

Cochise College

Welcome Home!



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GUIDE TO *Residential Living*



housing@cochise.edu
Main: (520) 417-4062

Douglas Campus; 2300 Building
RA on Call: (520) 234-2950

Updated: January 11, 2024



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Welcome! Welcome! Welcome!

Hello, and welcome to Residential Life and Housing at Cochise College.

We are so happy you are joining the Cochise family and will be part of Residential Life and Housing. We hope your time with us will be pleasant and comfortable.

Your decision to live on campus is an important one, and our staff strives to provide you with the support, services, and facilities that will help you make the most of your experience living on campus at the Douglas Campus.

Our focus is your academic success and personal development by providing a safe living and learning environment. Aside from being steps away from faculty, staff, and classrooms, your choice to live on campus will give you quick and convenient access to campus activities, athletic events, the fitness center, and the cafeteria!

While living in Huachuca Hall or one of the Desert View Townhomes, you will have the opportunity to participate in evening events, join a club, and develop new friendships with a diverse group of students. As a member of our small on-campus community, we expect our residents to be considerate and respectful of each other. Please become familiar with our campus neighborhoods, social standards and residential policies.

This Guide to Residential Living is full of information to assist you in developing a strong community base here at Cochise College. The information will provide you ways to get involved, meet staff members, and take care of this great community. The guidelines in here help you create a living and learning community where your rights and efforts as a student are valued, encouraged, and supported.

These guidelines are meant to keep you safe, comfortable, and healthy, as well as aid you in being a successful student and community citizen. Read it carefully and keep it for reference. The policies outlined in this handbook are the official policies of the Residential Life and Housing, and all residents are held to these standards.

This guide is an extension of your housing contract with Residential Life and Housing, and an addendum to the Student Handbook. You will be responsible for the information contained within this guide and will be expected to adhere to the guidelines set forth within it, as well as the guidelines in the Student Handbook, and the terms of your Housing Contract.

This guide does not replace the agreement of the housing contract you signed, which are the terms and conditions of living on-campus and in the community. However, it attempts to expand on them and explain your agreement more fully.

Again, welcome to Cochise College and to on-campus housing. We look forward to getting to know you and having you be a part of our outstanding community.

~The Residential Life and Housing Team

Mission and Guiding Philosophies

A few things to remember:

- **Rights and Responsibilities** - Become familiar with this entire guide and the Cochise College Social Standards/Code of Conduct to better understand our community living expectations of you while living on campus.
- **Neighborhood Meetings** – Held at least twice a semester, and when necessary. These are MANDATORY for ALL residents!
- **Health & Safety Checks** – Conducted twice a semester by Residential Life and Housing staff to ensure a healthy environment for the community. These checks are typically announced and residents do not need to be present, but are welcome to be there if they prefer.
- **Fire Alarms** – If a Fire Alarm sounds, residents are expected to vacate the building and remain outside in a safe zone until instructed it is safe to return. Fire drills will be conducted once a semester and typically unannounced.
- **Mail Packages and Toilet Paper** – May be picked up during normal business hours in Central Housing, M-F 8:00 AM- 4:30 PM or during RA office hours, daily, 5:30-9:30 PM.
- **Find a Resident Assistant** – Questions or concerns about anything? Contact one of our RAs! The RAs are a great resource who enjoy helping others. There are two RAs dedicated to each living area and there is always an RA on-call in the evenings (after 4:30 PM) & weekends. **Program this phone number into your phone: (520) 234-2950.**

Cochise College Statements

Mission: Cochise College provides accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers, and lifelong learning.

Vision: Cochise College strives to be a learning community held in high esteem by members of its communities, providing high quality learning opportunities for its citizens.

Residential Life and Housing Mission Statement

Residential Life and Housing is committed to the betterment of all residential students by cultivating and nurturing values that emphasize self-awareness, engagement in learning, responsible citizenship, personal growth, interpersonal relationship development, and honoring human differences in a just and inclusive way through processes of challenge and support.

Residential Life and Housing Code of Ethics

Residential Life and Housing has a code of ethics that guide our interactions in the neighborhoods and our expectations of residents.

- **Integrity** - Residents act in the community interest and live up to the values of Cochise College.
- **Honesty** - Residents are open and truthful.
- **Accountability** - Residents readily account for and take responsibility for their actions.
- **Fairness** - Residents demonstrate objectivity and avoid personal biases and favoritism.
- **Respect** - Residents treat others with dignity and respect.

Mission and Guiding Philosophies

Residential Life and Housing Core Values

To successfully accomplish our mission, we have identified the following core values to guide the decisions we make, the priorities we establish, and the directions we take.

- **Student Success** - Our commitment to enhancing students' academic achievements and to support their learning and personal development through the various transitions they will experience while living in college.
- **Integrity** - We pride ourselves on being honorable, trustworthy, credible, and in providing quality service while treating everyone equitably and with respect. We strive to provide timely responses, and to be fair and kind.
- **Inclusivity** - We are committed to creating neighborhoods that promote healthy and sustainable interactions, vibrant relationships built on civility, compassion, and kindness, and an attitude of treating one another with respect and dignity.
- **Responsible Decision Making** - We are dedicated to being good stewards of our resources and responsible world citizens who are dedicated to the efficient and effective use of resources and diverse forms of information to support our decisions.

Residential Life and Housing Commitment to Diversity

Residential Life and Housing affirmatively encourages diversity by providing opportunities to all residents while acknowledging the benefits that are derived from the inclusion of diversity in our neighborhoods. Exploring and learning to live within a large and diverse community is an exciting and fast-paced experience. We support our commitment to diversity through programming that helps every resident develop and refine skills in communication and interaction. These skills and experiences allow us to celebrate



Title IX Statement

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, (520) 452-2683 or to the U.S. Department of Education, Assistant Secretary, or both.

9 THING TO KNOW ABOUT TITLE IX

- 1 Title IX is a civil right that prohibits sex discrimination in education.
- 2 Title IX applies to all students regardless of gender identity.
- 3 Schools may not retaliate against someone filing a complaint and must keep complainants safe from other retaliatory harassment.
- 4 Schools should ensure that no student has to share campus spaces with their abuser.
- 5 Schools must be proactive in ensuring that your campus is free from sex discrimination.
- 6 Schools must have a procedure for handling complaints of sexual harassment and violence.
- 7 Schools cannot discourage you from continuing your education.
- 8 All schools receiving federal funding, including public K-12 schools and a majority of colleges, are subject to Title IX.
- 9 Schools can issue no-contact directives to prevent alleged perpetrators from approaching or interacting with you.

Resident Rights & Responsibilities

Each resident should expect and respect the following rights and responsibilities while living on campus:

- The right to have access to information about Residential Life and Housing policies, procedures, and amenities.
 - The responsibility to read the Housing contract, Guide to Residential Living, and the Cochise College Student Handbook.
- The right to reasonable personal privacy.
 - The responsibility to follow all policies and avoid unnecessary room inspections.
- The right to sleep and study without interference, unreasonable noise levels and disturbances.
 - The responsibility to report any disruptions in a timely manner.
 - The responsibility to be aware of the noise level you are putting out and any distractions that impact others around you.
- The right to a clean environment.
 - The responsibility to properly dispose of personal trash and to take care of common areas.
- The right to host visitors and overnight guests.
 - The responsibility to follow all visitation and overnight guest policies.
 - The responsibility to escort your guests at all times.
- The right to address and redress grievances.
 - The responsibility to address and redress grievances in a timely manner following the proper process so the issue may be addressed quickly.
- The right to enjoy a safe and secure living area.
 - The responsibility to ensure doors are not propped open, are properly locked, and to report any suspicious activity.
- The right to be free of physical or emotional harm.
 - The responsibility to complete the Title IX training and fully understand the terms of sexual misconduct and the consequences of any type of violence, while also being a positive bystander.
- The right to participate in activities and make great memories.
 - The responsibility to be aware of activities and attend them in a manner that leaves a positive impression.
- The right to be free from physical, verbal, and emotional harassment, fear, intimidations, and/or physical harm.
 - The responsibility of being aware of the impact your words, actions, and beliefs have on others.
- The right to have access to assigned room and common area facilities.
 - The responsibility of keeping keys and student ID secure and with you at all times.



Important Numbers

RA On-Call	(520) 234-2950	Answered 24/7
DC Security	(520) 417-4022	Answered 24/7
Central Housing Office	(520) 417-4062	housing@cochise.edu
ADA/Accessibility Services	(520) 417-4023	accessibility@cochise.edu
Admissions/One Stop	(520) 417-4005	adm@cochise.edu or reg@cochise.edu
Adult Education	(520) 439-6832	adulthoodeducation@cochise.edu
Athletics	(520) 417-4095	athletics@cochise.edu
Business Office	(520) 417-4076	SVBO@cochise.edu
Campus Store (Bookstore at SV)	(520) 515-5419	campusstore@cochise.edu
Career Tech. Education Program Services (CTEPS)	(520) 335-1884	
Computer Lab	(520) 417-4010	adm@cochise.edu or reg@cochise.edu
Counseling & Advising	(520) 417-4038	advising@cochise.edu
Dining	(520) 417-4089	
Financial Aid	(520) 417-4045	finaid@cochise.edu
Fitness Center	(520) 417-4790	
Library	(520) 417-4082	library@cochise.edu
Student Government	(520) 452-2618	sga@cochise.edu
Technology Services Help Desk (IT)		helpdesk@cochise.edu
Testing Center	(520) 439-6825	testingdc@cochise.edu
TRIO	(520) 417-4027	trioss@cochise.edu
Tutoring	(520) 439-6860	writinglab@cochise.edu or mathlab@cochise.edu
Mental Health Counseling	Meta App	Cochise Portal

Housing and Meal Plan Requirement

Cochise College does not currently have a live on requirement, but we strongly encourage students to live in our outstanding neighborhoods. Decades of research has shown that students living on-campus tend to earn higher grades, express more satisfaction with their college experience, are less likely to drop out, are more involved in campus activities, and experience greater personal growth. In short, the residence experience contributes significantly to a student's education.

