistic behavior toward College staff, including Student(s) Assistants, will not be tolerated. This includes any attempts to degrade, disrespect, verbally or physically assault, or undermine staff members.
- Such conduct will lead to disciplinary action as outlined in College policy. Maintaining respect for staff ensures a safe and supportive community for all Student(s).

## **15. Gambling**

- Gambling is strictly prohibited anywhere on Cochise College property. This includes all residence halls and campus grounds.
- Violations of this policy may result in disciplinary action in accordance with College regulations. Students should refrain from any gambling activities while on campus.

## **16. Business & Solicitation**

- Running any type of business from the residence halls is strictly prohibited. This helps maintain the residential community's safety and focus on student life.
- Soliciting, including asking for money, votes, clothes, memberships, or distributing flyers, is not allowed unless approved by Residential Life. Only authorized flyers may be posted in designated areas.
- Student(s) should report any unauthorized solicitors to Residence Life staff immediately. Prompt reporting helps keep the community secure and free from disruptions.

## **17. Appliances & Cooking**

- Approved appliances include UL-listed mini fridges (maximum 5 cubic feet), microwaves up to 1000 watts, coffee pots, electric kettles, popcorn poppers, and blenders. These items are permitted as they pose minimal safety risks when used properly.
- Appliances with heating elements or those involving hot oil, such as George Foreman grills, hot plates, and toaster ovens, are not allowed. Any items that create fire hazards or electrical overloads may be confiscated to protect Student(s) safety.



## 18. Furniture

### **PERSONAL FURNITURE, ADDITIONAL BEDS, AND LOFTS**

- Residence hall rooms are fully furnished to meet students' needs. Large personal furniture items such as refrigerators over five cubic feet, freezers, dishwashers, waterbeds, and similar items are prohibited. Students requiring specific accommodations must submit appropriate documentation and obtain prior approval from the ADA/Disabilities Office and the Director of Residential & Student Life. Bed lofts, whether homemade or purchased, are not permitted. Cochise College does not provide bed lifting kits.

### **FURNITURE REMOVAL**

- Moving, removing, or altering furniture or College property without written permission is prohibited.

## 19. Candles & Flames

- Candles, incense, oil lamps, and any items with an open flame are strictly prohibited in all residence halls. This rule is in place to prevent fire hazards and ensure the safety of all Student(s) .
- During power outages, students are encouraged to use flashlights or battery-powered lighting instead. These alternatives provide safe illumination without risking fire.

## 20. Decorations & Alterations

- Permanent alterations to furniture or rooms are not allowed under any circumstances. Student(s) may only use tacks, straight pins, or small nails for hanging decorations.
- Command strips and hooks should be avoided as they can cause damage to walls, resulting in fines. It's important to protect the condition of the residence halls.
- All decorations must be in good taste, free from offensive images or language. This helps maintain a respectful and welcoming environment for everyone.
- Decorations are not permitted outside of individual rooms, including hallways and floors. This policy preserves shared spaces and keeps them clear.
- Alcohol- or drug-themed decorations are strictly prohibited. Such items violate community standards and housing policies.

## 21. Damage or Loss

Students are responsible for any damage or loss to buildings, rooms, furniture, or equipment beyond normal wear and tear. Damage to public areas without a specific responsible party will be shared equally among Student(s) of that area.

## 22. Fireworks, Explosives, & Flammable Materials

- Fireworks, ammunition, explosives, and flammable substances are strictly prohibited in all residence halls. These materials pose extreme danger and are banned by College policy.
- Cooking is not allowed inside residence halls. Portable grills may only be used in designated outdoor areas.
- Candles and incense are not permitted anywhere in the residence halls due to fire hazards. Student(s) should use safe alternatives such as battery-operated candles.

## 23. Weapons & Firearms

- All firearms, including BB guns, pellet guns, airsoft, paintball guns, bows, arrows, hunting knives, and other dangerous items are strictly prohibited on campus, including residence halls and vehicles.
- Only law enforcement or authorized security officers are permitted to carry weapons on campus.

## 24. Theft

Student(s) must remain vigilant and report any suspected theft to Campus Security and Residence Life. Possession of stolen property will result in disciplinary action and possible legal consequences.

