

2024-2025



**COCHISE
COLLEGE**

**RESIDENCE
LIFE
HANDBOOK
DOUGLAS
CAMPUS**

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WELCOME TO RESIDENCE LIFE AT COCHISE COLLEGE

Welcome! Welcome! Welcome!

We are so happy you are joining the Apache family and will be part of Residence Life and Housing and 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 make you make the most of your experience living on the Douglas Campus.

Our focus is your academic success and personal development by providing a safe living and learning environment. Aside from bring 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 community and social standards and policies.

This handbook and guide to life on campus 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 this book are here to 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 Residence Life Office. This guide is an extension of your housing contract with Campus Life, and an addendum to the Student Handbook. You will be responsible for the information contained within this handbook 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 handbook 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, this handbook attempts to expand on them and explain your agreement more fully.

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

~The Residence Life Team

A few things to remember:

- **Rights and Responsibilities** - Become familiar with this entire Handbook and the Cochise College Social Standards/Code of Conduct to better understand our community living expectations of you while living on campus.
- **Hall 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 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 Package 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 4:30pm) & weekends. **Program this phone number into your phone: (520) 234-2950.**



IMPORTANT INFORMATION

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.

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.

Resident Rights and Responsibilities

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

- The right to have access to information about Residence Life policies, procedures, and amenities.
 - The responsibility to read the Housing contract, Residence Life Handbook, 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 those 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 INFORMATION

Important Douglas Campus Numbers and Emails

RA On-Call	(520) 234-2950	Answered 24/7
AOC On-Call	(520) 249-1990	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 (Appt. Scheduling)	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 community. 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. All residents are required to purchase a meal plan.

Central Housing

Location: Douglas Campus, 2300 Building

Business Hours: M-F, 8:00 AM-4:30 PM

CLOSED DURING WINTER BREAK

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

Phone Number: (520) 417-4062

Email: housing@cochise.edu

RA on Call # - Answered 24/7: (520) 234-2950

AOC On-Call # - Answered 24/7: (520) 520-249-1990

Resident Assistant Office 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 # (included on your housing assignment letter)*

Douglas, AZ 85607

United States of America

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



**SUBMIT A
WORK ORDER
24/7**

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.



Community Expectations

The Office of Residence Life 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 College's residential campus.

Residence Life's Educational Focus

The Residence Life staff is committed to student learning, development, and safety. 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.

Residence Life Staff

The Office of Residence Life

From the day you move on campus, we hope that you will find the Residence 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. 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 Residence Life (DRL):

The Director of Residence Life (DRL) maintains the oversight and overall responsibility of all Residence 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 Residence Life 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. The DRL supervises the Assistant Director (AD), Department Assistant (DA), Resident Assistants (RA), and Office Assistants (OA).

Resident Hall Director of Residence Life (RHL):

The Assistant Director for Resident Education (RHL) has primary responsibilities in community development, educational and social programming, and working with the Resident Assistant Staff. The RHL 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 RHL can be reached at the Residence Life Office in the 2300 Building on the Douglas Campus. The RHL is available during posted office hours to respond to student needs. In addition, the RHL lives on campus in near the residence halls. The RHL supervises the in-hall programming efforts of the Resident Assistants (RA).

Division Assistant (DA):

The Division Assistant is responsible for providing administrative support to the Office of Residence Life. They are 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, checking rooms before and after check outs, managing housing deposits, and overseeing Residence Life work orders, as well as many other tasks that are the backbone of Residence Life. The DA can be reached at (520) 417-4062 or by stopping by the Residence Life 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. The DA assists with the supervision of the Resident Assistants (RA) and Office Assistants (OA).



Residence Life 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 Residence Life (DRL) and Resident Hall Director (RHD) participate in the AOC schedule. 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 Residence Life. Most OAs will attend Resident Assistant (RA) training in the fall and serve as Alternate RAs, ready to step up as an RA in case there is an opening mid-year. In their role, the OA works closely with the Residence 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 report to the Director of Residence Life. OAs work 10-16 hours per week in the Residence Life Office during business hours and will work primarily in the Resident Resource Room (R3).

Resident Assistants (RA):

Resident Assistants are among the most important individuals a student will meet while living on-campus. RAs are student members 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 area. 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. RAs report to the Director of Residence Life.

Every day there is an RA “on-call”. An RA can be reached by calling their cell phone at (520) 234-2950. The RAs are on-call 4:30 PM until 9:00 AM, Monday - Friday, and 24-7 on weekends and holidays.