All students who decide to live on-campus are required to be enrolled in at least 12 credits each semester. A student in their final semester may request an exception with the VP of Student Services to have below 12 credits and live on campus. Students enrolled in 15 or more credits will not have a room charge placed on their student account.

Students living on campus must be 18 years old.
All residents are required to purchase a meal plan.



Central Housing Office

Location: Douglas Campus, 2300 Building
Academic Year Hours: M-F, 8:00 AM-5:30 PM
Summer Hours: M-Th, 7:00 AM-5:00 PM

CLOSED DURING CAMPUS CLOSURES & WINTER BREAK

Summer Hours: M-Thurs., 7:00 AM-5:00 PM

Phone Number: (520) 417-4062
Email: housing@cochise.edu

RA on Call Number - Answered 24/7: (520) 234-2950
Resident Resource Room (R3) Office Hours: 5:30-9:30 PM, daily
RA Office Location: Central Housing, 2300 Building

Mail and Package Pick up Hours:

Monday-Friday: 8:00 AM-9:30 PM
Saturday and Sunday: 5:30-9:30 PM

Mailing Address:

*Your Full Name**
4190 West Highway 80
Your Mailbox #
Douglas, AZ 85607
United States of America

****Mail without the student's full name and mailbox # may have a delayed delivery.***

All small letters will be placed in a resident's individual mailbox which can be accessed 24/7 with a key. Mailboxes are assigned to students as they are assigned housing. Large envelopes and packages must be picked up at Central Housing during the hours above. If you would like to designate someone to pick up a package for you, please email housing before 4:30 each business day with the name and phone number of the person collecting your mail. Requests received over the weekend or after 4:30 PM will not be accepted until the next business day.

We encourage you to contact the Central Housing Office at the number above if you have any questions or concerns during the normal workday.



**SUBMIT A
WORK ORDER
24/7**



Community Expectations

The Office of Residential Life and Housing at Cochise College strives to provide a safe environment conducive to the educational, social, and overall developmental growth of residential students. We work to promote community to those living within our halls as well as to the College as a whole. We believe the success of every Cochise residential student rests on adherence to this principle of community. This principle provides the foundation for interaction between and among all members of the College. We encourage the members of this residential community to contribute to the following principles:

- **Educationally Purposeful**—a place where faculty, staff, and students share academic goals and strengthen active learning on campus.
- **Open**—a place where free speech is protected and civility is equally affirmed.
- **Just**—a place where each person is honored and where diversity is pursued.
- **Disciplined**—a place where individuals accept their obligations to the community and where well defined governance guides behavior for the common good.
- **Caring**—a place where the well being of each member is supported and where service to others is encouraged.
- **Celebrative**—a place where the heritage of Cochise College is remembered and where tradition and change are practiced.

We encourage every resident to be mindful of these principles as they pursue their own interests on Cochise Colleges' residential campus.



Educational Focus

The Residential Life staff is committed to student learning and development. Our staff and organizations provide opportunities for students to grow and realize their potential, not only intellectually, but also socially and emotionally. Programs and activities created to stimulate and encourage academic, personal, and intellectual interest and achievement, expand knowledge, and highlight learning and growing as a vital component of daily living. Recreational and social activities can help students relieve stress, meet people, engage in social interaction, and build quality relationships. A student's personal growth may come from relationships formed during participation in residence hall and campus activities.

Residential Life and Housing Staff

The Office of Residential Life

From the day you move on campus, we hope that you will find the Residential Life Office, Resident Resource Room (R3), and our staff to be a helpful resource for you. We strive to make our residence halls more than a place to sleep. We work to facilitate the development of a thriving campus community we call neighborhoods. All staff members have special training and experience in counseling and working with the issues associated with succeeding in college. Our full-time professional staff, as well as student staff members, are here to make your life on campus safe, educational, exciting, and fun! The Director, Assistant Director, and Administrators are on call 24/7 for campus emergencies.

Director of Residential Life and Housing (DRL):

The Director of Residential Life and Housing (DRL) maintains the oversight and overall responsibility of all Residential Life and Housing operations. The DRL's goal is to provide an environment conducive to academic excellence and an appropriate social living environment. The DRL also coordinates all resident student discipline and conduct violations. The DRL can be reached at (520) 417-4115 or by stopping by the Central Housing Office in the 2300 Building on the Douglas Campus. The Director is available during posted office hours to respond to the needs of students. In addition, the DRL lives on campus near the residence halls.

Assistant Director of Residential Life (ADRL):

The Assistant Director for Residential Life and Housing (ADRL) has primary responsibilities in community development, educational and social programming, and working with the Resident Assistant Staff. The AD will work collaboratively with student groups and other departments to increase the variety and scale of activities provided to all students at Cochise College. The ADRL can be reached at (520) 417-4116 stopping by the Central Housing Office in the 2300 Building on the Douglas Campus. The ADRL is available during posted office hours to respond to student needs. In addition, the AD lives on campus in near the residence halls.

Department Assistant (DA):

The Department Assistant is responsible for providing administrative support to the Office of Residential Life and Housing. They are the first person many students meet or make contact with, beginning the day you take a tour of housing or submit your housing application. The DA is responsible for preparing students for check ins and check outs, applying housing charges, managing housing deposits, and overseeing Residential Life work orders, as well as many other tasks that are the backbone of Residential Life. The DA can be reached at (520) 417-4062 or by stopping by the Central Housing Office in the 2300 Building on the Douglas Campus. The DA is available during posted office hours to respond to the needs of students. The DA does not live on campus but may be on campus after hours for special events or emergencies.

Residential Life and Housing Staff

Administrator on Call (AOC):

Administrators on Call are professional staff members of Cochise College who live on campus and are available 24/7 for emergencies. The primary responsibility of the AOC is to act as support for the RA on Call. The AOC will monitor safety concerns and assist with emergencies that may happen on campus. Both the Director of Residential Life and Housing (DRL) and Assistant Director of Residential Life and Housing (ADRL) participate in the AOC rotation. In addition, there are 3-6 staff members who also participate in the AOC schedule. These staff members are either assistant coaches, faculty members, or Aviation instructors. Please contact the RA on Call if you need to get in touch with the AOC. All AOC staff live on campus near the residence halls.

Office Assistants (OA):

Office Assistants are students who have been selected to help and support the Office of Residential Life. The OA works closely with the Residential Life professional staff to keep the department running smoothly, assist with large events, and may also plan additional programs and events for students. OAs are a great resource for questions regarding life on campus, housing, student activities, school policies, or general aspects of the campus community. OAs work 3-6 hours per week in the Residential Life Office during business hours and will work primarily in the Resident Resource Room (R3).

Peer Assistant Leader (PAL):

The Peer Assistant Leader is an RA who has been elevated to a higher role of leaderships, and helps with the support of the RA team. The PAL has at least one year of experience being an RA, and shares many of the duties as other RAs. In addition, the PAL has regular weekday office hours to help in Central Housing, to meet with any resident, or RA. The PAL is not assigned to any specific neighborhood, and connects with all residents.

Resident Assistants (RA):

Resident Assistants are among the most important individuals a student will meet while living on-campus. RAs are residents who are selected on the basis of leadership and other personal qualities that enable them to assist students in obtaining the maximum benefits from residential living. RAs are trained to handle a wide range of situations, such as homesickness, suitemate and roommate issues, safety concerns, emergencies, etc. One of their primary responsibilities is to help residents develop a sense of responsible community in their neighborhood. The key to community development is a team effort between residents and the RA. RAs are a great resource for questions regarding life on campus, housing, student activities, school policies, or general aspects of the campus community.

Every day there is an RA "on-call".

RAs are on-call 4:30 PM until 9:00 AM, Monday - Friday, and 24-7 on weekends and holidays.

An RA can be reached by calling their cell phone at (520) 234-2950.

Residential Life and Housing Staff

RA responsibilities include:

- Actively assisting in the transition and success of new students to Cochise College and the residence halls.
- Planning events and fun activities.
- Answering questions, making friends, and developing community!

What you should not expect from your RA:

- To patrol the halls for violations
 - If things are too loud, it is your responsibility to speak with your fellow community members before asking for RA intervention.
- To always be in their area or in the Resident Resource Room (R3)
 - Just like you. RAs have other obligations away from the residence hall, such as class, clubs, friends, and family.
- To look the other way on policy violations
 - You are responsible for your actions, and the actions of your guests.
- To never make mistakes—we are all human.



2018-2019 RESIDENT ASSISTANTS

It is each student's responsibility to read, understand and follow all of the information, policies and procedures outlined in this Handbook. Failure to read this Handbook does not excuse any violation of policies or procedures. Policies and procedures found within this document are subject to review and evaluation, Cochise College reserves the right to make changes at any time with or without notice.

