Dear Residence Life Students,

Welcome to Central Arizona College Residence Life. I hope you are looking forward to a year of new experiences, friendships and academic excellence.

As you get settled, remember to make a little room in your busy schedules for the exciting programs that your Resident Assistants (RAs) have planned this year. These programs are designed to create an environment conducive to acclimating you to campus living and making friends.

We are dedicated to your success as a college student and are here to support you in your academic endeavors. We strive to continuously improve our services. In order to help us provide you with the best experience possible, I encourage you to give feedback and suggestions whenever possible.

Please take some time to read through this handbook to learn about the Residence Life Rules and Procedures. You will find some improvements and additions, but our expectations for our residents remain clear and concise. This Compendium is a supplement to the College Catalog, and Student Handbook which contains much of the necessary information to help you achieve your goals.

I am very excited and honored to be part of the Central Arizona College Residence Life team and we are all enthusiastic to have you stay with us.

Best wishes to you in the upcoming academic year!

Rosemary Ramirez

Director of Housing and Residence Life
Table of Contents

Introduction of this Document ................................................................. 6
Commitment to Respect ........................................................................... 6
Getting Involved and Leadership Opportunities .................................... 6
  Resident Assistants .............................................................................. 6
  Desk Assistants .................................................................................. 7
  Residence Hall Association ................................................................. 7
Residential Living Expectations .............................................................. 7
  Your Role as a Resident ...................................................................... 7
  Alteration of Premises ....................................................................... 7
  Care of Rooms ................................................................................... 7
  Care of Common Areas and Property .................................................. 7
Community Engagement and Common Spaces ....................................... 8
  Community Respect .......................................................................... 8
  Identification .................................................................................... 8
  Quiet Hours and Noise ..................................................................... 8
Residential Living Services and Policies ............................................... 9
  Services ............................................................................................. 9
    Laundry Facilities ........................................................................... 9
    Keys and Lockouts ......................................................................... 9
    Mail and Packages ......................................................................... 9
    Maintenance Work orders and Housekeeping ................................. 10
    Trash and Garbage Disposal ......................................................... 10
    Vehicle Registration and Parking .................................................. 10
    Meal Plan and Dining Services ..................................................... 10
Residence Life Policies ......................................................................... 10
  Activities, Behaviors, and Expectations ............................................. 10
  Alcohol, Drugs, and Paraphernalia .................................................... 11
  Animals and Pets .............................................................................. 12
  Assault/Dangerous Behavior ............................................................ 12
  Concealment of Violations ............................................................... 12
  Controlled Substances and Drugs ...................................................... 12
Restitution ................................................................................................................................. 19
Student Account Hold .............................................................................................................. 19
Probation .................................................................................................................................. 19
Housing Area Relocation ......................................................................................................... 19
Residence Hall Eviction ........................................................................................................... 19
Safety and Security .................................................................................................................. 19
Central Arizona College Police Department .......................................................................... 20
Annual Security Report /Clery Act .......................................................................................... 20
Fire/Emergency Safety ............................................................................................................. 20
Evacuation .................................................................................................................................. 20
Assembly Areas .......................................................................................................................... 20
Fire Reporting and Equipment .................................................................................................. 20
Firearms, Weapons, Ammunition, and Explosives .................................................................. 20
Violations .................................................................................................................................... 21
Reporting Crimes and Emergencies ......................................................................................... 21
Safety Tips from the Central Arizona College Police Department ........................................... 21
General Safety ........................................................................................................................... 21
Lock it or Lose It National Campaign .................................................................................... 21
Cellphone Security ................................................................................................................... 22
Safety Begins with You .............................................................................................................. 22
Community Safety Tips ............................................................................................................ 22
Situational Awareness and Safety Tips .................................................................................... 23
What is an AED? ....................................................................................................................... 23
What is an Emergency Blue Tower? ....................................................................................... 23
Cintas First Aid Kits/Centers .................................................................................................... 23
Emergency Numbers/Cell (or Office) Phones ........................................................................ 24
Title IX: Sexual Assault, Harassment, and Discrimination ....................................................... 24
What is Title IX? ....................................................................................................................... 24
Sexual Assault ........................................................................................................................... 24
Harassment/Disturbance/Chronic Misbehavior ...................................................................... 24
Technology and Copyright Materials ..................................................................................... 25
Computer and Internet Use ...................................................................................................... 25
Copyright Materials .................................................................................................................. 25
Introduction of this Document

This document serves to provide the resident with a comprehensive guide to on-campus living. Each section includes information from various departments and services throughout the College. Most importantly, this serves as a quick reference guide to ensure you are meeting the on-campus living expectations to ensure you have a safe and comfortable living environment. Please be aware that all of our living spaces are shared by others, so it is important that you consider others as you establish your daily routine, social activities, and pursuit of your academic goals.

Commitment to Respect

By choosing to work and/or live in the Central Arizona College on-campus housing community, students and staff agree to use language and display behavior that demonstrates commitment to the following principles that are an integral part of our purpose, values, and daily activities. The use of the pronoun “we” in this document refers to all Residence Life community members. Residents and Residence Life Staff are a community of people from diverse cultural, racial, and ethnic backgrounds; our views encompass a broad spectrum and may differ on religion, sexual orientation, gender identity and expression, age, marital status, and political beliefs. However, given our diversity, we strive to understand the individuality and life choices of those around us. We learn from one another in an atmosphere of positive encouragement and mutual respect for the person. Our activities and daily interactions are rooted in a genuine desire to learn from others and to give the respect which we ourselves desire.

We recognize that differences can at times be a source of conflict in society. We strongly believe that resolution of conflict must always involve respectful treatment for and from all community members. We are committed to the use of conflict as an opportunity to learn about others. Additionally, we believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We take initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry has no place within our community; nor do we have the right to denigrate another human being on the basis of age, ability status, national origin, sexual orientation, race, sex, gender identity and expression, or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for such behavior. Such behavior will be subject to the most severe disciplinary actions, which may include, but are not limited to, removal from the living environment, suspension from CAC, or forfeiture of staff position.

Getting Involved and Leadership Opportunities

Attending classes is only a part of a college education. A complete college education includes a rich assortment of activities, which are made readily available for CAC students, especially among its residential community. Providing opportunities for community involvement by giving you a chance to help shape the community in which you live is a central part of the Residence Life philosophy. Involvement in campus activities offers many rewards – new friendships, a broadened awareness of the rich diversity found at CAC, a greater appreciation for scholarship, arts and community building, and a chance to just relax, have fun and build memories that will last a lifetime. So get involved! Among your options are both paid and volunteer positions that will enable you to develop or fine-tune your communication and leadership skills.

Resident Assistants

All Resident Student Leaders (RAs) have completed an extensive selection and training program. Their primary role is to work with you as a peer advisor to make your stay on-campus a positive experience. Applications are available in the Spring at the front desk for the following academic year.
Desk Assistants
The Office is staffed by both professional and para-professional staff members. Our para-professional staff members are the Desk Assistants. These are student employees that have been trained in department information, processes, and procedures to assist you during your stay on campus.