## 25. Vandalism

Willful and malicious destruction of property belonging to Cochise College or its community members is strictly prohibited.

## 26. Visitation & Guests

### **VISITATION AND OVERNIGHT GUESTS**

- A maximum of two visitors per room is allowed at a time. Residential Life may ask visitors to leave if they are disruptive or violate policy.
- Overnight guests require consent from all roommates or suitemates and are limited to three consecutive nights once per semester.
- Overnight guests are permitted only after the second week of classes or two weeks before finals.
- Guests must be at least 18 years old unless approved by the Director of Residence Life, with exceptions for immediate family or College-approved recruits aged 17 with guardian permission.
- Hosts are responsible for their guests' behavior and must escort them at all times.
- Overnight guests have access to all services except dining, which must be paid individually.
- Visitation is a privilege and may be restricted to maintain safety and security.



### **UNASSIGNED ROOMMATES & UNAPPROVED GUESTS**

- Cohabitation in residence halls is not allowed under any circumstances. This includes having regular overnight guests or allowing guests to use the room as if they live there.
- Guests must not keep personal belongings, use showers regularly, or enter rooms without the Student(s) permission. Such behavior disrupts the living environment and violates housing policies.
- Guests should never interfere with a roommate's or suitemate's ability to study, sleep, or feel comfortable. Respect for others' space and privacy is essential in shared housing.

## **27. Roommates, Suitemates, & Room Changes**

The Residential Life Office will make room assignments based on preferences indicated on the Housing Application when possible; however, the College cannot guarantee placement in a specific building, accommodation type, or with a requested roommate. Living on campus provides an opportunity to learn from diverse cultures and backgrounds, and students are encouraged to respect differences in lifestyle and personality. Room changes may be granted only after mediation or under extenuating circumstances, as approved by the Director of Residence Life. All room changes must follow the official process and occur no sooner than two weeks after hall opening. Unauthorized room changes may result in disciplinary action and/or fines.

## **28. Email & Communication**

- The official method for College business communication with students is their Cochise College email account. Students are strongly encouraged to activate and check this email regularly to stay informed

## **29. Entry, Search, & Seizure Policy**

- Cochise College authorizes designated personnel to enter student rooms for inspections, emergencies, wellness checks, or maintenance. Entry is permitted when there is reasonable cause to believe occupants are at risk, property is being damaged, or policies/laws are being violated.
- Residential Life staff may conduct room searches with or without occupants present if probable cause exists, defined as trustworthy information indicating a policy violation. Illegal or prohibited items found will be confiscated.
- Except in emergencies, searches require prior consultation with the Director of Residence Life or Associate Vice President of Student Services. Staff must knock, identify themselves, and allow reasonable time before entering.
- Routine inspections require written notice at least 48 hours in advance unless there is an emergency or suspected violation. Rooms may be entered without occupants present for emergencies, maintenance, or inspections.

- Reasonable efforts will be made to notify occupants of non-emergency entries if they are absent. Searches will be conducted by at least two authorized staff members to ensure proper procedure.
- The College will comply with valid search warrants issued by courts, which allow entry without occupant presence or consent. Occupants may be required to open closets, drawers, luggage, and storage containers during searches.
- Unauthorized items found during searches will be confiscated, and occupants may face disciplinary or legal actions. Authorized personnel for entry include Residence Life Directors, Administrators on Call, pro staff, RAs, College executives, Campus Security (with accompaniment), and contracted maintenance vendors.
- Maintenance personnel may enter student rooms to address submitted repair requests, which serves as permission to enter. For unrequested maintenance, staff will attempt to notify students prior to entry, though urgent repairs may require immediate access.

## 30. Health & Safety Inspections (Room Inspections)

Rooms will be inspected once each semester to assess pest control, health and safety conditions, compliance with residence hall regulations, and the condition of College property. Inspections will be announced and students are not required to be present. Additional inspections may be conducted as necessary. Staff are required to report any policy violations or illegal activity observed. Student(s) may be required to clean, remove items, or make changes to comply with safety and maintenance standards. Failure to comply may result in fines, damage charges, or conduct proceedings. Excessive damage or serious violations may lead to immediate termination of the housing contract. Illegal items such as stolen property, alcohol, or drugs will be confiscated and disciplinary action taken. Student(s) failing inspections will be given 48 hours to remedy deficiencies. Subsequent failures may result in additional fines and possible contract cancellation.