Residential Life and Housing Staff

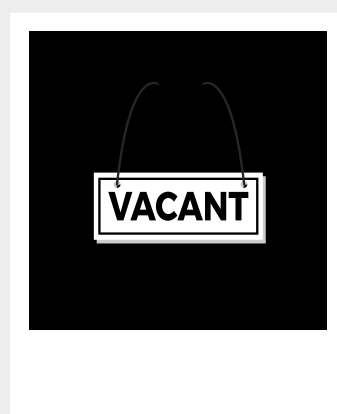
Director of Residential Life and Housing



Shane VanBibber

Hometown: Sissonville, WV
Favorite Place Lived: Key West, FL
Joined Cochise: February 2020
Degrees:
BA: Interpersonal Communications

Assistant Director of Residential Life and Housing



Vacant Position

Hometown:
Favorite Place Lived:
Joined Cochise:
Degrees:
BS:
MA:

Department Assistant



Maria Cook

Hometown: Tombstone, AZ
Favorite Place Lived: Manhattan, NY
Joined Cochise: May 2021
Degrees:
AA: General Studies
BA: Organizational Leadership and Regional Commerce

Resident Assistant (RA)



Dakota

Hometown: Bowie, AZ
RA Experience: 1st year
Area: 1400 Neighborhood
Major: Social and Behavioral Science
Why I'm an RA: To help others and provide a helping hand to those whom ever need it.
Clubs: TRi Club, Art Club

Residential Life and Housing Staff

Resident Assistant (RA)



Donovan

Hometown: Chicago, IL
RA Experience: 1st year
Area: 1400 Neighborhood
Major: Aviation; Professional Pilot
Clubs: Flight Club

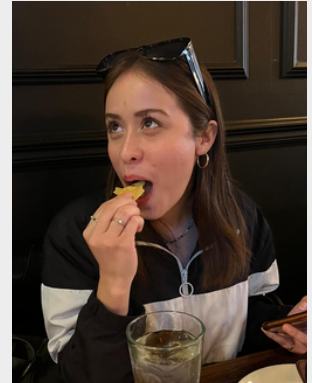
Resident Assistant (RA)



Mike

Hometown: Los Angeles, CA
RA Experience: 1st year
Area: Townhome Neighborhood
Major: Aviation;
Fav Place Off Campus: Agua Prieta

Resident Assistant (RA)



Nezza

Hometown: Douglas, AZ
RA Experience: 1st Year
Area: Townhome Neighborhood
Major: Administration of Justice
Fav Place Off-Campus: My house
Clubs: Sports Concession

Resident Assistant (RA)



Sean

Hometown: Douglas, AZ
RA Experience: 1st year
Area: 1300 Neighborhood
Major: General Studies
Fun Fact: Raises ducks with his family
Clubs: Art Club, Undergraduate Research

Resident Assistant (RA)



Victor

Hometown: Agua Prieta, Mexico
RA Experience: 2nd Year
Area: 1300 Neighborhood
Major: Computer Information Science
Fun Fact: I collect hobbies
Clubs: TRi

Resident Assistant (RA)



Yosy

Hometown: Cananea, Mexico
RA Experience: 1st Year
Area: 1300 Neighborhood
Major: Digital Media Arts
Fav Place Off-Campus: Bisbee, AZ
Clubs: Phi Theta Kappa Honors Society

Residential Life and Housing Staff

Admin on Call (AOC)



Shane VanBibber
Director of Residential Life
AOC Experience: 1st Year

Admin on Call (AOC)



Derek Lane
Assistant Men's Basketball Coach
AOC Experience: 2nd Year
Cochise College Alumni
Previous Cochise College RA

Admin on Call (AOC)



Austin Nelson
Assistant Baseball Coach
AOC Experience: 5th Year
Cochise College Alumni

Admin on Call (AOC)



Santos Rangel
Assistant Soccer Coach
AOC Experience: 1st Year

Admin on Call (AOC)



Scott Zacker
Assistant Women's Basketball
Coach
AOC Experience: 1st Year

Important Dates



Autumn

July 23; 9:00 AM-5:00 PM

Aviation Check In

July 23; 2:00-3:00 PM

Police Academy Check In

July 23-August 17

WOW! (Weeks of Welcome)

August 17; 9:00 AM-4:00 PM

New Resident Check In

August 17; 4:00-5:00 PM

New Resident Orientation

August 18-20; 9:00 AM-5:00 PM

All Resident Check In

August 17; 9:00-5:00

First-Time Resident Check & New Resident Orientation

August 18-20; 9:00-5:00

Returning Resident Check Ins

August 20; 7:00-8:00 PM

Resident Neighborhood Meetings

August 21

Classes Begin for 17-Week Students

September TBD

Health & Safety Inspections

September 4

Labor Day Holiday; College Closed; limited services

October 9

Indigenous People's Day; College Closed; limited services

November TBD

Health & Safety Inspections

November 10

Veteran's Day; College Closed; limited services

November 23-24

Thanksgiving Holiday; Campus Closed (Res Halls Open; limited services)

December 7

Police Academy Graduation & Check Out

December 8-14

Finals Week - Destress with Res Life Events

December 15; Noon

Residence Halls Closed for Break - All residents must return keys

December 15-17

Winter Health & Safety Inspections

December 23-January 7

Winter Break; Campus Closed

Spring

January 11-14; 9:00 AM-4:30 PM

Spring Move-In

January 15

Martin Luther King, Jr. Day; Campus Closed; limited services

January 16

Classes Begin for 17 & 21-Week Students

January 16; 8:00-9:00 PM

All Hall Meeting (Mandatory)

January 16-February 16

Resident Assistant Applications for 2024-2025 Open

February 12-14

Health & Safety Inspections

February 19

Presidents' Day; Campus Closed; limited services

March 8

Resident Assistant Hiring Decisions Announced

March 9-17

Spring Break (Res Halls Open)

March 19

Fall 2024 Housing Applications Open

April TBD

Health & Safety Inspections

May 8-14

Finals Week - Destress with Res Life Events

May 16; Noon

Residence Halls Close for non-graduating 17-week residents

May 18; Noon

Residence Halls Close for graduating 17-week residents

May 27

Memorial Day Holiday; Campus Closed

June TBD

Aviation Finals & Check Out

Important Housing Information

All students are required to follow proper Check Out procedures. Students should plan accordingly and prepare to check out 24 hours following their last in-person final (or by the dates above, whichever is first).

*HOLIDAY PERIODS

Cochise College observes several Federal Holidays as referenced on the previous page. During these Holidays the Dining Hall will assume the typical weekend hours for Brunch and Dinner only, unless otherwise communicated prior to the start of the break. The residence halls are considered to be closed and will have limited services and staff during the following periods:

Thanksgiving Recess

Winter Break

Spring Break

Summer Break

Eligibility for On-Campus Living

To be a residential student, you must be registered for a minimum of 12 credit hours. Students who drop below the 12 credit minimum must request approval for an exception from the VP of Student Services. Students must be at least 18 years old on the first day of classes for the move in semester.

Contract and Deposit

The payment of the \$200 Deposit along with a complete current Housing Application is required to secure a room assignment. Applications and deposits received by July 1 will receive priority placement. A \$32 per semester Laundry fee will be added to your student account once housing has been assigned. Deposits will be refunded at when you check out for the final time from Cochise College Housing.

Residents planning to return to Housing the next academic year do not need to submit a new housing deposit, unless their current deposit on file was used to pay for outstanding charges on their student account, including damages and fines from housing.

Although normally refundable for students not returning to Cochise Housing, the deposit or a portion of the deposit depending on the circumstances, is subject to forfeiture under the following conditions:

- Failure to notify the Residential Life Office in writing (from student's Cochise email) of contract cancellation by the cancellation deadlines, July 15th (Fall) or by December 15th (Spring).
 - Failure to meet deadline cancellation dates, will result in a loss of the entire \$200 deposit.
- Failure to check in with Residential Life staff by 10:00 AM on the first day of classes, without prior notification of a late check in to the Residential Life Office by email
- Termination of residence by the student prior to the first 4 weeks of the 17 or 21 week semester or prior to the first 2 weeks for an 8 week only term
- Failure to follow all Proper Check-out Procedures, including, but not limited to, submitting an online "Check out Form", signing paperwork, returning keys, properly cleaning, and/or being assessed damage charges
- Breach of any of the terms and conditions of the Guide to Residential Living, or Residential Life and Housing Contract, including removal for Disciplinary reasons
- To satisfy any other unpaid charges and assessed fees owed to the College, including fines

Important Housing Information

Room and Board Refunds/Cancellation of Contract

All residents are required to purchase a Meal Plan (board) at the current semester rates. Students withdrawing from the College may be eligible for a meal plan refund, prorated on a weekly basis, up to four weeks after the start of the fall/spring semester. Students eligible/receiving a prorated refund may not be eligible for a deposit refund. Students enrolled in only a first or second eight-week term will be charged a prorated meal plan rate of 50% of the full 17 week meal plan. Departing eight-week only residents are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight-week term begins. Any requests for a refund exception to this policy must be made in writing to the Director of Residential Life and Housing and must contain the rationale for the request along with any documentation requested by the Director. Requests for exceptions will not be accepted after 15 working days from the departure of the resident.

A student must submit in writing, by email or completing the proper check out process (including an online form) to confirm their termination of the Residence Hall Contract. Without proper notice or failure to follow all check out procedures, room and board charges continue to be assessed and the student must fulfill their financial obligations of the contract terms.

Check Out and Vacating

It is expected that all residents check-out/vacate the campus within 24 hours of their last scheduled in person final exam, withdrawal from all classes, end of the contract term, or as agreed upon due to an outcome of a conduct/disciplinary hearing, whichever happens first.

Residents graduating AND participating in Commencement ceremonies will be granted an extension until noon the day following the ceremony with prior notice to the Residential Life Office, via the online "Check-Out Form".

Failure to properly notify the Office may result in the forfeiture of the housing deposit. If the resident's room or common area has not been damaged beyond normal wear and tear, and if the student has no outstanding financial obligations to the College, the student will receive refund of their deposit, minus any amount owed. Refunds may take up to 6 weeks to process and be refunded.

Check Out Process (SUBJECT TO CHANGE, see your RA for more information)

Students must follow the procedures below or risk forfeiting their deposit and may be subject to further financial liability/disciplinary action. Students who do not check out of the residence halls properly may not receive transcripts or other official documents until their contractual obligations have been met.

- Complete the online "Check Out Form" prior to the end of each semester
- Make an appointment to check out of your room or sign up for an express check out
- Remove all belongings from your room
- Clean the room (including bathroom)
- Sweep floor, empty trash, remove all tape and decorations from walls, doors, windows and ceiling
- All College property that was in your room at the start of the year must remain in the room (i.e. desk chairs, bed frames, and mattresses), unless university approved removal for an accommodation
- Verify your check out time with the RA. Be in your room at your scheduled time!
 - Express Checkout Residents will not need to meet the RA at their room
- Return all keys to the RA (quad or townhouse entrance, room and mail keys).
 - Express Check Out students will drop their keys (in a provided sealed envelope) in the key return box

Charges will be assessed for cleaning fees, damages, missing items/keys, left behind personal items, or improper check out.