Residence Hall Association
Better known as RHA, the Residence Hall Association is comprised of individuals serving a number of positions helping to represent the interests of all students in their specific on-campus housing residence. RHA provides programs and activities and a venue to voice concerns. RHA also serves as a vehicle for students to actualize the mission and purpose of residence life at CAC. On-Campus Living

Residential Living Expectations

Your Role as a Resident
As a resident of this campus, you are expected to adhere to the campus polices, living rules, and abide by the Residential Life Policies and Procedures outlined in this document. The next sections of this document will provide an overview of the most commonly asked questions and times. It is paramount that you understand that you live a community with shared spaces and it is very common that you will have to work with others in ways that you may not have to considered before moving on campus. Please remember to always be courteous, kind, patient, and most importantly, flexible.

Alteration of Premises
Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems, or installing a door or lock without written consent of the Residence Life Office is prohibited. All fixtures that are installed become part of the premises and therefore property of the Residence Life Office. Tampering with or removal of blinds, windows or window screens from any part of the building is prohibited. Residents shall not install or place any equipment or construction of any type on the grounds or in the buildings.

Care of Rooms
Upon check-in, residents shall check their unit for any damages and note damages on the “Room Condition Inventory” (RCI) form. This form must be returned within 24 hours of check-in to the Residence Life Office. It is the responsibility of all roommates to keep the room/quad clean and sanitary throughout the occupancy period. This includes proper care of windows, screens, vents, etc. Residents are expected to dispose of trash, recyclables and other waste to the proper receptacles outside of the building regularly (disposing of personal trash in common areas is prohibited); maintain reasonable sanitation and safety standards; store food properly; maintain appliances in a clean and safe working condition; and submit Work Orders to the Residence Life Office for repair of damages to a unit. If in doubt, residents should submit a Work Order.

At the end of each semester, residents are required to clean and restore their rooms/quads to the original move-in condition. All residents occupying a room/quad are responsible for the common areas. Any charges incurred will be split equally between all residents of a unit, should the College be unable to determine responsibility for damages or loss after appropriate investigation. The Residence Life Office will conduct periodic Health and Safety Room Inspections throughout the year. Residents will be given a notice in advance of these inspections, as they require entry into every student room. Violations of the Residence Life Rules and Procedures, Student Code of Conduct and/or License Agreement/Contract found during such inspection will result in administrative action.

Care of Common Areas and Property
Common areas and property are for the use of residents only, thus they are the responsibility of every resident. This includes, but is not limited to lounges, study rooms, computer labs, lobbies, stairs, laundry rooms, doors, walkways, fire extinguishers, elevator, exit signs, lights and any outside fixtures. Any malicious damage
or acts that result in additional clean up in or around the housing buildings, grounds, other facilities or property is prohibited. Common area damage or clean-up charges not readily assignable to a particular individual may be charged to a group, floor, hall or neighborhood of residents.

All furniture and equipment in common areas must remain in its designated common area. Persons found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement. Equipment intended for checkout purposes (carts, games, movies, etc.) must be returned in a timely fashion and in proper working order and/or in the same condition in which the responsible resident received it. Should a resident fail to return it, return it in timely fashion or return it damaged, financial responsibility for replacement or repair may be imposed. Violators of this rule are subject to charges.

Community Engagement and Common Spaces

The Residence Life Staff host a variety of community engagement programs which can include social events, educational workshops, serviced-based volunteer opportunities, and personal wellness activities. We encourage all residents to participate in their community events and come out to the larger All Resident programs.

Various common spaces are located throughout the Residence Hall communities. These are all shares spaces and hours of availability may vary throughout the semester and by location. Television access, gaming consoles, movies, and more can be utilized in the main TV rooms. Some of these items are available for check out at the front desk; many students elect to use their own equipment in common spaces. Whichever you choose, please be mindful that all community spaces close at Midnight.

Community Respect

Interfering with the attempts of others to study is prohibited. Failure to show respect for community members and housing staff is not permitted. Behaviors or actions that interfere with others’ normal use of facilities are prohibited. Community members are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc.

Good Samaritan Clause: All members of the residence life community are encouraged to immediately seek medical or Campus Police assistance for students whose health and well-being may be at risk due to the consumption of alcohol and/or other drugs. Although, it does not excuse a person from responsibility for a rule/policy violation, helping a student in need will always be viewed positively in any post-incident follow-up. This includes all incidents where the “Good Samaritan” and/or the person needing emergency assistance may have violated a Residence Life rule/policy

Identification

Residents and their guests are required to carry and provide, upon request by a College Official performing his/her duty, appropriate photo identification (i.e. driver’s license, CAC ID, Guest Pass). Failure to present ID, presenting fabricated, falsified or misrepresentative ID, permitting others to use IDs for the purpose of improperly gaining access is prohibited. Guests who fail to provide ID when requested may be removed from the residence halls.

Quiet Hours and Noise

Courtesy Hours: All students and their guests must abide by Courtesy Hours. Noise in common areas must be kept to a minimum. Courtesy Hours are in effect 24-hours a day, 7 days a week in the residence halls and on housing grounds. They refer to one’s ability to occupy one’s unit for the purpose of studying, sleeping, or engaging in activities in an
atmosphere where peace and quiet take precedence over other activities. Engaging in unreasonably loud activities is prohibited and defined as creating noise, including but not limited to voice, musical instruments, TVs and stereos, which is audible outside of one's room.

*Quiet Hours:* All students and their guests MUST abide by Quiet Hours. Quiet hours are in effect from 10 p.m.-8 a.m. Sunday through Wednesday and from midnight-8 a.m. Thursday through Saturday. During quiet hours, sound from a room or quad should not be audible outside the unit door nor in the adjacent rooms.

24-hour Quiet Hours are in effect during the week before and week of finals each semester. 24-hour quiet hours will begin at 8 a.m. on the Saturday one-week prior to Finals Week through the designated move out date. All residents have the right to ask others to refrain from making noise when that noise interferes with a resident's study, sleep or otherwise use of his/her room. If a resident request another to reduce the volume or amount of noise, the expectation is for the resident in question to accommodate their request.

**Residential Living Services and Policies**

**Services**

**Laundry Facilities**

All of our laundry facilities are free to our residents. You may monitor the progress of the machines by logging onto [http://www.laundryview.com/access_request.php](http://www.laundryview.com/access_request.php). Residents are required to provide their own laundry soap.

**Keys and Lockouts**

Always carry your key with you and lock your door. Propping doors open, giving your key to friends, or keeping your doors unlocked invites strangers into your residence, and is a violation of Residence Life Rules and Procedures. If at any time your key is lost or stolen, report it immediately to the Residence Life Office. The cost to re-key a room will vary on your room location. For current list of charges, please stop by the Residence Life Front Desk. Students will receive three free lockouts every year. Every lockout after that will result in a $10 charge. This charge will be billed to the student’s account. Please note that multiple lockout situations in a short period of time may be treated as a lost/stolen key situation and a lock change may be ordered, resulting in a lock-change fee to the student.