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 ask other community members to quiet down.
- To always be in their area or in the RA Office—they have other obligations away from the residence hall, such as class, clubs, friends, and family.
- To look the other way on policy violations—you will be 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.



RESIDENCE LIFE STAFF

PRO-STAFF

SHANE VAN BIBBER

Director of Residence Life

MARIA COOK

Division Assistant of Residence Life

ADMINISTRATORS ON-CALL (AOC)

SHANE VAN BIBBER

Director of Residence Life

DEREK LANE

Assistant Men's Basketball
Coach

AUSTIN NELSON

Assistant Men's Baseball Coach

JOSEPH "JAY" FOUDA

Assistant Women's Basketball
Coach



RESIDENT ASSISTANTS (RA)

KATHZIA ALVAREZ

RA in 1300 Quad, 1st Floor

CELESTE MEDRANO

RA in 1300 Quad, 2nd Floor

JULIA VIGORITO

RA in 1400 Quad, 1st Floor

MICHAEL JORDAN

RA in 1400 Quad, 2nd Floor

DANIELA GARRO

TOWNHOUSES A & B

DIANA CABRERA

TOWNHOUSES C & E

DAMARIS CARMONA-GARCIA

TOWNHOUSES D & F



Important Dates



All dates/times are subject to change

Date	Event (Time)	Location
June 01, 2024	Aviation Cancellation Deadline- Deposit Forfeited After Date	N/A
July 01, 2024	Non-Aviation Cancellation Deadline - Deposit Forfeited After This	N/A
July 21, 2024	Aviation Student Check In (10:00 AM-01:00 PM)	Central Housing
July 22, 2024	Aviation 21 Week Semester Begins	N/A
July 31, 2024	Soccer & RA Check-In (10:00 AM-01:00 PM)	Central Housing
July 31, 2024	Aviation & Soccer Mandatory All-Hall Meeting (08:00 PM)	Little Theatre
August 17, 2024	Official Check In for 17-Week Students (10:00 AM-01:00 PM)	Central Housing
August 19, 2024	16-Week Classes Begin	N/A
August 19, 2024	Remaining Residents Mandatory All-Hall Meeting (08:00 PM)	Little Theatre
August 20-24, 2024	Week of Welcome (WOW) Activities	TBD
September 02, 2024	Labor Day Holiday	NO CLASSES/OFFICES CLOSED
October 14, 2024	Indigenous People's Day	NO CLASSES/OFFICES CLOSED
October 21, 2024	2nd 8-Week Classes Begin	N/A
November 11, 2024	Veteran's Day	NO CLASSES/OFFICES CLOSED
November 28-29, 2024	Thanksgiving Recess	N/A
December 10-16, 2024	Finals Exams	N/A
December 16, 2024	Semester Ends	N/A
December 17, 2024	All Residents-Residence Halls Close (12:00 pm)	Central Housing
December 20, 2024	Spring Semester Cancellation Deadline - Deposit Forfeited After This	N/A
December 23-January 03, 2025	Winter Break-Campus Closed (All Staff)	NO CLASSES/OFFICES CLOSED

All dates/times are subject to change



Date	Event (Time)	Location
January, 06 2025	Faculty/Staff Return	N/A
January, 12 2025	All Resident Check-In (10:00 AM-01:00 PM)	Central Housing
January, 13 2025	16/21-Week Classes Begin	N/A
January, 13 2025	Mandatory All-Hall Meeting (08:00 pm)	Little Theater
January, 20 2025	Martin Luther King Holiday	NO CLASSES/OFFICES CLOSED
February, 17 2025	President's Day Holiday	NO CLASSES/OFFICES CLOSED
March, 10-14 2025	Spring Break	NO CLASSES
May 6-12, 2025	Finals Exams	N/A
May 15, 2025	17 Week Residents Only- Residence Halls Close (12:00 pm)	Central Housing
May 16, 2025	Commencement	TBD
May 19, 2025	Summer Hours Begin	Campus Wide
May 26, 2025	Memorial Day Holiday	NO CLASSES/OFFICES CLOSED
June 13th, 2025	21 Week Residents Only- Residence Halls Close (12:00 pm)	Central Housing
June 19, 2025	Juneteenth Holiday	NO CLASSES/OFFICES CLOSED



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 or turning 18 the semester they move on to campus.

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 and these students are guaranteed a space in housing. A \$35 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 academic year. Residents planning to return to Housing the next academic year must submit payment to replenish their deposit back to \$200. 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, June and July 1st (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 Residence Hall Contract, including removal for Disciplinary reasons
- To satisfy any other unpaid charges and assessed fees owed to the College.