Important Housing Information

Vaccinations

Currently, Cochise Housing does not require residents to provide proof of vaccinations, however it is recommended that residents receive (or have proof of) MMR1, MMR2, Meningococcal Vaccine, and Covid-19.

If an outbreak were to occur on the Cochise campus or in the community, students unable to provide proof of vaccinations may be required to self-quarantine or to vacate campus for the benefit of their health and the safety of the campus community.

Copier, Computers, and WEPA

A WEPA machine (student printer) is located in Central Housing and students may print and pay for printed documents. Documents can be sent to this printer and used any time Central Housing is open.

Resident Resource Room (R3)

An RA will be available daily from 5:30-9:30 PM. During these hours, residents may stop by R3 to check out items, borrow a vacuum, connect with a staff member, get toilet paper, or collect packages. RAs may host evening events during their office hours. R3 is located in Central Housing.

Garbage Removal

Students are responsible for removal of their personal garbage to the trash cans in the quads and townhome areas. The college will remove the garbage from the trash cans to the dumpsters with no additional expense to the student. During check ins and check outs, residents are expected to take all garbage directly to the dumpsters to avoid unsanitary conditions in and around the residence halls. Dumpsters can be found on the gravel road that runs behind Huachuca and Chiricahua Halls.

Laundry

There is a laundry room located on each floor of the Huachuca Quads (1300s and 1400s) that has 3 washers and dryers per laundry room. Each townhome has one washer and dryer on the first floor in the common area. Out of courtesy to others, residents are asked to not use more than one washer or dryer at a time and be prompt in removing items when the cycle is complete. Residents should also not touch or move another resident's items.

A \$32 a semester charge is added to every resident's student account to cover the cost of laundry. You do not need to use quarters or a pay card to wash or dry your clothing. Residents are encouraged to report any misuse or abuse of the laundry facilities to Residential Life and Housing staff.

Personal Property Insurance

Cochise College or the Office of Residential Life are not responsible for lost, damaged, or stolen items. Residents are encouraged to acquire personal property insurance, such as a Renter's Policy. Most homeowners and car insurance policies have add-ons available for college student renting in the residence halls. You may also check out National Student Services, Inc (NSSI) who specialize in renter's insurance for college students.

Important Housing Information

Internet and WiFi

The Campus offers an open WiFi Network Connection for all residents, students and guests of the College: "CollegeUser". No password is needed to connect; however, you will be directed to accept a user agreement page.

There is a dedicated WiFi network in the residence hall. After check in, residents will receive an email with the password for this network.

Ethernet ports are also available for a direct connection to the internet in each townhouse room (not in Huachuca). **Personal routers are prohibited as they disrupt the College network.**

Residents are responsible for the proper use of the Internet services provided. Excessive use of bandwidth, unlawful downloading, and any illegal activity may be monitored and tracked and will result in termination of service to devices or ethernet ports along with disciplinary action and fines.

Dining Services

The Cafeteria Dining Hall is located inside the Student Union, building 500, and is currently operated by Aladdin Dining Services. The Cafeteria offers an "All You Care to Eat" option for residents. Items are also available for purchase a la carte.

A student ID **MUST** be presented by residents each time to pay for your meal. Residents found to be abusing their dining hall or meal plan privileges (e.g. not swiping for meal, overloading a plate to share, taking items for non-residents, etc.) will be subject to disciplinary action including loss of Dining Hall privileges.

Dining Hall Service Hours (Subject to change)

Monday-Thursday

Breakfast _____ 6:00-10:30 AM
Lunch _____ 11:00 AM - 2:00 PM
Dinner _____ 4:00-7:00 PM

Friday-Sunday and Holidays, breaks, and campus closures

Brunch _____ 10:00 AM - 2:00 PM
Dinner _____ 5:00-7:00 PM



Residence Hall Policies and Procedures

Acceptable Use Policy 6015 (Section 3)

Magazines, computers, and posters that contain pornography are deemed inappropriate material for our campus community. If these items are visible or made public, students will be asked to properly dispose of the items/or they will be confiscated. Use of the CollegeUser WiFi Network or Cochise College wired internet connection for the purpose of downloading or viewing pornography is prohibited.

ADA or Special Permit Parking

ADA parking is available to those individuals who have acquired an ADA license plate or placard pursuant to Section 28-881, Arizona Revised Statutes. Under certain circumstances (for example, where a temporary physical impairment may be involved), students may acquire a special permit for parking from the Security Office.

Further information regarding the Cochise College traffic and parking regulations may be acquired through the Douglas Campus Security Office or the Accessibility Office.

Alcohol and Alcohol Paraphernalia

The possession and consumption of alcoholic beverages and/or the possession of alcoholic beverage containers or other alcohol paraphernalia on campus is strictly prohibited. Students in possession of, in the presence of, under the influence of alcohol, or creating disturbances on campus while under the influence will be subject to disciplinary action, dismissal from the College, and/or legal consequences.



Residence Hall Policies and Procedures

Appliances

For reasons of safety, sanitation and specifically to conform to fire codes, only certain appliances are permitted in the residence halls. The list of approved appliances must be UL approved.

Appliances having a visible heating element or use hot oil are prohibited (George Foreman grills, hot plates, toaster oven, etc). Residential Life staff reserves the right to confiscate or ask for the removal of appliances if they exceed the size limitations, create a hazard or sanitary concern or overload the circuits in the residence halls.

If you do not see a specific appliance listed below, please reach out to Central Housing at housing@cochsie.edu

Approved Appliances

- Personal fridges (under 5 cubic feet)
- Microwaves (under 1k watts)
- Coffee maker w/ auto shutoff
- Keurig
- Rice cooker
- Food dehydrator
- Air purifiers
- Sewing machine
- Electric kettle w/ auto shutoff
- Popcorn air popper
- Vacuum cleaner
- Small blender/Bullet Blender
- Small humidifier/dehumidifier
- Portable clothes steamer
- Iron w/ auto shutoff
- Hair dryer, curling/straightening iron
- Hot combs w/ auto shutoff
- Food processor
- Juicers
- Coffee grinder

Unapproved Appliances - Do NOT Bring

- Wok
- Induction cooker
- Electric blanket
- Bunsen burner
- Halogen lamp
- Electric rollers
- Hibachi grill
- S'mores maker
- Smoke machine
- Halogen/black lights
- WiFi hotspots/routers
- 3D printers
- Hot pot
- Dishwasher
- Mixer
- Drone
- Toaster
- Generator
- Roomba
- Bread machine
- Lava lamps
- Infrared cooker
- Space heater
- Portable air conditioner
- Personal washer/dryer
- George Foreman Grill
- Instapot/pressure cooker
- Crockpot
- Air or deep fryer
- Toaster oven
- Hot plate or griddle
- Quesadilla maker
- Pizza oven (Pizzazz Cooker)
- Cup/drink warming plates
- Full-size fridge/chest freezer
- Rotisserie
- Hoverboard
- Candle warmer/wax melter
- Electric skillet
- Fondue pot
- Pizza box oven
- Waffle or panini maker
- Gas/electric/coal grill
- Yogurt/ice cream maker
- All in one breakfast maker/cooker

Residence Hall Policies and Procedures

Business Enterprises and Solicitation

Residents are not permitted to establish businesses of any kind on campus within the residence halls/townhouses. Solicitation of funds, clothing, books, votes, memberships, religions, etc. is not permitted in the residence halls by outside agencies, commercial enterprises, or by students who represent any of these companies/enterprises. Door-to-door solicitation is not allowed in any residential area. This includes posting, flyers, etc.

Only Residential Life information or approved flyers may be posted in the residential halls. Solicitors should be reported to a Residential Life staff member immediately.

Candles

Candles, incense, oil lamps or any device producing an open flame is strictly prohibited in all residence hall rooms and living areas (including common areas). In the event of a power outage, flashlights are encouraged.

Damage or Loss

The student will be held liable for damage or other loss incurred to the building, room, furniture, and equipment that is not the result of ordinary wear and tear. Damages that occur to public areas (e.g., rest rooms, lounges, recreation rooms, etc.) which are not attributable or chargeable to a specific individual or group of individuals will be shared equally by the residents of the living areas where those damages occur.

Decorations and Alterations

Residents may not make any permanent alterations to the room or furniture.

Decorations, including pictures and posters, are not to be hung with glue, large nails, or other means that will deface the walls or woodwork. Tacks, straight pins or small nails are not permissible. All decorations should be in good taste and not of a nature that may offend roommates, other members of the College community, visitors, or family members. Students may be asked to remove any items that may be considered offensive. Residents may only decorate within the room and no objects should be placed on the floor or in the hallway outside of the student's room. The ornamental use of bottles and/or cans identifiable as alcoholic beverage bottles or containers or drugs and drug paraphernalia is prohibited.

Use of "Command" hooks or 3M strips or other adhesive hooks/tape may cause harm to the walls or remove paint which will result in damage charges.

Diseases and Communicable Infections

Residents should immediately report to the Director of Residential Life and Housing any infectious or contagious diseases – including, but not limited to Covid, measles, hepatitis, STIs, lice, scabies, bed bugs, etc. (other than common colds or respiratory ailments) that occur in the residence halls to help aid in minimizing the potential risk for an outbreak.

Students are asked to cooperate and comply with directives that help the safety of the residential and campus communities.

Residence Hall Policies and Procedures

Drugs and Drug Paraphernalia

Cochise College is a Substance-Free College.

An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use, or transfer/distribute illegal drugs, drug paraphernalia on campus. All residents are prohibited from hosting or being in the presence of others consuming drugs in the residence halls, on Cochise property, or at college-sponsored events; or be under the influence of drugs or medication (except as prescribed by a physician and used in accordance with prescription), or provide drugs to a minor.

Possession of a valid Medical Marijuana Registry identification card DOES NOT authorize residents or their guests to possess, use, or distribute marijuana in any residence hall, Cochise owned property, or in any public area of the Cochise Campus.

Personal Use or Possession

Students found responsible (more likely than not) for the personal use of marijuana or paraphernalia of marijuana in the residence halls, as a result of a Social Standards hearing, will be referred to Student Conduct.