## 31. Fire Safety

### **FIRE ALARMS**

- Participation in fire drills and evacuations is mandatory for all Student(s). These drills ensure everyone knows how to respond safely in an emergency.
- Failure to evacuate during a fire alarm or causing false alarms violates state law. Such violations will result in disciplinary action by the College.
- Student(s) may only reenter buildings after approval and inspection by Residential Life staff. This ensures the area is safe before Student(s) return.
- Exit routes are clearly posted throughout residence halls. Student(s) are responsible for familiarizing themselves with all emergency exits.



#### **FIRE SAFETY PROHIBITIONS**

- Candles, halogen lamps, overloaded or damaged electrical cords, and any non-approved electrical devices are strictly prohibited. These items present serious fire risks in residence halls.
- Student(s) must never block sprinklers, doors, windows, or hallways. Clear access is vital for safety and emergency evacuation.
- Open flames, incense, lighters, matches, open coil appliances, fireworks, explosives, and flammable chemicals are not allowed anywhere on College property. These items endanger the entire residential community.

#### **FIRE EQUIPMENT**

- Tampering with fire safety equipment or propping open fire doors is illegal and may result in fines or criminal prosecution. Such actions compromise the safety of all Student(s).
- Causing false fire alarms is a serious offense and can lead to expulsion and criminal charges. Fire alarms must only be activated in actual emergencies.

## **32. Hall Recreation**

- Activities that may cause personal injury or property damage, such as hall sports, water fights, practical jokes, roughhousing, shadow boxing, dropping items from windows, and reckless balcony behavior, are prohibited. These actions create unsafe environments for all Student(s).
- Skateboarding, roller-skating, roller-blading, ball games, chair roping, and similar activities are banned inside residence halls and lobbies. Such activities can damage property and disturb other Student(s).
- Students responsible for any damage caused by prohibited activities will be held financially liable. If the responsible individual cannot be identified, charges may be assigned to groups or suitemates.

## **33. Initiation, Hazing, & Harassment**

- Hazing, intimidation, harassment, assault, or any harmful initiation practices related to groups are strictly prohibited on or off campus. Such behaviors create unsafe and hostile environments.
- All reports of these actions will be thoroughly investigated by College authorities. Offenders may face disciplinary measures and legal prosecution as applicable.

## **34. Non-Discrimination**

- Discrimination based on race, ethnicity, religion, national origin, gender, physical ability, sexual orientation, or veteran status is strictly prohibited on College property. Everyone has the right to a safe and inclusive living environment.
- Any reports of discriminatory behavior will be taken seriously and investigated according to College policy. Appropriate disciplinary action will be taken to uphold a respectful community.

## **35. Passive Participation and Concealment of Violations**

- Student(s) must leave immediately if they witness any policy violations occurring. Staying present may result in being held responsible unless the Student was unaware of the violation.
- Failure to report or actively concealing violations is itself considered a policy breach. Residents are expected to cooperate with College authorities to maintain community standards.
- Passive Participation and Concealment of Violations
- Student(s) must leave situations where policy violations occur and avoid involvement. Being present during violations can lead to responsibility unless unaware of the violation.
- Failure to report or hiding violations is itself a policy violation and may lead to disciplinary actions.

## **36. Pets & Animals**

Animals are not allowed in residence halls unless prior approval and proper documentation are obtained from the ADA/Disabilities and Residence Life offices. Unauthorized animals will be removed, and Student(s) may face disciplinary action.

## **37. Propped Doors**

- Doors to residence halls, lobbies or exterior doors must never be propped open for extended periods for fire safety and security reasons.
- Student(s) are responsible for keeping their rooms locked and securing all access points at all times.
- Sharing, duplicating, or loaning personal fobs or room keys is strictly forbidden. Unauthorized access compromises safety and will result in disciplinary action.
- Report lost or stolen keys to staff immediately. Charges apply for lock changes and replacements.