Room and Board Refunds/Cancelation 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 are not 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 VP of Student Services and must contain the rationale for the request along with any documentation requested by the Dean. 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.



Important Housing Information

Checking 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 "Check-Out Form".

Failure to properly notify the Office will result in the forfeiture of 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 4 weeks to process.

Check Out Process (SUBJECT TO CHANGE, see 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 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 a key return

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

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 (by the CDC), 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 Assistant Office

An RA will be available daily from 5:30-9:30 PM. During these hours, residents may stop by 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. The RA Office is located in Central Housing.



Important Housing Information

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. Residents should also not touch or move another resident's items. A \$35 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 Residence Life.

Personal Property Insurance

Cochise College or the Office of Residence 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.

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 halls. 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). Routers are prohibited as they disrupt the College network.

Residents are responsible for the proper use of the Internet services provided. Excess 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 privileges (e.g. overloading 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, and Breaks

Brunch ----- 10:00 AM-2:00 PM

Dinner ----- 5:00-7:00 PM



Residence Hall Policies and Procedures

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.

Appliances and Cooking

For reasons of safety, sanitation and specifically to conform to fire codes, only certain appliances are permitted in the residence halls. Refrigerators (not to exceed five cubic feet), microwave ovens (max 1000 watts), popcorn poppers, coffee pots, electric kettles, and blenders are acceptable if they are 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.

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.

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, 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.

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 occupants are 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/townmates ability to study, sleep, and/or occupy their room. (see also Unauthorized Entry)

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 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. Please note that the use of "Command" hooks or other adhesive hooks/tape may cause harm to the walls or remove paint which will result in damage charges.



Residence Hall Policies and Procedures

Defiance of Authority

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.

Diseases and Communicable Infections

Residents should immediately report to the Director of Residential Life & 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.

Drugs and Drug Paraphernalia

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 any residence halls or on Cochise property; 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 fined and placed on hall probation for one calendar year from the time of the violation and are subject to legal prosecution. The College Administration will report all marijuana incidents to local legal authorities. Any second housing violation that results in a Social Standards Hearing, where the student is found responsible, will result in removal from the residence hall for a minimum of one calendar year from the time of the second violation. If the second violation involves drugs the student will be reported to local legal authorities and will be permanently removed from the residence halls.

Intent to Distribute

The College Administration will determine if the use of marijuana was personal or for distribution. If, as a result of a Social Standards hearing, the use is deemed as distribution the student will be removed from the Residence Halls permanently. The student will be reported to local legal authorities.

Email/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 Office also uses a texting application, "Remind" as a means to more effectively communicate with residents. Students are also 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. When an authorized agent of the College has reasonable belief, including, but not limited to the following:



Residence Hall Policies and Procedures

Entry and Search and Seizure Policy (CONT.)

- An occupant of the room may be physically/emotionally in harm or a danger to themselves or others
- College property is being destroyed
- Violations of College policy, State or Federal laws are occurring

In non-emergency situations, a Residential Life 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.

1. No search shall be conducted, except in case of an emergency, without prior consultation with the Director of Residential Life & Housing and/or the VP of Student Services.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. A search will be conducted by no fewer than two authorized College staff.
8. 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 Student Services staff, the College will authorize entry- with or without the occupant(s) being present and without their consent.
9. Occupants may be asked to open all closets, drawers, luggage, and storage containers during a search.
10. 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).
11. College personnel authorized to enter rooms or townhouses are as follows:
 - Director of Residence Life (or designee)
 - Assistant Director(s) of Residence Life
 - Administrator on Call (AOC)
 - Resident Assistants
 - Residence 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)
 - College (or non-College personnel contracted vendors) who are performing maintenance repairs or other services on behalf of the College



Residence Hall Policies and Procedures

Entry and Search and Seizure Policy (CONT.)

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 Staff will make an effort to notify students prior to entry, however it may be deemed a priority to have work completed.

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

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.

The following are prohibited in the 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; obstruction of room door or windows; 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.

Fire Equipment

Damaging or tampering with fire safety equipment (smoke detectors, extinguishers, sprinklers, etc); dismantling or otherwise interfering with exit signs; propping open or otherwise interfering with the intended smoke barrier purpose of fire doors; blocking the hallway or building exits is an illegal offense. Violators may be subject to legal prosecution and a fine. Any individual(s) responsible for a false fire alarm is subject to expulsion from school and criminal prosecution.

Fire doors may not be propped or opened for any reason other than an emergency.

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 residence hall rooms. 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 residence hall rooms.

Gambling

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



Residence Hall Policies and Procedures

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 & Student Life may assess charges to a group, suitemates, or townhouse-mates.