The College Administration reserves the right to contact local law enforcement for any marijuana, other drugs, and alcohol incidents.

Intent to Distribute

During conduct meetings, the College Administration will determine if the use of drugs or alcohol was for personal use or for distribution. Students found responsible for the intent to distribute may be reported to local legal authorities.

Email and Communication

The official method of communication with students for official College business is through a student's Cochise College email address. Students are highly encouraged to set up their Cochise College email account and monitor it often. The Residential Life and Housing Office also uses a texting application, "Remind" as a means to more effectively communicate with residents. Students are able to utilize standard text messages to send the Residential Life office communications. Students who wish to "opt out" may do so at any time.

Entry and Search & Seizure Policy

The College reserves the right for its authorized personnel to enter a student room for the purpose of inspecting the premises for violations, to stop continued dangerous/emergency behavior, for wellness checks, or in the case of an emergency.

Room search and seizure may be deemed necessary, but not limited to, under the follow circumstances:

- A resident may be physically/emotionally in danger
- A resident is considered to be a danger to themselves or others
- College property is being destroyed
- Emergency maintenance or building needs
- Violations of College policy, State, or Federal laws are occurring



Residence Hall Policies and Procedures

Entry and Search & Seizure Policy (continued)

In non-emergency situations, a Residential Life and Housing staff member may conduct a student room search in a Residence Hall with or without occupant present. Such a search can occur when there is probable cause to believe that a violation of College policies has occurred or is occurring. "Probable cause" exists when a member of the Residential Life staff has reasonably trustworthy information that would warrant a person of reasonable caution to believe that a violation has been or is being committed. Illegal or prohibited items of a College policy will be confiscated.

Cochise College recognizes and respects the student's desire for privacy, especially within the context of a group living environment. However, it is occasionally necessary for the College to exercise its contractual right to room entry, the following procedures have been developed as a guide for Residential Life staff and other

College employees to perform their duties and yet maintain reasonable student privacy.

- No search shall be conducted, except in case of an emergency, without prior consultation with the Director of Residential Life and Housing and/or the VP of Student Services.
- No student room shall be entered without proper knocking, identification and announcement of staff present.
 - Entry shall be preceded by a time lapse of sufficient duration to provide the occupant(s) a reasonable amount of time to open the door.
- Before a routine search commences, such as with Health and Safety Inspections, the occupant(s) of the room or townhouse shall be presented with a written notice at least 48-hours in advance.
 - This provision does not apply in the case of any emergency, wellness check, or a suspected policy violation.
- Rooms/Townhouses shall be entered in the absence of the occupant(s) when a perceived emergency exists, to provide routine maintenance, or to conduct a Health & Safety inspection.
- Should it be deemed necessary for authorized College personnel to enter a room/townhouse in a non-emergency situation as noted above, reasonable attempt to notify the occupant(s) will be made prior to the entry or after the entry if the occupant is not available at the time of needed entry.
- When possible, at least one of the room or townhouse occupants will be present, except in cases of emergency or where the occupant(s) cannot be found.
- A search will be conducted by no fewer than two authorized College staff.
- The College is obligated to recognize proper search warrants.
 - Proper search warrants are those signed by a court of appropriate jurisdiction. When a proper search warrant is presented to Residential Life and Housing staff, the College will authorize entry- with or without the occupant(s) being present and without their consent.
- Occupants may be asked to open all closets, drawers, luggage, and storage containers during a search.
- Unauthorized goods/items/College property (not provided for student room use) subsequently found during a search will be confiscated and the occupant(s) will be subject to disciplinary and legal action (if applicable).



Residence Hall Policies and Procedures

Entry and Search & Seizure Policy (continued)

- College personnel authorized to enter rooms or townhouses are as follows:
 - Director of Residential Life and Housing (or designee)
 - Assistant Director(s) of Residential Life
 - Administrator on Call (AOC)
 - Peer Assistant Leader
 - Resident Assistants
 - Residential Life Department Assistant
 - VP of Student Services
 - Vice President/Provost
 - College President
 - Campus Security (must be accompanied by at least one of the above people)
 - Law enforcement with appropriate search warrants (must be accompanied by at least one of the above people)
 - College (or non-College personnel contracted vendors) who are performing maintenance repairs or other services on behalf of the College

Note: Custodial and maintenance personnel may enter student rooms as maintenance requests by students shall be considered as permission to enter. In such cases where unrequested maintenance is necessary, Residential Life and Housing Staff will make an effort to notify students prior to entry, however it may be deemed a priority to have work completed.

Failure to Comply

Intentional and deliberate antagonistic behavior, attempts to degrade, disrespect, attack, assault, toward any College staff (including Resident Assistants) will not be tolerated. Appropriate disciplinary action will be taken.

Fighting

Fighting (whether physical or verbal) is considered disruptive to the educational environment and thus prohibited at Cochise College. Anyone found to be involved will be subject to disciplinary action and possible legal ramifications.

Fire Alarms and Drills

Participation in fire/emergency evacuations or drills is required by College policy and Arizona State Law. Failure to evacuate or follow instructions of College or fire safety personnel; false report of fire or other dangerous conditions (bomb threats, etc.) activating false alarms is a violation of state law. Any student who fails to leave the building after the alarm has sounded will be subject to disciplinary action. Residents may return to their rooms only after a thorough inspection of all rooms has been completed and Residential Life staff has authorized safe reentry. Exit plans are posted near approved exits in each facility. Residents are individually responsible for familiarizing themselves with those exit routes.

Fire Alarm Meeting Location:

- Huachuca Hall - Huachuca Parking Lot
- Townhomes - Chiricahua Gravel Lot
- Chiricahua Hall - One-Stop Parking Lot

Residence Hall Policies and Procedures

Fire Alarms and Drills (Continued)

The following are prohibited in the residence halls:

- Candles
- Halogen lamps
- Overloaded, damaged or non-UL approved electrical cords
- Unsafe placement of cords or improper use of electrical items
- Obstruction of sprinklers or fire safety equipment
- Obstruction of room doors, windows, or emergency exits
- Ceiling hangings or other decorations which are flammable or otherwise could contribute to fire spread
- Use of any flame device (candles, incense, lighters, matches, etc.)
- Open coil appliance (toaster, toaster oven, etc.)
- Possession/use of fireworks or other explosives
- Possession/storage of gasoline or other fuels/flammable chemicals

Fireworks and Explosives/Flammable Materials

The use and/or storage of fireworks, ammunition, or any other explosive materials on campus are strictly prohibited. The storage and/or use of kerosene, gasoline, naphtha, benzene, or other similar explosives or flammable materials, including certain types of flammable furniture, are prohibited on campus.

Cooking is not permitted in the residence halls. The use of portable gas or charcoal grills is prohibited inside the residence halls, but students may utilize the picnic area near Huachuca for grilling. Candles and incense are prohibited in the residence halls.

Furniture Removal

The movement, removal, and/or alteration of furniture, fixtures, and/or other College property without written permission from the College is expressly prohibited. Students that wish to have their bed height adjusted must submit a work order to Residential Life and Housing. It is important to not attempt this on your own to avoid any damage and fines.

Gambling

Residents are prohibited from gambling in the residence halls or Cochise College owned property.

Hall Recreation

Behavior that may result in personal injury or damage to property is prohibited. This includes, but is not limited to: hall sports, water fights, practical jokes, "roughhousing," "shadow boxing", dropping items out of windows, reckless behavior on balconies.

Skateboarding, roller-skating or roller-blading, playing with, throwing bouncing or rolling any type of ball, chair roping, and other like activities are prohibited inside the residence halls and lobby areas. Any damage/repair costs incurred while participating in these types of activities will be assessed to the responsible student's account or if the responsible party cannot be determined the Director of Residential Life and Housing may assess charges to an entire building, or to a group/club, or room/suitemates.

Residence Hall Policies and Procedures

Health & Safety Inspections (Room Inspections)

For the upkeep of College-owned property, rooms will be inspected twice a semester by Residential Life and Housing Staff. Health & Safety inspections will be announced at least 48-hours in advance. Students do not need to be present for inspections. Additional inspections may occur if deemed necessary by the Office of Residential Life and Housing.

Inspections are conducted for the primary purpose of pest control, safety/health conditions and determining the condition of the College's property, as well as that no policy violations are occurring. College staff is obligated to report any violation of residence hall regulations and/or any federal, state or local statutes. During routine inspections the standards for the maintenance in the residence halls and townhouses will be evaluated, including the furniture, and the resident(s) may be required to remove, clean or make other necessary changes to meet College safety and building maintenance guidelines.

Residents will be charged a fine and/or damages if they are found to be in violation of a policy or to have a room that is in unacceptable condition, and may be subject to a conduct hearing. In addition, the College reserves the right to immediately terminate a residence hall contract of any resident where the room or townhouse has excessive damage or unsanitary living conditions.

If an unusual situation arises or if there is suspicion of illegal activity in the room (i.e. to store stolen goods, liquor or drugs) the room occupants will be subject to disciplinary action. Prohibited items will be confiscated. Residents who do not pass the inspection will be given 48-hours to make necessary changes or cleaning. If the second inspection results in a failure, each resident will be assessed applicable fines and cleaning charges. Subsequent failures may result in additional charges and a referral to the student conduct process, and are subject to having their housing contract cancelled.

Illness or Personal Emergency

Residents should report serious illnesses to a Residential Life and Housing staff especially in cases where the illness presents as a communicable disease that can easily be spread in community-living environments.

Should the student need to leave because of illness, death in the family, or other personal emergency, the Director of Residential Life and Housing should be notified. The Director will work with the VP of Student Services and if needed, Accessibility Services to notify instructors of the student's impending absence from the campus.

Should the resident be unable to attend meals in the dining hall due to illness, authorization may be given to another student or RA to deliver to the student's room.

In case of emergency, students should call 911.

Resident Assistants are not authorized to transport students to the hospital. Only authorized personnel can transport students to local medical facilities.