## **38. Quiet Hours, Courtesy Hours, & Excessive Noise**

Noise inside rooms must not be heard outside; amplified sound or yelling out windows is not allowed. Courtesy hours are always in effect 24/7; quiet hours are Sunday–Thursday 10 p.m. to 8 a.m. and Friday–Saturday midnight to 8 a.m.

## **39. Removal & Loss of Housing**

On-campus living is a privilege, not a right; violations of policies may lead to removal from housing. Student(s) removed are responsible for the semester's full payment and forfeit their housing deposit.

## **40. Sexual Misconduct, Harassment, & Assault**

Sexual misconduct including assault, indecent exposure, and inappropriate touching is prohibited. Sexual harassment, stalking, domestic violence, and dating violence are not tolerated and may lead to serious consequences.

## **41. Unauthorized Entry**

- Student(s) must not enter rooms, quads, or townhouses not assigned to them without permission.
- Friends or family cannot enter a Student(s) room without the Student(s) consent.

## **42. Keys, Locks, & Lockouts**

- Student(s) must keep rooms and windows locked and must not prop building doors or share keys. Lost or stolen keys must be reported, and replacement costs will be charged to the Student. Student(s) are not allowed to change or add locks.
- Student(s) get three free lockouts per semester; a \$30 fee applies for each lockout after that. Lockouts are handled by Resident Assistants or Residential Life during office hours.

## **43. Lobbies & Common Areas**

Lobbies are furnished for relaxation and should be respected as shared living spaces. Behavior in these areas must be mature and respectful. Guest visitation policies apply to these areas as well.

## **44. Lost & Found**

Lost and found items are kept at the Security Office on the Douglas campus. The College is not responsible for lost items.

## **45. Maintenance**

- Minor repair requests can be submitted online 24/7 via the Residential Life website. Emergency repairs (like no power, no AC, leaks) must be reported immediately to on-call Residential Life staff.
- Student(s) should report all maintenance issues promptly and must not attempt repairs themselves. Unauthorized repairs may result in financial charges. Only qualified College personnel are authorized to perform maintenance.



## 46. Security

The Douglas Campus Security Office, located in the Welcome Center, is staffed 24/7 with at least one dispatcher and one armed Security Officer. Dispatch monitors campus video surveillance and reports suspicious activity. The Security Office is open and available for student concerns at all times. Tampering with security cameras will result in a fine of \$100 or the cost of damages, whichever is greater.

## 47. Missing Student Information

If a member of the College community suspects an on-campus Student is missing, they must immediately notify Residence Life at (520) 417-4062 or the RA on Call at (520) 234-2950. Residence Life staff will attempt to locate the student by checking class schedules, rooms, and contacting friends. If unsuccessful, the Director of Residence Life will notify the Associate VP of Student Services and Campus Security, who will file a missing student report. The Cochise County Sheriff's Department will be involved, and if the student is missing for 24 hours, the VP of Student Services will notify the student's emergency contact. For students under 18 who are not emancipated, parents or legal guardians will be notified immediately after 24 hours. The Associate VP of Student Services may modify this procedure as needed.

## 48. Traffic, Parking, & Vehicle Regulations

### **CAMPUS TRAFFIC**

Traffic on campus flows in one direction only, counterclockwise. Driving against traffic is strictly prohibited. The campus speed limit is 15 mph. Due to frequent pedestrian activity, drivers must yield to pedestrians and golf carts. Speeding, reckless, or imprudent driving will result in the loss of driving and parking privileges on campus.

### **PARKING**

Traffic and parking rules exist to ensure safety and efficient use of campus parking. Student(s) may park in designated spaces at no additional cost. Student(s) must park near their residence hall or townhouse and register their vehicles with Residence Life and have a parking sticker displayed for emergency purposes.