Under no circumstances should a resident duplicate, sell, transfer or lend his/her key to another individual, regardless of their relationship. Permitting others to use a room key for purpose of improperly gaining access to a residence hall/room is prohibited. Keys from the Office cannot be loaned to anyone other than a student to whom the key was issued by the Residence Life Office. The installation of any door or area lock other than those provided by the College is prohibited. Bypassing or tampering with any locking mechanisms for any door/lock is prohibited.

**Mail and Packages**

Resident mailboxes are located in the Residence Life Lobby. Upon move-in, all residents are issued a mailbox combination with their room key. Please save the combination to your mailbox as the staff is not permitted to retrieve mail out of your box. Mail is distributed Monday-Thursday with the exception of weekends, holidays, or office closures. If you receive someone else's mail by mistake, please return it to the Residence Life Office immediately (it is a Federal Offense to open mail addressed to someone else). Letters or packages too large to fit in the mailboxes will be available for pick-up at the front desk during regular business hours, Monday-Thursday 8 a.m.-6 p.m. A package notification will
be emailed to you. Please make sure you have the form number and a photo ID to pick up your package.

**Maintenance Work orders and Housekeeping**

It is a goal of Residence Life to maintain housing grounds in good condition for current and future residents. As maintenance and repair issues are brought to our attention, we will work with the Facilities Department staff to remedy them as promptly as possible. Facilities staff cleans all areas except individual rooms and quads. This includes regular cleaning of public areas and restrooms. Residence Life offers 24-hour maintenance for emergencies only. Non-emergency maintenance requests will be serviced in 2-3 business days during the normal business hours. To submit a maintenance request, stop by the Residence Life Office and submit a work order. If emergency maintenance is needed contact a Residence Life staff member right away. The staff member will determine if it is an emergency or can be handled in a different manner.

**Trash and Garbage Disposal**

Every student is responsible for ensuring that their garbage is disposed of properly (in provided containers or dumpsters ONLY) and their rooms and bathrooms are cleaned. Trash found in hallways or housing grounds will be considered damage/ vandalism (please see policy) and as such, the student will be billed. Maintenance repair requests are the responsibility of the resident and are available at the front desk. The residence hall common areas are cleaned and serviced regularly by college custodial and maintenance teams.

**Vehicle Registration and Parking**

All residents are required to register their vehicles with the Residence Life Office upon check-in or at the time they obtain a vehicle, whichever occurs first. Each student is given a parking permit, which allows residents to park on the Housing Grounds parking lots (lots A and B). Parking permits must be posted on the driver's side windshield in the bottom corner. Failure to register your vehicle and continue to park in the Residence Life parking lots will result in your vehicle being ticketed and/or towed by the Campus Police.

Guests and visitors are allowed to park in lot B only and must receive a temporary parking pass from the Residence Life Office in order to avoid being ticketed and/or towed. No resident or guest is allowed to park in the staff parking spaces in the B lot at any time or for any reason. All residents are required to abide by all traffic laws while on Campus.

**Meal Plan and Dining Services**

Central Arizona College Dining Services would like to welcome you to your new campus home, and look forward to doing our part, while you prepare for you next steps in life. Our goal in the Peak Dining Hall, and The Point Deli/Starbucks Café is to provide you safe, and ready access, to a variety of fun and healthy meal choices. We welcome your feedback on what we are doing right, and what more we could do to make the next couple of years a relaxing, positive experience. Please visit our campus website at [https://centralaz.campus-dining.com/](https://centralaz.campus-dining.com/) for up to date information on hours of operation, menus, and special events throughout your stay at CAC.

**Residence Life Policies**

**Activities, Behaviors, and Expectations**

The following include behaviors and expectations of those living on, and visiting the Residence Halls.

**Felony Record or Pending Criminal Charges**

Residence Life reserves the right to deny/cancel the contract of any resident or on-campus housing applicant with a
prior felony conviction.

Gambling
Illegal gambling (i.e. activities played for money, checks, credit or other representative value) is prohibited.

Gathering
Allowing the presence of more than three times the normal occupancy in a student room is prohibited.

HallSports
Rollerblading/skating, skateboarding, hover boarding or biking inside the residence halls is not permitted. Playing with, throwing, kicking or rolling any ball or using any sports equipment inside the residence halls or immediately adjacent to any residence life building or another student’s personal property (i.e. vehicles) is prohibited.

Lewd Conduct
Lewd, indecent, or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace, within Housing Grounds or at any Residence Life related function are not permitted.

Non-Compliance
Failing to comply with a College staff member's reasonable request while performing his or her duty is prohibited. This includes, but is not limited to providing false information or failing to provide information to a staff member, interfering with staff while they are performing their duties, failing to complete assigned sanctions, and being uncooperative or verbally abusive to staff.

NoxiousOdor
Noxious odor is any smell that emanate beyond a person, a room, or the residence hall, that is objectionable, unpleasant, offensive, or too strong, that call into question the health and safety of community members or interfere with the quality of life. Noxious odors include, but are not limited to, body odor, trash, marijuana, cigarettes, cigars, pipe smoke, incense, perfume, air freshener, and dirty laundry. When the source of a noxious odor can be traced to particular individuals or room, the occupants of that room or an individual may be subject to disciplinary action. The repeated presence of marijuana like odors or arrest for possession of drugs may result in a violation of on-campus living and/or conduct sanctions. Students arrested for distribution of illegal drugs may be immediately removed from their room assignment and administratively suspended from the College.

Posting
All materials to be posted on Housing Grounds must be submitted to and approved by Residence Life Office. All on-campus posts must be approved by the Dean of Student's Office. Public display of obscene matter is prohibited on Housing Grounds. Residence Life Office reserves the right to remove from public view any signs or objects deemed by others as offensive, prejudicial, or contrary to the overall goals of the College. This includes but is not limited to offensive or alcohol/drug-related materials. “Public display” and “public view” includes but is not limited to external room/quad doors, windows facing out and/or building bulletin boards.

Projectiles
Throwing, dropping or projecting objects from a window, balconies or anywhere on Housing Grounds, including but not limited to bottles, cans, garbage, rocks are prohibited.

Alcohol, Drugs, and Paraphernalia
All CAC students are prohibited from possessing or consuming alcohol, hosting or being in the presence of others consuming alcohol in any residence hall room or campus grounds. In addition, all provisions of the Arizona State Law regarding minors in consumption or possession (MIP) will be enforced by CAC’s Campus Police. Students who are involved in escalated incidents or display violent/harassing behavior while intoxicated on campus, may be removed from their housing assignment, with 48-hour notice. Behavior resulting from extreme intoxication, requiring a response from Campus Police, medical response teams or transport to a hospital may also result in removal from housing. Students are considered to be in violation of the alcohol policy/rule if they are found to have
alcohol in them, on them, or around them, regardless where or how the alcohol was obtained or consumed. Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited. Organizing or participating in activities where alcohol is present or being consumed is prohibited. Participation is defined as being in the presence of alcohol. Identified items under this policy are subject to confiscation, disposal and/or destruction.