Residence Hall Policies and Procedures

Initiation, Hazing, and Harassment

An individual shall not engage in any activity involving hazing, intimidation, harassment, assault or other activity related to group affiliation that is likely to cause or does bodily danger, physical harm, mental harm, or personal degradation or humiliation.

All initiations, including those related to any College club, athletic team, or other groups are subject to the above prohibitions whether or not the conduct occurs on College property. Reports of initiation, hazing or harassment will be fully investigated and offenders may be referred to local law enforcement.

Keys, Locks, and Lockouts

Residents are responsible for the security of their rooms and are encouraged to keep doors/windows locked at all times. Propping of building doors, allowing non-residents to follow one into the building, duplicating, loaning, or other misuse of College/Residence keys is strictly prohibited. Residents are not to give or loan their college-issued keys to anyone.

Should a resident lock themselves out of their rooms or townhouse, they may contact the Resident Assistant on Call at (520) 234-2950 or contact the Central Housing office directly during regular business hours, Monday-Friday 8:00 AM-4:30 PM.

Residents are granted three (3) courtesy lockouts per semester, if a student is locked out a 4th time the student will be assessed a lockout fee of \$30 per lockout.

If a key is lost or stolen the resident will be responsible for paying for a replacement at the current rate. Residents are not permitted to change/modify or install additional locks. Locks replaced due to student negligence or damaged will be charged to the resident.

Lobbies and Common Areas

The lobby areas of the residence halls are furnished for student comfort and relaxation. The areas and furnishings should be treated with respect and consideration; they are the living rooms of the halls. Lobbies and common areas are public areas, so behavior should reflect mature and respectful attitudes on the part of students, guests, and visitors. Lobbies and common areas follow the same guest visitation hour policy as the residence halls.

Lost and Found

The Security Office is located on the east side of Huachuca and is the location for "lost and found" on the Douglas campus. Lost and found items that have not been claimed the same day will be given to the Warehouse at the 2000 Building for storage. Cochise College does not assume responsibility for any items.

Douglas Security Office: (520) 417-4022

Residence Hall Policies and Procedures

Maintenance

Requests for minor repairs can be made by any resident 24/7 online by using the form found on the Residential Life webpage: www.cochise.edu/housing (under "Forms" tab).

Emergency issues (i.e. no AC, no power, toilet leaking, etc.) should be reported directly and immediately to Residential Life and Housing staff Member immediately. Requests should be made promptly to allow the maintenance staff to take immediate action to correct the problem.

Do NOT Ignore a Leaky Faucet or Running Toilet - REPORT IT! Let's Get it Fixed

If the work has not been completed in a reasonable period of time, please come and speak to the Residential Life and Housing Department Assistant. Please DO NOT attempt to perform repairs or maintenance on College property/facilities/furniture. You may be held financially responsible for damages. Only qualified College personnel are authorized to perform maintenance/repairs.

Missing Student Information

If a member of the College community has reason to believe that a student who resides on-campus is missing, they should immediately notify Residential Life and Housing (520) 417-4062 or the RA on Call (520) 234-2950.

Once Residential Life staff is informed they will make an effort to contact the student (check class schedule, check room, call friends, etc.). If these efforts fail, the Director of Residential Life and Housing will contact the VP of Student Services and Campus Security, who will then generate a missing student report. The VP of Student Services will notify the Cochise County Sheriff's department and initiate an investigation. After investigation should the Sheriff/Security determine that the student has been missing for 24 hours; a college administrator will notify the student's emergency contact.

If the missing student is under 18 and is not an emancipated individual, a college administrator will notify the student's parents or legal guardian immediately after Cochise Security and/or Cochise Sherriff has determined the student has been missing for 24 hours.

The VP of Student Services has the authority to make changes to this procedure at any time or as deemed necessary by the situation.

Non-Discrimination

Discrimination based on race, ethnicity, religion, national origin, gender, physical ability, sexual orientation, or veteran status is prohibited.

Personal Furniture, Additional Beds, and Lofts

The residence hall rooms are fully and adequately furnished to meet the student occupant's needs. In keeping with safety codes, personal furniture such as large refrigerators (over five cubic feet capacity), freezers, dishwashers, waterbeds, and other large items (of furniture) are prohibited. Bed lofts, whether homemade or a purchased kit are not permitted in the Residence Halls. Cochise College does not provide lifting kits for the beds. A student with a specific requirement requesting a reasonable accommodation must submit proper documentation and obtain prior approval by the ADA/Disabilities office and the Director of Residential & Housing.

Residence Hall Policies and Procedures

Pets and Animals

Animals are prohibited in the residence halls. Only those with proper documentation and prior approval by the ADA/Disabilities Office and Residential Life office will be permitted.



Contact Accessibility Services at (520) 515-5337 or accessibility@cochise.edu

Policy Violation Complicity

Residents are obligated to remove themselves from any situation where a violation of policy is occurring. Residents present during a violation of policy and/or social standard can be held responsible for that violation, unless it can be clearly demonstrated that they had no knowledge of the violation. Everyone living in the community has the responsibility to take positive measures if a violation of any policy comes to their attention. Concealment of a violation and/or failure to report is considered a violation.

Public Decency

Residents are expected to maintain an environment that is reasonably comfortable for all. Nudity or exposure of genitalia in public areas is prohibited.

Propped Doors

For fire safety and the security of the students living in the residence halls and townhouses we ask that no lobby doors or exterior doors be propped open for extended periods of time. Residents are responsible for the security of their room and are encouraged to keep doors locked at all times. Sharing your personal room key (or duplication/loaning out of you room key) is strictly prohibited.

Contact a staff member if your key is lost or stolen. Charges will be assessed for lock changes and replacement according to the current fee schedule.

Quiet Hours, Courtesy Hours, and Excessive Noise

Noise/Conversations inside your room should not be audible outside of your room. At no time should amplified sound or yelling be directed out of or at residents' windows, and residents also need to maintain reasonable noise levels in courtyard areas at all times.

"Courtesy Hours" are always in effect and residents are to respect the requests from others for quiet by lowering the volume when asked 24-hours a day.

To accommodate those students who wish to study in a quiet atmosphere and/or who have early classes and wish to go to bed early, the residence halls maintain a Quiet Hours' schedule. "Quiet Hours", are times residents should especially be aware of volume and the impact of their noise, are observed as follows:

- Sunday-Thursday: 10:00 PM-8:00 AM
- Friday and Saturday: 12:00 AM-9:00 AM



Residence Hall Policies and Procedures

Removal and Loss of Housing

Living on campus is not a student's right, but a student's privilege. A student who is found responsible for violating conditions of their housing contract including policies in this guide, Cochise Social Standards, and/or local, state, Federal Law is subject to removal.

Residents demonstrating specific or general undesirable behavior or an unwillingness to cooperate in the community may be removed from the residence halls and/or from the College. Residents removed from the Residence Hall for reasons of conduct will be held financially responsible for the **ENTIRE** academic semester **AND** forfeit their deposit.

Room Condition Reports (RCRs)

At check-in, residents will receive a Room Condition Report which lists the furniture and condition of your room. This is your opportunity to note any missing or damaged furniture or any damages to the room itself. If a report is not filled out and returned the Central Housing Office 72-hours, the College assumes that everything is in order and will expect to find it that way when you move out. You will be responsible for any damages that occur throughout the time of your residing in the room. Damages will be taken out of the deposit. Should room damages exceed the deposit, the student will be billed for the remaining balance and/or a hold be placed on the student account.

RCRs must be returned to Residential Life within 72-hours of your check-in.

Your RA can answer any questions about inspecting the RCR. You and your roommate must each fill out a report since room and roommate changes may occur throughout the year.

Roommates, Suitemates, and Room Changes

When possible, the Residential Life and Housing Office will assign accommodations according to student preferences indicated on their Housing Application, however the College cannot guarantee assignment to a particular building, type of accommodation, or roommate/suitemate request.

The resident experience of staying on-campus is learning to live with people of different cultures and backgrounds. We encourage our students get to know their roommates and suitemates, and appreciate lifestyle and personality differences. If after mediation or upon extenuating circumstances a room change may be deemed necessary as by the Director of Residential Life and Housing, each student must follow and complete the room change process.

Changes will only take place two weeks after hall opening. Residents who change their room assignment without approval from the Residential Life and Housing Office are subject to disciplinary action and/or fines.

Security

The Douglas Campus Security Office is located on the east side of Huachuca Residence Hall. There is always a minimum of one dispatcher and one armed Security Officer on campus 24/7, 365/6 days a year. Dispatch is responsible for monitoring the video surveillance of the campus and reporting any suspicious activity. The Security Office is also always open and available for students to report any issues or concerns. Anyone found responsible for tampering with the security camera equipment will be automatically fined a \$100 or the cost of the damages (whichever is greater).

Residence Hall Policies and Procedures

Sexual Misconduct, Harassment, and Assault

An individual shall not engage in conduct that constitutes sexual misconduct, whether forcible or non-forcible, including but not limited to, sexual assault, public sexual indecency, indecent exposure. Sexual misconduct encompasses a range of behaviors including but not limited to inappropriate touching of a person's breast/chest, buttock, inner thighs, groin, or genitalia, either directly or indirectly, indecent exposure, public sexual indecency and sexual assault.

An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal, or physical conduct of a sexual nature when:

- Submission to or rejection of the conduct is made either an explicit or implicit condition for access or decisions relating to any college-related opportunities
- The expression or conduct substantially interferes with an individual's work or academic performance or creates an unreasonably intimidating, hostile or offensive work, learning or other college-related environment
- The expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.
- Stalking, sexual assault, domestic violence, or dating violence as defined by Violence Against Women Act (VAWA).

Smoking and Tobacco Use



Smoking and tobacco use is not allowed in student rooms, lounges, courtyards, laundry room areas, or other common areas. Designated smoking areas are available outside of the residence halls between Huachuca and Chiricahua Halls and behind the Student Union.

Theft

Residents must assist in all forms of security by remaining continually vigilant. Any items believed to have been stolen should be reported to Campus Security and Residential Life and Housing. Any student found in possession of stolen property will be subject to disciplinary actions and may be referred to local law enforcement.