Illness or Personal Emergency

Residents should report their illnesses to a Resident Assistant or Residential Life staff especially in cases where the illness may prevent the student's return to the hall or necessitate the student's departure from the hall. Should the student need to leave because of illness, death in the family, or other personal emergency, the VP of Student Services should be notified. Instructors will then, in turn, be notified 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.

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 prosecuted.

Non-Discrimination

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

Passive Participation and Concealment of Violations

Residents are obligated to remove themselves from any situation where a violation of policy is occurring. Residents present during a violation of hall policy and/or Social Standards can be held responsible for that violation, unless it can be clearly demonstrated that he/she 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.

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.

Pornography

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/Dorms WiFi Network or Cochise College wired internet connection for the purpose of downloading or viewing pornography is prohibited.



Residence Hall Policies and Procedures

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, fob, 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 hour's schedule. "Quiet hours", at which times residents should especially be aware of volume and the impact of his/her noise, are observed as follows:

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

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 Handbook, 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 living learning community may be removed from the residence hall system 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.

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:

1. 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
2. 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
3. The expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.
4. 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, laundry room areas, or other common areas. Designated smoking areas are available outside of the residence halls.



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 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 consent from the resident. This includes, but is not limited to: Friends, significant others, parents, family members, townhouse-mates, etc.

Visitation and Overnight Guests

Visitors are limited to two guests per room at any given time and Residential Life reserves the right to ask any and all visitors to leave at any time if the visit is deemed to be a disruptive 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 consecutive nights once 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 Residence Life for immediate family members. Exceptions may be made by the Director of Residence Life for College-approved recruits at least 17 years old with parent/legal guardian permission.

Hosts are responsible for the behavior of their and for informing visitors of hall policies. All guests need to be escorted by their host at all times while visiting in the building. During an overnight visitor's 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, air soft 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.



Facilities Management Guide

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.

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.

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 out issued keys to anyone.

Should a resident lock themselves out of their rooms or townhouse, they may contact the Resident Assistant on Call (520-234-2950) or contact the Residential Life 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 (\$30).

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 located on the east side of Huachuca (520) 417-4022 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 will not assume responsibility for any items.

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 staff (Central Housing during business hours or by contacting the RA on Call after hours). 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 in and speak to the Residential Life Office. 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.



Facilities Management Guide

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.

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 & Student Life.

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.

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 Residential Life staff within 48 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, and should they exceed the deposit, they must be paid or a hold will be placed on the student account.

RCRs must be returned to Residence Life within 48-hours of your check-in.

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

Health & Safety Inspections (Room Inspections)

For the upkeep of College-owned property, rooms will be inspected twice a semester by Residential Life. Health & Safety inspections will be announced and students do not need to be present. Additional inspections may occur if deemed necessary by the Office of Residence Life.

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 the residence hall contract of any residents where the room or townhouse has excessive damage or loss.

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/clean. If the second inspection results in a failure, each resident will be assessed applicable fines. Subsequent failures may result in additional charges and a referral to the VP of Student Services or are subject to having their housing contract cancelled.



Facilities Management Guide

Roommates, Suitemates, and Room Changes

When possible, the Residential Life 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 request.

The Residential Life 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 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 & Student Life, 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 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).

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 (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 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; the VP of Student Services will notify the student's emergency contact. If the missing student is under 18 and is not an emancipated individual, the VP of Student Services will notify the student's parents or legal guardian immediately after Cochise Security 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.

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 Residence Life. Any student found in possession of stolen property will be subject to disciplinary actions and reported to legal authorities.

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.

Residents may 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 and are required to register their vehicles with Residence Life for emergency purposes



Facilities Management Guide

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 will result in the loss of driving and parking privileges on campus.

Vehicles

Vehicle repair or servicing is not permitted on campus. Vehicle parking and storage is a privilege extended only to current registered students, faculty, and staff. If a resident has a/or multiple vehicle (s) on campus, they must register with the Residence Life Staff and will receive a temporary parking sticker. Unauthorized vehicles will be towed away 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, if not, Arizona legal authorities will be contacted and the student will be directed to remain in the Security office until the legal authorities arrive.

Students that have animals in their vehicles may have animal control called to take possession of the animal.

Prohibited Parking

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

Disabled or Special Permit Parking

Disabled parking is available to those individuals who have acquired a disabled 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.