Animals and Pets
The harboring, feeding, or possession of any animal inside Residence Life facilities is prohibited, including “visiting” pets. This includes but is not limited to gerbils, rats, hamsters, snakes, turtles, lizards, or any other contained animals. Exceptions are made for service dogs as defined by ADA Law. Approval for service animals must come from the Office of Disability Services.

Assault/Dangerous Behavior
Any activity or behavior that can be interpreted as endangering or harmful to oneself, any community member or guest thereof is prohibited. This includes, but is not limited to physical harm and/or threats of physical harm to any person. Violators of this policy are subject to criminal charges and/or License Agreement cancellation on a first time offense.

Concealment of Violations
Everyone living in the community has the responsibility to take positive measures if a violation of any rule comes to their attention. Concealment of a violation negatively affects the entire community and is considered a violation itself.

Controlled Substances and Drugs
Arizona State Law and College policy prohibit student involvement in the use, possession, distribution or sale of illegal drugs and/or paraphernalia. Non-compliance with this policy will result in student conduct and/or criminal action and will affect your License Agreement/ Contract and your status as a student.

Possession or use of marijuana (with or without a marijuana medical card) is, at minimum, a Class 6 felony in the state of Arizona. Students documented or referred for being in the presence of illegal drugs or paraphernalia can also be charged through the Student Code of Conduct and Residence Life Rules and Procedures.

Possession, usage, sale, distribution, manufacturing or being in the presence of controlled substances (including paraphernalia for intended or implied use – i.e. pipes, hookahs) of any sort within or on housing grounds or immediately adjacent to housing grounds is prohibited.

Possessing or using any chemical or other dangerous substance, compound, or container of such substances, which may cause injury or damages in a residence hall or neighborhood is prohibited. Use of prescription medication, cleaning products or fumes other than for their intended and/or prescribed purposes is prohibited. Use of products that resemble or smell like marijuana, including but not limited to Spice, Beedies K2, types of herbal cigarettes, hookahs, and incense is prohibited.

Violation of College Policies and/or Residence Life Rules and Procedures while under the influence of controlled substance is an additional violation. The inability to exercise care for one’s own safety and/or the safety of others while under the influence of controlled substances is a violation. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. Participation is defined as being in the presence of prohibited substances.

NOTE – Violators are subject to criminal charges and/or License Agreement/ Contract cancelation on a first time offense. Identified items under this rule are subject to confiscation, disposal and/or destruction.

Combustion Engines
Internal combustion engines (motorcycles, scooters, mopeds, hoverboards etc.) are not allowed inside residence hall public areas or student rooms. Non-motorized scooters, skateboards, bicycles are allowed in the buildings; however, they cannot be used in any college building or hallway. The tires leave marks and damage the flooring. Students found riding any type of wheeled mode of transportation inside a building may be fined.
Damage and Vandalism
As members of a community, residents share both an individual and collective responsibility. Residents are expected to notify the hall staff or the front desk immediately if they witness individuals damaging and/or vandalizing residence hall facilities or property. Each resident will be held accountable for any damages or vandalism which they cause and will be billed accordingly.

Damages to College property or to other property on College grounds, willfully or negligently caused by a resident or guest are prohibited. All rules under “Care of Room” and “Care of Common Areas and Property” apply.

Community Billing: In the event that the individual(s) do not take responsibility or individual(s) responsible are not identified for damages or vandalism that occurs on a specific community, the repair amount will be divided among all residents residing on the floor/quad/ neighborhood. This amount will be billed to each student’s account.

Emergency Closings
The College reserves the right to close any or all rooms and to discontinue food service for the duration of a catastrophic emergency caused by weather, power failure, fires, disasters, or other conditions beyond the control of the College. The College shall be under no obligation to abate fees or charges or to pay damages of any nature, as a result of any emergency closing for a period of one week or less. Every effort is made to accommodate the needs of all students within reason and ability during times of crisis or emergency. Student safety takes priority in these situations, ahead of convenience and comfort.

Health and Safety Room Inspections
Students are responsible for their living area and expected to maintain a clean and healthy environment. Repeated complaints from roommates, suitemates or Resident Student Leaders regarding the cleanliness of one’s room, common area or bathroom will result in disciplinary action. All rooms will be inspected, without individual notice, 30 days prior to spring semester check-out to assess potential damage and inform students of repairs and cleaning necessary for a proper end of the year check-out.

Improper Check-out
Students must officially check out of their room and turn in their room key the day they withdraw from classes or move out of their room to avoid excess charges to their account. Fines will be levied upon students who leave non-college property in a residence hall room. All items will be discarded within 10 days, as per Arizona Landlord/Tenant Law as the college does not provide storage of any kind.

Improper Room Transfer
Moving into any room or room assignment without written authorization from the Residence Life Office or moving out of any room without following proper checkout procedure is prohibited. Residents who do not have roommates should be prepared to have a roommate move in at any time. “Spreading out” in a vacant space is considered an improper room transfer. Violators of this rule are subject to fines and/or additional sanctions.

Room Changes
Room transfers and assignment changes are not permitted during the first two weeks or the last two weeks of the semester. Room changes are limited to one room change request per year. Unauthorized room changes are not permitted and will result in disciplinary and financial sanctions.

Room Consolidation
Any student who becomes the sole occupant of a room will receive a written notice from the Residence Life Office indicating that the student may be assigned a new roommate and/or be assigned a new room.

Roommate Conflicts
Students who demonstrate difficulty with community living, request repeated roommate changes, and/or create an environment in which other students find intolerable for the sole purpose of gaining a single occupancy living space may not be able to return to residence life the following semester.
Room Entry

Room entry may occur for the following reasons:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- Emergency inspection advance notice is not required for incidents of suspected personal injury, reported concern of a missing student, unhealthy living environment or valid complaint of serious policy violations (including suspected drug use).
- Residence Life staff will enter a room (with the support of Campus Police) without notification to provide assistance to an individual who is suspected to be a victim or perpetrator of violent acts such as domestic violence or sexual assault.
- By authorized college personnel during academic breaks or announced room inspection periods with 24-hour notice of such entry to ensure that maintenance, health, fire and safety regulations are maintained.
- By authorized college personnel or agents to make improvements and repairs and to provide routine maintenance services.
- When a student completes a maintenance request at the front desk or online for needed room repairs.
- When there is reasonable cause or suspicion to believe there is noncompliance with a college policy or regulation, the Director or his/her Designee will enter student rooms with no notification.