Traffic and Parking Regulations

The purposes for traffic and parking regulations are to ensure the safety of all persons who use the campus and to provide for the optimal use of parking facilities.

All residents living on campus are required to register their vehicle with the Central Housing Office, receive a parking tag, and appropriately display the parking tag on their vehicle. Residents may only park their vehicle on campus in a properly marked parking space. There are no additional charges for parking. On-campus residents are expected to park their vehicles in the lots adjacent to their residence halls or townhouse.

Residents are not allowed to store their vehicles over summer break. Stored vehicles may be considered abandoned. All vehicles believed to be abandoned will be investigated by Campus Security and the owner contacted when they can be identified. If an owner cannot be determined and there is just cause to believe a vehicle is abandoned, Campus Security may contact a local tow company to have the vehicle removed at the owner's expense.

Residence Hall Policies and Procedures

Traffic and Parking Regulations (continued)

Residents with vehicles on campus, should adhere to the the following guidelines.

It is unlawful to park or stop a motor vehicle in any of the following places except in compliance with a traffic control device or by order of an officer:

- On a sidewalk
- In front of a driveway
- Within 15-feet of a fire hydrant
- On a crosswalk
- Within an intersection
- Any place where official signs prohibit or restrict parking, stopping, or unloading
- On any grassed or dirt surface
- On any open roadway
- Outside a marked stall or outlined parking area
- On the driver's left-hand side of the street facing the wrong lane of traffic
- In front of any allowing disabled access
- Within 20-feet of a crosswalk or intersection
- Within 30-feet of the approach to any stop sign

Campus traffic is one direction only, counterclockwise. Do NOT go against traffic. The speed limit on campus is 15 mph. Due to the prevalence of foot traffic on campus, drivers should yield to pedestrians and golf carts. Speeding, imprudent or reckless driving, including driving backwards or the wrong way, will result in the loss of driving and parking privileges on campus.

Vehicle repair or servicing is not permitted on campus. Vehicle parking and winter break storage is a privilege extended only to current registered students, faculty, and staff. Unauthorized vehicles will be towed at the owner's expense.

Vehicle Search

Animals, alcohol, tobacco products, illegal drugs or drug and/or alcohol paraphernalia are not permitted on campus or in student vehicles. Student vehicles are subject to search by Campus Security officers investigating alcohol, drug, fireworks, weapon, etc. law/policy violations. Permission must be granted by the student for Campus Security to search a vehicle. If the student does not give permission, local law enforcement will be contacted when there is reasonable suspicion of a state or federal law violation. The student will be directed to remain in the Security office until the law enforcement arrives. Students that have animals in their vehicles may have animal control called to take possession of the animal.

Unassigned Roommates and Unapproved Guests

Cohabitation in all forms is prohibited. Cohabitation exists when a person who is not assigned to a particular residence hall/townhouse, room, or suite uses that room or suite/house as if he or she were living there.

Examples of this may include, but are not limited to, accessing the room or townhouse while the assigned occupant(s) is not present, utilizing a key to enter a room/townhouse to which one is not assigned, keeping clothing and other personal belongings in the room or suite (including restrooms), sleeping overnight in the room, and using the bathroom and shower facilities as if they lived in that room. A "guest's" continual presence may not hinder a roommate/suitemates ability to study, sleep, and/or occupy their room. See also Unauthorized Entry Policy.

Residence Hall Policies and Procedures

Unauthorized Entry

Residents should not enter any rooms/quads/townhouses not assigned to them. To do so without permission is a policy violation. Empty rooms should not be entered. Entering/using vacant bedroom/bathrooms is prohibited. Residential Staff will not allow non-staff access to a resident's room without proper written consent from the resident. This includes, but is not limited to: friends, significant others, parents, family members, townhouse-mates, etc.

Vandalism

The willful and malicious destruction of property belonging to Cochise College, staff, faculty, guests, or students of the College is prohibited.

Visitation and Overnight Guests

Visitors are limited to two guests per room at any given time and Residential Life and Housing reserves the right to ask any and all visitors to leave at any time if the visit is deemed to be a disruptive to the community or if a policy violation is occurring.

Overnight guests are allowed only with the consent of all room and suitemate(s) for up to three (3) consecutive nights per seven-day period and no more than twelve (12) nights total per semester. Overnight guests are not permitted until after the second week of classes each semester or 2-weeks before the start of finals each semester.

Overnight guests, whether friends or relatives, must be at least 18 years-of-age. Exceptions may be approved by the Director of Residential Life and Housing for immediate family members. Exceptions may also be made by the Director for College-approved recruits at least 17 years old with parent/legal guardian permission.

Hosts are responsible for the behavior of their guests and for informing visitors of hall policies. All guests need to be escorted by their host at all times while visiting in the residence halls. During an overnight visitors' stay, access is available to all services, except dining privileges which must be paid on an "as-you-go" basis.

Visitation in the residence halls is a privilege that may be restricted to both the visitor and the host. All students must acknowledge the importance of maintaining a secure environment by controlling who enters and occupies the residential living areas and, therefore, cooperate in keeping those environments secure from possible harm.

Weapons and Firearms

Referenced from Cochise College Policy 5007: Firearms, including but not limited to, bb/pellet, airsoft or paintball guns, bows and arrows, hunting knives and any other items that could be considered dangerous are prohibited on the entire campus including student rooms or student vehicles. Only law enforcement or authorized security officers may carry such necessary weapons.



Residence Hall Policies and Procedures

What To/Not To Bring

Things Waiting for You:

Bed w/ Twin XL Mattress
Dresser and/or Closet
Desk & Chair
Wireless Internet Access
Toilet Tissue
Shower Curtain or Door
Window Coverings

Don't Forget

Can Opener
Microwave Safe Dishes
Cups/Coffee Mugs
Dining Utensils
Dish Soap/Dish Cloths
Cleaning Supplies
Prescription Medication
Property/Renters Insurance

Do NOT Bring

Alcohol
Alcohol Games or Paraphernalia
Marijuana and Other Drugs
Drug Paraphernalia
Animals/Pets
Toaster Oven
Gas or Charcoal Grill
Candles or Incense
Deep or Air Fryers
Pizza Oven/Toaster
George Foreman Grill
Items w/ Exposed Heating Units
Refrigerator Above 5 Cubic Ft.
Microwaves over 1K watts
Hot Plate
Routers
Weapons or Fireworks

Things You MAY Need:

Decorations (no nails or screws)
Computer or Tablet and Printer
*Microwave
*Refrigerator (Under 5 cubic ft)
Clock
Lamp
Fan
Hair Dryer
Small Vacuum
Surge Protected Power Strip
Earbuds/Headphones
Small Speaker
Bike w/ Bike Lock
Flash Drive(s)
Sticky-Tack (to hang things)
Water Pitcher/Filter
Full length Mirror
Heated Blanket
Face Masks
Cell Phone w/ Service in Rural AZ

Basic Needs

Twin XL Sheets
Pillows
Bedding
Mattress Pad
Towel Set
Toiletries
Clothes Hangers
First Aid Items
Waste Bin & Bags
School Supplies
Hamper/Basket
Laundry Supplies
Broom & Mop System



Student Conduct

Violations of these policies and procedures by residents and/or their guests may be subject to removal/trespass from the residence halls and the College.

Please note:

All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. Cochise College does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.

For additional information or to register a complaint, please contact the VP Student Services at (520) 515-5329 or (520) 417-4050 or go to www.cochise.edu

Cochise College is committed to an educational and developmental conduct process that balances the interests of individual students with the interests of the College community. A college, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions.

The Student Handbook and this Guide to Residential Living intend to serve these purposes in the interest of all segments of Cochise College. The College Code of Student Conduct establishes a judicial process that is fair and equitable to students who may have violated the regulations of the college and that issues responsibility to those who violate those standards, rules, and/or policies. This is achieved by utilizing thorough, neutral, and impartial practices and generating prompt resolutions. The student conduct process at the college exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies.

Students should be aware that the student conduct process is not a criminal or civil court proceeding. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct. Any student or student organization found responsible for misconduct may be subject to college sanctions. No student shall be found in violation of College policy without sufficient information and evidence that show that it is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Sanctions are chosen to challenge students' moral and ethical decision-making and to bring their behavior in line with community expectations and values. When a student is unable to adhere their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students are responsible for knowing the information, policies, and procedures outlined in this document. Students agree to abide by the standards, rules, and/or policies set forth in the Student Handbook, the Code of Student Conduct, the Guide to Residential Living, and other official University publications. Student organizations also agree to follow these standards, rules, and/or policies. The College or its representatives may amend this document at any time without notice. Once changes are posted online, they are in effect.

Student Conduct

The Code of Student Conduct applies to guests and community members; hosts may be held accountable for the misconduct of their guests. The Code may also apply to overnight recruits and campers. Visitors to and guests of the college may seek resolution of violations of the Code of Student Conduct committed against them by members of the university community.

The following is an overview of behaviors that conflict with the university's community standards. It should be noted that:

- Attempts to commit a violation will be deemed as serious as actually committing the act;
- When it is determined that a violation occurred at an individual's college residence, all residents may be held accountable unless compelling information, as determined by the Conduct Officer, is presented during the investigation of the case;
- Unless specifically stated within the definition of a violation, intent is not an element in determining responsibility, but it will be considered in the application of sanctions; and
- Notification of conduct violations may be sent to certain college officials. Such officials include, but are not limited to, academic deans, coaches, advisors of co-curricular activities, and Residential Life staff.

In determining conduct sanctions, the university seeks to balance upholding community standards with aiding individual student development. Sanctions are designed to achieve the following goals:

- To reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the Respondent from the university community;
- To allow Respondents to reflect upon their actions and the impact of those actions on themselves, others, and the university community;
- To repair the harm for those impacted;
- To address the cause of the violation and help restore the Respondent to good standing within the university community, provided the safety of the community is not jeopardized by the individual's presence.

Fines and Sanctions for Policy Violations

Sanctions shall not be put into effect until:

- The Respondent has received written notice of the decision of the Conduct Officer; or
- The Respondent has received written notice of the decision of the Judicial Hearing Board/Title IX Hearing Officer.