Vandalism

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



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 Dean of Student Services at 520-515-5329 or 520-417-4050 or go to www.cochise.edu

Cochise College no discrimina en base a la raza, el color, la nacionalidad, el sexo, la religión, la edad o la discapacidad de las personas. Para obtener información adicional o para presentar una queja, póngase en contacto con el Decano de Servicios Estudiantiles l 520-515-5329 o 520-417-4050 o vaya a www.cochise.edu

Recommended Fines and Sanctions for Policy Violations

Students found responsible for violations of the Residential Life or Social Standards will be subject to disciplinary action including, but not limited to potential sanctions. All sanctions are subject to change at any time and are based on the circumstances of the incident and the individual's level of involvement.

Note: Not all policy violations are listed below and ALL sanctions are at the discretion of the Director of Residence Life & Housing and the VP of Student Services. Below is used as a guideline and may not be appropriate for all situations.



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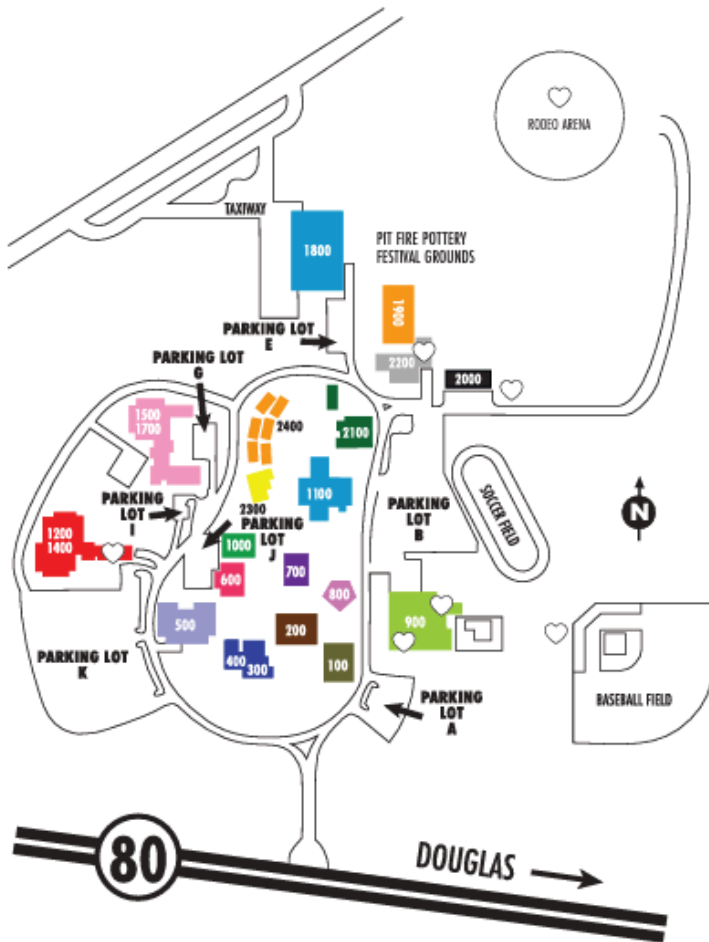
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COCHISE COLLEGE

Douglas Campus



100	Administration • President's Office • Human Resources • College Foundation	D-ADM	1000	Student Services • Admissions/Registration • Advising/Counseling • Business Office • Executive Dean of Student Services • Financial Aid	D-SSB
200	BUS/CIS Building	D-BUS	1100	General Classrooms • Faculty Offices • Dean's Offices	D-GEN
300	Charles DiPeso Library • Tutoring and Learning Center • Open computer lab	D-LIB	1200-1400	Huachuca Hall • Security Office	D-HUA
400	Adult Education	D-AED	1500-1700	Chiricahua Hall	D-CHR
500	Student Union • Cafeteria • Game Room	D-SUB	1800	Aviation Building	D-AVN
600	Learning Commons • TRIO Student Support Services • Disability Services • Cochise Cupboard	D-LCC	1900	Art Pavilion • KIn Yard	D-ART
700	General Classrooms • U of A South	D-GCB	2000	Facilities • Mail Services • Receiving	D-MNT
800	Little Theatre	D-THE	2100	Science Building	D-SCI
900	Gymnasium • Athletics • Fitness Center	D-GYM	2100A	Greenhouse	D-GRN
			2200	Art/Fabrication	D-AFB
			2300	Residential Housing Office	D-RHO
			2400	Townhouse Residence Halls	D-RES

	AED (Automated External Defibrillator) location
	Designated smoking area

revised 8/2021

4190 West Highway 80
Douglas, AZ 85607

housing@cochise.edu
(520) 417-4062

**COCHISE
COLLEGE**

**RESIDENCE LIFE
DOUGLAS
CAMPUS**