Smoking

Smoking (cigars, cigarettes, pipes, fragrant cigarettes, e-cigarettes, e-hookahs) is not permitted inside of the buildings or within 50 feet of any Residence Hall. Smoking is also prohibited in the passage ways and balconies (1200s). All smoking refuse (butts and matches) must be properly extinguished and discarded immediately. Hookahs are not allowed in the residence halls (including student rooms and lobbies) or housing grounds. Chewing tobacco is also not permitted inside public areas, including but not limited to: lobby, game room, TV lounge, computer lab and study room.

Soliciting and Sales

Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature and/or posting of any materials on vehicles or student’s personal property, within residence halls and/or housing grounds is prohibited without the expressed authorization of the Director of Residence Life.

Theft

Theft of College property or other property on College grounds, willfully or negligently caused by a resident or guest is prohibited. Violators of this rule are subject to criminal charges, fines and/or removal from Residence Halls.

Trespassing and Restricted Access

Entry and usage of Residence Halls, facilities, buildings, equipment and services provided on housing grounds is reserved and limited to the residents and other person specifically authorized by the Residence Life Office. Entry by unauthorized individuals will be considered trespassing.

- All persons entering housing grounds or any Residence Life facility must carry and present photo ID and/or guest pass to any College staff member upon request (please refer to “Identification” rule). Persons failing to provide appropriate documentation will not be permitted to enter housing grounds and may be considered as trespassing and asked to leave.
- Unauthorized entry into any building/room other than the one assigned is prohibited.
- Unauthorized entry into any office or any of its affiliates beyond posted hours or without permission is prohibited.
- Unauthorized presence on rooftops, overhang, ledge, or areas marked as restricted access for any reason is prohibited.
- No resident and/or guest may sleep in the lounges, common areas of the quads, lobbies, or other public area
unless it is in conjunction with an official sponsored event and approved in writing by the Residence Life Office.

- Resident students who have been removed from the on-campus housing are not permitted on housing grounds for any reason unless written authorization is given by the Residence Life Office, Dean of Student Life, and/or Vice President of Student Services. Students who have been removed from the housing grounds and are found violating that sanction will be asked to leave and may face criminal charges, arrest, and/or fines. Students who have been removed from housing grounds and wish to return to on-campus living must obtain written permission from the Vice President of Student Services or his/her designee prior to applying to live on campus. No person shall obtain permission to live on-campus, once removed, prior to one calendar year from the date of the removal letter.

- Harboring of any previous residents who are removed from on-campus is prohibited.

**Visitation and Overnight Guests**

The following definitions apply to Residence Life Rules and Procedures including host and escort guidelines.

- Resident: a CAC student who has a housing License Agreement with the Residence Life Office and who is assigned a specific room within the Residence Halls.
- Host: a resident who is entertaining a guest.
- Guest: any individual (including a parent, relative, girl/boyfriend, non-residential CAC student, etc.) who is visiting a resident in on-campus housing.

All visitors/guests must abide by the College and Residence Life Policies and Procedures. Residents are responsible for the actions of their guests while in the residence halls and on campus property. Visitors are welcome after consideration is given to the roommates’ needs and rights. Guests must be escorted to and from student rooms by their host. Guests must furnish their ID and guest pass (when applicable) when requested by staff or Campus Police.

All overnight guest(s) must be registered and carry a “Guest Pass”. A “Guest Pass” can be obtained during regular business hours at the Residence Life Lobby front desk. Overnight guests cannot exceed 3 consecutive days and 2 nights in any given month. Overnight guests must not exceed 3 day/night visits per month during the academic year. The same guidelines that apply to guests apply to overnight guests. Individuals under the age of 18 are not permitted in the residence halls as guests. For safety and liability reasons, babysitting is prohibited on the Housing Grounds. All rules under “Visitation/Guests” apply.

All overnight guests must be signed in at the front desk during regular business hours. An overnight guest is considered any person staying in a residence life room past 10 p.m. (other than his/her own). A guest must have valid government issued photo identification. Guests must carry their Guest Pass, issued by Residence Life Staff, at all times and furnish an ID when requested by staff or Campus Police.

Overnight guests may visit for no more than 3 consecutive days and 2 consecutive nights in any given month. Overnight guests must not exceed 3 day/night visits per month during the academic year and only after consideration is given to the roommates’ needs and rights. Campus Police and Residence Life Staff may deny entry to any guest.
Managing Your Room
As you get settled into your new living space please consider the following information to ensure you are complying with our room and building requirements. Your living space is a shared responsibility between your roommates, suitemates and yourself. Take the time to complete the Roommate Agreement so that everyone understands the share living arrangements. Please always remember to have respect for one another and be considerate to everyone living in that space.

Egress
Disabling, opening, damaging, or propping exit doors (hallways doors and those used exclusively as fire exits) is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway, or area that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.

Furniture
All furnishings provided in the buildings are considered College property and are to remain in students’ assigned room/space and cannot be stored elsewhere on or off campus. Furniture may not be disassembled. Bunking beds and/or use of bed risers may be constructed with the Residence Life Office's prior approval and with use of proper equipment. Cement blocks CANNOT be used as bed risers.

Heat Source
Open-coiled electric or heating appliances including, but not limited to space heaters and sun lamps within residence halls/rooms are prohibited. Curling irons, glue guns, irons, or any other "heat source" equipment must be attended to at all times. Leaving such equipment “on” unattended is a violation.

Lamps and Lights
Halogen lamps and lava lamps are fire hazards and as such are prohibited from the Residence Halls. Open top lamps, regardless of lamp/bulb type must have a metal screen fully covering light/heat source.

Open Flame/Flammable Items
Candles, incense and/or any type of open flame item within residence halls/rooms is prohibited. If any of the open flame items are found, they will be confiscated. No flammable materials (e.g. gasoline, motor fuel, volatile materials, etc.) are permitted in residence hall rooms.

Plugs and Extension Cords
Extension cords, multi-plugs and “spider web” type of cord usage or “piggy backing” power strips are prohibited. Power strips/surge protectors with UL rating are permitted.

Room Condition Inventory and Damages
Upon check-in, all receive online access to their Room Condition Inventory (RCI) profile in eRezlife. The RCI is the record of the condition of the student’s room and common spaces at the time of move in. Should there be any areas that we have missed during the initial inspection, please note it on the RCI and submit changes/additions 24 hours of receiving your RCI notification. When a student moves out, a staff member will inspect their room and note any new damages. Any damages beyond normal wear and tear identified at checkout and not previously indicated on the RCI will be assumed to have occurred during the student’s residency and will be charged to the student's account. Final assessment will be determined by professional staff after final checkout from room. If no individual claims responsibility for damages in shared areas (quad lobby, bathroom, etc.) all roommates will be billed.