However, an immediate sanction may be imposed for reasons of the safety and welfare of the university community.

Students suspected of violation Cochise College policies, Residential Life and Housing policies, Social Standards, or local, state or federal laws will be referred to Student Conduct for a social standards meeting. During these meetings, the student is given the opportunity to discuss the allegations and share their narrative.

Students found responsible for violations of the Cochise College policies, Residential Life and Housing policies, Social Standards, or local, state or federal laws will be subject to disciplinary action including, but not limited to fines, restitution, warning/probation, housing removal, community service, or educational learning sanctions.

All sanctions are subject to change at any time and are based on the circumstances of the incident, the individual's level of involvement, and previous conduct history.

Student Conduct

Failure to Complete Sanctions

Failure to complete any conduct sanction 1) by the given deadline or 2) before the student takes a leave of absence, withdraws, or graduates will have each incomplete sanction referred to a fine. As previously stated, sanctions are created to broaden a student's perspective and encourage growth and development, so fines for incomplete sanctions will be of a sufficient amount to motivate students to complete their sanction versus accepting the fine.

Withdrawal Prior to Sanction Completion

The college maintains conduct authority over students who take a leave of absence, withdraw, or graduate for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctions are left incomplete after the due date, the sanctions will be referred to a fine and the case closed or a hold may be placed on the student's ability to reenroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to reenrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the college may invoke these procedures, and, should the former student be found responsible, the university may revoke that student's degree.

Appeals of Judicial Decision

For most cases, decisions reached through a Judicial Hearing may be appealed to the VP of Student Services. A decision reached through a Judicial Hearing may be appealed only once, and the decision of the Appeal Officer is final. Appeals may be emailed directly to the VP of Student Services.

An individual who requests an appeal is called the Appellant. The Appellant must file their request for an appeal with the Office for Student Affairs within seven (7) days of the Conduct Officer sending the Outcome Letter to the student's Cochise College email account, and it must state the specific grounds on which the appeal is being requested. The VP of Student Services reviews all appeal requests. While students have the right to request an appeal, it is up to the discretion of the VP of Student Services to consider if the appeal will be heard.

The burden of proof rests on the Appellant, who must establish that the original process or decision was substantially flawed.

Grounds for Appeal

An appellant may seek review on one or more of the following grounds:

- **Question of Fact:** An appellant may appeal on question of fact by introducing new evidence that would significantly affect the outcome of the case. This evidence must have preceded the date of the hearing. Evidence that was available to the appellant for use in the original hearing, but was withheld by the appellant, shall not constitute a question of fact, nor is it to be considered upon appeal.
- **Question of Procedure:** An appellant may appeal on question of procedure by demonstrating that the procedural guidelines established in this document were breached and that these errors affected the outcome of the case.
- **Severity of Sanction:** An appellant may appeal on severity of sanction when the penalty exceeds the range of sanctions set by precedent for the specific violation. Mere dissatisfaction with a sanction is not grounds for appeal.

Student Conduct

Appeal Outcomes

The VP of Student Services uses the “preponderance of evidence” standard to determine decisions. They consider the information presented as evidence and utilizes their own reasoning skills and training to establish the weight of each piece of evidence in a case.

The following actions may be taken by the VP of Student Services;

- Affirm the finding of “Responsibility” and the original sanctions;
- Affirm the finding of “Responsibility” and alter the original sanctions; or
- Overturn the initial findings and sanctions and return the matter to the Office for Residential Life for action consistent with the VP's determination

Notice of Determination: The VP of Student Services will provide a written explanation of their determination to the Appellant. This determination is final and binding for all parties.

Any sanctions imposed through a Judicial Hearing are held in abeyance until the deadline for submission of a Statement of Appeal has passed. Once a student has submitted a Statement of Appeal, their sanction(s) will continue to be held pending the final appeal decision outcome.

Note: Sanctions of Interim Suspension are not approved for temporary hold.

Confidentiality

Cochise College is committed to ensuring confidentiality during all stages of the student conduct process. Our goal is to facilitate an environment that encourages students to report incidents of misconduct and will always attempt to resolve a situation in accordance with a student’s wishes. In most cases, the college will not initiate student conduct proceedings or take administrative action without consulting the Complainant first.

In some exceptional circumstances where the incident in question presents a continuing threat to the campus community, the university may be required to investigate regardless of the Complainant’s desire to pursue allegations of student misconduct. Additionally, the university may be required to issue a “timely warning” to the campus community, as required by The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Timely warnings do not include personally identifiable information of involved parties.



Student Conduct

List of Conduct Sanctions

This list of potential sanctions is provided as a guideline for Conduct Officers and members of the Judicial Hearing Board and Title IX Hearing Officer. However, the Conduct Officer, Judicial Hearing Board, or Title IX Hearing Officer may deviate from the listed sanctions for sufficient reason. Implementation of the sanction(s) will begin immediately or as assigned. Students may request to have their sanctions held in temporary deferment through the appeal process.

- **Educational Sanction:** An official sanction with an educational purpose. The sanction may or may not directly correlate to the violation. Examples include meeting with College faculty or staff, presenting a program, writing a paper, etc.
- **Disciplinary Warning:** A disciplinary warning is an official, written reprimand given to draw a student's attention to the fact that their behavior was not appropriate and does not meet the expectations of a Cochise College student. If a student is found responsible for additional University policy violations, they can receive subsequent disciplinary action(s) and progressively severe sanctions.
- **Disciplinary Probation:** A temporary status that remains in effect for a specific period of time and is generally considered to be the preliminary step to suspension or expulsion from the college, should the student be found responsible for additional violations. It specifies that the student is not in good judicial standing with the institution.
- **Zero Tolerance Probation:** A status based on conduct history and severity of the infraction.
- **Financial Restitution:** Individuals may be required to pay for the repair and/or replacement of damaged property owned or operated either by the college or individuals enrolled or employed by the university.
- **Loss of Privileges:** A sanction that limits or removes specific privileges the student may hold within the college for a specific period of time.
- **Co-curricular Activity Suspension:** This suspension can be of indeterminate length, depending on the severity of the violation. In such instances, students may continue to attend class, labs, and study in the library; they may eat meals in the dining hall, and take care of normal administrative functions related to being a student. However, students sanctioned with a co-curricular activity suspension may not participate in athletics, club or intramural sports, non-academic music groups or organizations, clubs/organizations, or social events sponsored by the college.
- **Restricted Access:** A sanction that prohibits the student from accessing a specific area of owned or operated college property without prior approval or a Campus Security escort.
- **Alcohol & Other Drugs (AOD) Program:** An educational program provided by the trained counselors which requires students to meet with staff to discuss their alcohol and/or drug use.
- **Probation of Campus Residency:** A temporary status that remains in effect for a specific period of time and is generally considered the preliminary step to relocation or removal of college housing, should the student be found responsible for additional violations.
- **Relocation of Campus Residency:** An official sanction that requires the student to vacate their formerly assigned residence and relocate to a new assignment. If this decision is appealed, the student may be removed from their formerly assigned residence at the discretion of the VP of Student Services (or designee) while the appeal is pending.

Student Conduct

List of Conduct Sanctions (continued)

- **Removal of Campus Residency:** Removal of campus residency may be imposed for a specific or indefinite period of time, as is deemed appropriate. Students who are removed from college housing must vacate their assignment once the sanction is executed. If this decision is appealed, the person may be removed from college housing at the discretion of the VP of Student Services (or designee) while the appeal is pending. Students will not be permitted to visit or stay with friends living in any campus housing facility. Additionally, special conditions may be imposed.
- **No Contact Order:** A No Contact Order is an official, written document issued from a College official stipulating that the individuals named within are to refrain from any verbal, physical, written, or electronic contact of any kind. This includes contact through third party individuals. Specific exceptions to the No Contact Order may be granted by the VP of Student Services, the Director of Compliance, or their designee. The No Contact Order remains in effect for the duration determined by the VVP of Student Services, the Director of Compliance, or their designee.
- **Interim Suspension:** A temporary suspension of certain right or privileges that may be imposed by the Conduct Officer while a judicial case/appeals case is pending or after a student has been subject to a felony arrest. An interim suspension is imposed upon the determination that the safety and well-being of the college community or of specific persons is at risk. The terms of the interim suspension may be broad and inclusive, or they may be restricted to a specific location and/or function.
- **Suspension:** A decision of suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not enter onto any part of college owned or operated property without specific authorization from the VP of Student Service (or designee). Students who reside in college housing shall remove their belongings from their place of residence after the sanction has been executed.
- **Expulsion:** A decision of expulsion terminates the student's status as an enrolled student. An expelled student may not enter onto college property without specific authorization from the VP of Student Services (or designee). Students who reside in college housing shall remove their belongings from their place of residence after the sanction of expulsion is executed. Students receiving a sanction of expulsion will be unable to re-enroll at the university.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records, including personally identifiable information derived from student conduct records. Generally, schools must have written permission from a student in order to release any information from a student's education record. FERPA only allows schools to disclose student records without previously-granted student consent in certain situations and/or to certain individuals, such as:

- To school officials with legitimate educational interest
- To other schools to which a student is transferring
- To comply with a judicial order or lawfully issued subpoena
- To parents when there is a health or safety emergency involving the student,
- To the victim of an alleged crime of violence or sexual misconduct concerning the final results of a Judicial Hearing.

A full definition of the Cochise College Notification of Rights under FERPA can be found in the Cochise College Privacy Policy on the website: <https://www.cochise.edu/privacy-policy/>



Contact Us

If at any time you have any questions, comments, or concerns, please reachout to us.



CENTRAL HOUSING
(520) 417-4062



HOUSING@COCHSIE.EDU



RA ON CALL
(520) 234-2950



[HTTPS://WWW.COCHISE.EDU/HOUSING](https://www.cochise.edu/housing)



CAMPUS SECURITY
(520) 417-4022



4190 WEST HIGHWAY 80
DOUGLAS, AZ 85607

Thank you



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