### **PROHIBITED PARKING**

Parking or stopping is prohibited in the following locations unless otherwise authorized:

- On sidewalks
- In front of driveways
- Within 15 feet of fire hydrants
- On crosswalks or within 20 feet of crosswalks/intersections
- Within intersections
- Where official signs restrict parking, stopping, or unloading
- On grassed or dirt surfaces
- On open roadways
- Outside marked stalls or parking areas
- On the left side of the street facing wrong traffic
- In front of disabled access areas
- Within 30 feet of any stop sign

### **DISABLED OR SPECIAL PERMIT PARKING**

- Disabled parking is available for individuals with a valid disabled license plate or placard per Arizona law (Section 28-881). Temporary special permits may be issued by the Security Office for students with temporary physical impairments.
- Additional information on campus traffic and parking regulations is available through the Douglas Campus Security Office.

### **VEHICLES**

Vehicle repair or servicing on campus is prohibited. Parking and storage privileges are extended only to current registered students, faculty, and staff. Student(s) with one or more vehicles must register them with Residence Life and will receive a temporary parking sticker. Unauthorized vehicles will be towed at the owner's expense.

### **VEHICLE SEARCH**

Animals, alcohol, tobacco products, illegal drugs, and related paraphernalia are prohibited on campus and in student vehicles. Campus Security may search student vehicles when investigating violations involving alcohol, drugs, fireworks, weapons, or similar offenses. Searches require student permission; refusal will result in contact with Arizona legal authorities and the student may be required to remain at the Security Office until their arrival. Animals found in vehicles may be taken by animal control.

## **49. Check-Out & Vacating**

- Students are required to check out within 24 hours of their last in-person final exam, official withdrawal, housing contract end date, or disciplinary removal—whichever happens first. Timely check-out helps ensure a smooth transition for both the student and Residential Life staff.
- Graduating students may remain in housing until noon the day after Commencement. To be eligible, they must notify Residential Life in advance by completing the Check-Out Form.
- A proper check-out includes submitting proper check-out forms, returning all issued keys, cleaning the assigned space, and signing any required paperwork. Failure to complete these steps may result in additional fees.

### **CHECK-OUT STEPS**

- Remove all personal belongings from your room before your check-out time. Items left behind may be discarded or result in a fee.
- Clean your room and bathroom thoroughly, including sweeping floors, emptying all trash, and removing tape, stickers, or decorations. Rooms left unclean may incur cleaning charges.
- All furniture and college-owned property must remain intact and in its original location. Missing or damaged items may lead to damage fees.
- Return all keys. Failure to return keys will result in a lock change charge.
- Damage, missing keys or items, improper check-out, or leaving belongings behind may result in additional fees. Following all check-out procedures carefully can help avoid unnecessary charges.

## 50. Policy Violations

- Violations of these policies and procedures by Student(s) or their guests may result in removal from the residence halls and/or trespass from Cochise College.
- Recommended Fines and Sanctions for Policy Violations
- Students found responsible for violations of Residential Life or Social Standards policies will be subject to disciplinary action, which may include but is not limited to sanctions. All sanctions are subject to change and depend on the circumstances of the incident and the individual's level of involvement.
- Note: Not all policy violations are listed herein. All sanctions are at the discretion of the Director of Residence Life & Housing and the Vice President of Student Services. The guidelines provided serve as a reference and may not apply to every situation.

## 51. Non-Discrimination Statement

- Cochise College does not discriminate based on race, color, national origin, sex, religion, age, or disability. For additional information or to file a complaint, please contact the Dean of Student Services at (520) 515-5329 or (520) 417-4050, or visit [www.cochise.edu](http://www.cochise.edu).
- Cochise College no discrimina en base a la raza, el color, la nacionalidad, el sexo, la religión, la edad o la discapacidad de las personas. Para obtener información adicional o para presentar una queja, póngase en contacto con el Decano de Servicios Estudiantiles al 520-515-5329 o 520-417-4050 o visite [www.cochise.edu](http://www.cochise.edu).

## Conclusion

Living on campus is all about building a positive, respectful community where everyone feels safe and supported. We want you to have the best experience possible, so it's important to follow the guidelines in this handbook to keep things running smoothly for everyone. By following these rules, you're not only helping to create a peaceful environment, but also showing respect for your fellow students. If you ever have questions or need help with anything, don't hesitate to reach out to us—we're here to support you every step of the way. Let's work together to make your time in College housing a great one!

### ***Please Note:***

*All statements in this publication represent current policy and are subject to change at any time without prior notice.*