Resident Cohabitation
Cohabitation is defined as when a resident strictly prohibited at ALL times and it means that a person (or persons) not assigned to that residence hall room is living in that space. Complaints from roommates or suitemates regarding the excessive presence of another individual (opposite or same gender) and/or observed patterns of possible violation violations will be documented and addressed. Furthermore, cohabitation extends to be defined as two individuals in an intimate relationship living in the same room. There is no couple/partner/spouse/family housing available to
Room Decorations
All decorations must be made of the non-combustible materials and be UL list approved for their intended use and free of frayed wires, loose connections and broken sockets. Hanging flammable materials on ceilings and exteriors of doors such as posters, flags, or nets is prohibited. Door decorations should not cover more than 20% of the surface and be limited to nametags and memo boards.

Students are not permitted to paint their rooms. This includes but is not limited to; using markers of any kind on the walls (washable markers, permanent markers and highlighters).

- Decorations for holidays and celebrations should be made of noncombustible material.
- Fresh cut trees (i.e. Christmas trees) are not permitted in individual student rooms.
- Lights may not be strung across the ceiling.
- Students are prohibited from tampering or modifying light fixtures in rooms and lobbies. This includes replacing standard bulbs with black light bulbs and/or affixing or suspending any tapestries from light fixtures or the ceiling.
- Students may bring in limited personal furniture provided that the furniture is in good, safe, sanitary condition. The additional furniture must not create an unsafe condition, block escape routes, crowd the room to the inconvenience of the roommate, or make the room difficult for maintenance to service.
- Students may not remove any furniture provided in the room/quad/suite.
- Extension cords are not permitted; only the UL power bar strip is allowed (without plugging in another one to it). The electrical outlets should not be overloaded at any time.

Smoke Detectors
Notify a Resident Student Leader or the Residence Life Office if the smoke alarm is beeping or “chirping” for battery replacement. Do not take down, disassemble, or remove the battery of a smoke detector; students will be charged a fee for re-installation if this occurs. Covering smoke detectors is strictly prohibited.

Small Appliances
Personally owned Mini-fridges are allowed to a maximum of 3.7 cubic feet. Mini-fridges should not be placed under a bed and should not come in contact with bedding, blankets or sheets at any time as it may pose a fire hazard. Microwaves are permitted provided they are stored in a well ventilated area, free from potential fire hazard. Rice cookers, crockpots, instapots, air fryers and coffee makers with automatic shut off switches are allowed in the residence halls. Cooking and/or cooking equipment such as grills, George Foreman grills, toasters, toaster ovens, hotplates, griddles, etc. are not permitted in any of the residence halls/rooms. Materials for grills are prohibited (i.e. propane, natural gas, wood/charcoal).

Student Code of Conduct
Central Arizona College is an educational institution committed to excellence in learning, student achievement and success, leadership, and service to community, and to providing a quality environment for achieving personal excellence and growth. The Student Code of Conduct (the Code) sets forth standards that are expected of all students and is developed as a means of implementing fair and consistent standards of student conduct and due process procedures. The Code outlines students’ rights and responsibilities and the College’s expectations with respect thereto. Every student is expected to be aware of the obligations and responsibilities imposed by the Code and comply with it.
Application of the Code

The Code is intended to regulate the conduct of an individual student or student organization, and/or to provide the ability to discipline a student or student organization. A student is subject to this Code whenever the student (1) is on College premises, (2) at a College-sponsored event, (3) is traveling with a College team or organization or as a representative of the College, or (4) has engaged in misconduct that is in any other manner College-related or affects the order or operation of any College function whether or not such conduct occurs on College property or at a College-sponsored activity. For the purpose of this paragraph, the term “College premises” includes all property owned or controlled by the College. All forms of sexual misconduct and/or discrimination involving students are resolved under College Policy 505.

Policy Prohibiting Misconduct

A student shall not commit or attempt to commit, induce or solicit another to commit, or conspire to commit, any of the infractions listed College Procedure 204. Any attempt, inducement, solicitation or conspiracy to commit any infraction by a student shall be treated, for the purpose of imposing discipline, as if the student actually committed the infraction. For the full Student Code of Conduct please visit https://centralaz.edu/studenthandbook

Each resident possesses certain rights and responsibilities, which must be held in high regard. The standards of conduct apply to all students regardless of class level, place of residence, or group affiliations while they are on housing grounds. In order for all students to pursue their academic goals while residing in the residence halls, it is imperative for each member of the residential community to accept responsibility for his/her actions. Each person must ensure that their actions do not interfere with the ability of others to attain their goals. The student conduct process will strive to enforce the standards of conduct through promoting social and individual responsibility.

The student conduct process will also mediate behavior such that at any point where it is clear that a person has become a danger to him/herself or the community, they may no longer be a part of the community. In the enforcement of the standards of conduct outlined in this Compendium and the Student Handbook, you will have the right to fundamental fairness, which includes notice of policy violations and the opportunity to be heard. The Residence Life Office staff will coordinate the resolution of incidents of alleged student misconduct.

The Residence Life Student Conduct Process is designed to address misconduct that takes place or originates on housing grounds, although certain policy violations may be referred to the Dean of Students Office. It also applies to Residence Life sponsored events, activities, trips, etc. which may occur at a different location on campus or off campus. Residence Life gets its authority from the License Agreement/Contract that each student signs before moving into the halls. A violation of Residence Life Rules and Procedures as well as the Student Code of Conduct, depending on severity, may be subject to three different conduct systems and processes.

- Residence Life Student Conduct Process
- Central Arizona College Student Code of Conduct Process
- Federal/State/Local Legal System

A student can reasonably expect to go through at least one of the processes and sometimes all 3 simultaneously and/or independently, depending on the infraction.

Student Rights

Student rights during the Residence Life Student Conduct Process include:

- The right to receive timely notification of the policy/rule allegedly violated.
- The right to meet with a Hearing Officer (person adjudicating your case) regarding the alleged violation.
- The right to receive timely notification of the final decision regarding the alleged incident.
- The right to keep conduct information confidential, under the provision set forth by the Family Educational Rights and Privacy Act.

Residence Life Assistants (RAs) and Professional Staff are empowered to document incidents in which a CAC Code
of Conduct or Residence Life Rules for On-campus Living may have been violated. Please know that the staff simply documents the incident and in no way is making or can make a final determination of right or wrong.

Sanctions
In the event an incident is documented, that information is reviewed by the Director of Residence Life or a designee. All those noted in the report may be interviewed and a final recommendation will come from the staff member reviewing the report. If a student is found responsible, there are various forms of sanctions. A sanction is the result of being found responsible and may be a form of restitution or activity to hold some responsible for their actions. Some of the most common types of sanctions can include the following:

Warning
A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

Educational
This sanction may require the student to complete an educational project as specified. This may include participation in an educational program or activity, write a paper, or complete a project or task. Educational sanctions take into account the specifics of the incident and the individual student. The hope is to help the student learn from their experience and contribute back to the community. A Hearing Officer may assign more than one educational sanction.

Restitution
This sanction will require payment for damages to property of the College or an individual. This can also include fines and fees as assessed by the College to offset the cost of educational sanctions such as online modules pertaining to the violation.

Student Account Hold
A status documented in the registrar’s official file which precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Vice President of Student Services/Designee in accordance with College rules.

Probation
Removal of the student from good disciplinary standing. Additional restrictions or conditions also may be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation or other College rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.

Housing Area Relocation
Students may be asked to relocate or move to another room or area in Residence Life. The student will be expected to follow the room change procedure as outlined by the Residence Life Office.

Residence Hall Eviction
This sanction is often one of the most severe, in which it is determined that living on campus is no longer suitable for the welfare and wellbeing of the student, on campus community, and the College. Permanent removal from College housing. The College may revoke the student’s Residence Hall License Agreement/Contract for conduct code violations by giving not less than one day’s written notice to the student. Notice shall be served personally upon the student or be posted in some suitable place upon the housing facility of the student.

Safety and Security
Residence Life aims to provide residents with a safe and secure environment through a combination of 24-hour student staff, professional staff, staff community walks, hall staffing supervision, key policies, and guest/visitation policies, and Campus Police.
Central Arizona College Police Department

The Central Arizona College Police Department (CAC PD) is a full-service public law enforcement department. All CAC PD Police Officers are fully certified as police officers by the Arizona Peace Officer Standards and Training Board. CAC Police Officers are armed and vested with full law enforcement powers, including the authority to make arrests.

The CAC PD is located in Building I-200 at the Signal Peak Campus. Officers patrol the Signal Peak Campus and areas immediately adjacent to campus locations proactively. Officers patrol CAC campuses by vehicle, bicycle, or on foot, and maybe conducted in conjunction with other police departments. The Department's patrol operations are continuous; a police officer is on duty on the Signal Peak Campus 24 hours a day, 7 days a week, 365 days a year. If you should need help with something or have a question, please don't hesitate to contact CACPD at the 24-hour number, 520-836-9655.

Annual Security Report /Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Central Arizona College Police Department completes an annual report to provide its students and employees with an overview of the college's security resources, policies, and procedures, as well as crime statistics. The Annual Clery Act Security report is updated annually. The report can be located on the CAC website. A copy of the report copy can be obtained at any CAC PD office.

Fire/Emergency Safety

Evacuation
All persons (residents and their guests) are required to evacuate the building(s) immediately upon the sound of a fire alarm and to observe all fire/emergency guidelines. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.

Assembly Areas
If it becomes necessary to evacuate the halls, the designated assembly area for residential students is in Parking lot A. Please ensure that you are at least 200 ft. away from any building structure. Emergency evacuation procedures will be provided at your first community meeting. Long-term evacuation staging will take place in the gymnasium. Residence Life Has a Zero Tolerance Policy for the Misuse of a Fire Extinguisher. Unauthorized discharge of a fire extinguisher will result in a recharge fee, monetary fire code violation fine, and/or removal from housing and possible expulsion from the institution.

Fire Reporting and Equipment
It is a felony in the State of Arizona to misreport a fire, tamper with or misuse any fire or reporting equipment (i.e., fire alarms, smoke detectors, fire sprinklers, fire extinguisher, “EXIT” signs).

Firearms, Weapons, Ammunition, and Explosives
The Student Code of Conduct and CAC policy prohibits explosives (including fireworks), firearms, black or smokeless powder ammunition, and/or weapons of any type in the residence halls, resident rooms, or CAC property. Possession of firearms, weapons and/or ammunition in the residence halls is a felony and grounds for the immediate revocation of the Residence Hall License Agreement/Contract.

For Residence Life, the following definitions will apply:
Weapon: Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, bows and arrows, cross-bows, blackjacks, expandable ASP, bludgeons, batons, martial arts weapons including nun-chu-ka sticks, nunchakus, throwing stars, metallic knuckles, swords, pikes, lances, spears, stun guns, Tasers, switchblade knives, drop knives, butterfly knives, daggers, knives with blades longer than 3 ½ inches long or more and chemicals such as mace, tear gas or oleoresin capsicum.
Fireworks: Any fireworks, firecrackers, sparklers, rockets, or any propellant activated device whose intended purpose is primarily for illumination.

Explosive: Any dynamite, nitroglycerin, black powder, or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flashpoint of 150 degrees F or less and has a wick or similar device capable of being ignited.

**Violations**

Possession, remodeling, or usage of any item as a weapon and/or to resemble a real weapon, firearm, or explosive is prohibited. Violators of this rule are subject to criminal charges and/or contract cancellation on a first-time offense. Identified items under this rule are subject to confiscation, disposal, and/or destruction.

**Reporting Crimes and Emergencies**

Central Arizona College encourages students, employees, and others to report all criminal activity and emergencies as soon as possible. To report a crime or emergency on the Signal Peak Campus, the caller should contact the Police Department at 520-836-9655. When reporting a crime or an emergency, try to call from a safe location. Remain calm and be prepared to answer questions.

**Safety Tips from the Central Arizona College Police Department**

The CAC Police Department is dedicated to providing a safe and secure learning environment for the College community to the best of our ability. Often students, faculty, staff, and guests who visit our campuses do not assume responsibility for their personal safety and the security of their personal belongings. By taking simple safety precautions, you can keep yourself and those around you safe and secure. Some of the most frequent calls CAC officers respond to are suspicious persons, lost, found, or stolen property.

Following these tips will decrease your chances of becoming a victim of crime:

**General Safety**

- Walk in pairs or groups whenever possible, particularly in the evening.
- Be aware of your surroundings. If a path or area seems unsafe, avoid it; take a different route.
- Safe Walk/Safe Ride services from the CAC Police Department are available at the Signal Peak Campus (SPC), the Maricopa Campus (MC), the San Tan Campus (STC), and the Superstition Mountain Campus (SMC). Blue Towers can be used to call CAC Police at SPC. Blue Towers at AVC, MC, SMC, and STC can be used to call 911 and will go directly to the area law enforcement agency. If immediate police assistance is needed at the Casa Grande Center or Corporate Center, please call 911 (Casa Grande Police Department).

**If you are in danger or see any dangerous activity call the CAC Police Department or 911 immediately**

**Lock it or Lose It National Campaign**

This excerpt is from the Lock It or Lose It National Campaign:

"The "Lock It or Lose It" program, is designed to remind and educate citizens that many property crimes can be prevented by simply locking home doors, garage doors, windows, and vehicle doors. "Lock it or Lose it" sponsored a recent study of property crimes, including home burglaries, vehicle larcenies, and theft showed nearly half of the events involved unlocked doors or car drivers who left valuables in plain view without locking their doors. Many of these crimes can be prevented with some simple, common-sense actions on the part of all of us."

Here are a few crime prevention tips to help keep us from becoming the victim of a burglary or theft:

- Remember always to secure your car doors when parking your vehicle, even for just a few minutes. It takes just a matter of seconds to enter an unsecured vehicle
- Do not leave valuables, such as purses, cell phones, portable radios, packages, etc. in plain view inside
your vehicle. Secure them in a glove box, center console, or even better in the trunk. Thieves will search other vehicles that are easier targets if they do not see anything of value in your car

- Park in well-lighted areas at night. Light is an enemy of thieves
- Be suspicious of anyone approaching your vehicle

Cellphone Security
One of the most frequent calls the CAC Police Department receives is lost or stolen cellphones. Cellphones have a great deal of street value to thieves. Don’t make it easy for them to steal your phone or any personal information you have stored on it.

- Stay off your cellphone in public places. Cellphones distract you from your surroundings. If you’re in a public place and preoccupied with talking or texting, somebody can quickly grab the phone and run. Try to make calls before you go into public areas. If you receive an important call while you’re out, make it quick. Better yet, call back when you’re in a more secure location.
- Password-protect your phone. Lock your phone using the security lock code or PIN feature, usually found in Settings. Make it more difficult for others to access your personal information in your stolen phone. Save your cellphone’s serial number, as well as the model and make. Keep the information in a place where you can find it. Your serial number proves it’s yours. The serial number is usually found by opening the battery compartment on your phone. It will start with one of these codes: IMEI, MEID, or ESN.
- Don’t store secrets in your phone. If it’s stolen, it's not that difficult for the thief to pull out your private information before clearing the memory and reselling the device. If the information isn't in the phone, the thief can't use it for identity theft.
- Activate the phone’s tracking device: Activate the Global Positioning System (GPS) tracking system on your phone and other electronic devices. This will make it possible to locate it electronically. If the device does not have a GPS tracking system, you can buy software that does the same thing. Check with your provider.
- If Your Phone Is Stolen
  - First, find another phone and call the CAC PD as soon as possible. Remember, emergency blue light phones are available in designated areas on campuses.
  - Contact your cellphone service provider immediately. Suspend your wireless service. This will prevent others from using your phone and racking up unauthorized charges. The carrier’s main service number should be available on its website; you can also visit one of the company’s stores to report the theft. If you have an online cellphone account, you should be able to suspend your service online.

Safety Begins with You
- You are the best person to keep yourself safe
- Reduce locations and activities that make you a potential victim
- Increase overall awareness of surroundings
- Trust your instincts
- Prepare your outing with safety in mind
- Let someone know where you are going and when you expect to arrive at your destination

Community Safety Tips
- Carry your purse with the clasp-side inward toward your body
- Carry your wallet in a front or inside pocket, not in a back pocket
- Carry as little money or valuables as possible
- Be aware of people arguing or asking for directions as a means to distract you

When Walking
- Use well-lit areas and main streets
- Avoid alleys and shortcuts
- Plan your route in advance
- Travel in groups when possible
- Walk confidently. Avoid looking like a tourist
- If you are followed or feel you are being followed, head toward an open and/or populated area
- Avoid texting and talking on your cellphone while walking
- Don’t carry your phone in plain sight and keep it set to silent or vibrate when you are in
a public area

If Victimized
- Remain calm
- The most valuable possession you own is your life
- Stay within yourself
  Don't escalate the situation
- Do not try to follow the assailant
- Call the CAC Police Department or 911 as soon as possible

Be ready to provide the following information
The nature of the incident.
- When and where the incident occurred.
- Number of persons involved
- Description, including
  - Names if known
  - Sex, Race, Age
  - Approximate height (it helps to use your height as a comparison)
  - Hair color, style, complexion
- Distinctive characteristics (scars, tattoos, or physical defects)
- Clothing (start with the head — hat, top, pants, shoes)
- Direction and method of travel
- Vehicles involved
- Description of stolen property

Situational Awareness and Safety Tips
Situational awareness and taking ownership of your safety is a significant step in not becoming a crime victim and potentially saving someone's life having medical issues. It's essential to be current on the different ways to stay safe and be aware of your surroundings.

Little things like programming the Central Arizona College Police Department's phone number in your cell phone to knowing where emergency Blue Tower phones, first aid kits, and Automated External Defibrillators (AED's) are located on different campuses. Many believe they will never need to call the police, use an emergency Blue Tower, use an AED, or need first-aid equipment until they do. Take the time to program emergency phone numbers and locate the closest safety equipment near you when you are in residential life and on other campus locations. The College implements various tools to assist in emergency situations. Below are a few of the tools you will see throughout campus that serve and medical devices, kits, visual aids, and notification systems.

What is an AED?
An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. They are sophisticated, yet easy-to-use, medical devices that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

What is an Emergency Blue Tower?
An Emergency Blue Tower is a high-visibility, powered, weatherproof, emergency phone designed to function in virtually every possible setting. The Blue Towers at Central Arizona College are programmed to call directly to the Central Arizona College Police Department at the Signal Peak Campus. You can find Blue Towers located outside of the Residence Life Main building and throughout campus.

Cintas First Aid Kits/Centers
The Central Arizona College Police Department is responsible for purchasing and monitoring most of the first aid equipment on all campuses. Officer’s routinely inventory the kits to ensure they are adequately stocked. The first aid kits are stocked with assorted bandages, antiseptic, gauze pads, gloves, and other medical items. If you are in need of First Aid supplies, please ask a College Staff member or a Resident Assistant. The First Aid kit for Residence Life is located in the main Residence Life Office.

Emergency Numbers/Cell (or Office) Phones

520-709-0131 Signal Peak Cell Phone (PD Office 520-494-5445)

Title IX: Sexual Assault, Harassment, and Discrimination

What is Title IX?
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX of the Education Amendments of 1972
Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities receiving federal financial assistance. Central Arizona College is committed to providing an environment free of discrimination on the basis of sex (gender), including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. Central Arizona College provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and college policy.

Central Arizona College (CAC) is committed to eliminating sexual harassment and sexual violence. Spring semesters, we submitted a Sexual Assault-Conduct and Campus Climate Survey. The survey is designed with the purpose of assessing the knowledge, perceptions, and experience of CAC students in relation to sexual assault, other sexual misconduct, dating or domestic violence, stalking and other conduct that creates a sexually hostile environment. The office of Institutional Research administered the survey between May 10 and May 25. Which will allow for the Office of Title IX Compliance to prepare strategic goals related to Title IX.

Sexual Assault
Sexual assault, sexual battery, or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Please note that a party which is under the influence cannot legally give consent.

NOTE – Violators of this rule are subject to criminal charges and/or contract cancelation on the first time offense.

Harassment/Disturbance/Chronic Misbehavior
Interfering with college operations or college-sponsored activities, or endangering, threatening, causing harm to any person, causing reasonable apprehension of such harm and/or engaging in harassment or discriminatory activities as defined by the Student Code of Conduct is strictly prohibited. Verbal, written, electronic (i.e. Facebook, Twitter, Snapchat, text messages, etc.), physical and/or any other types of harassment is prohibited. This is defined as any behavior by any member of the community or guest towards an individual or group which seriously threatens or alarms a person or group. This shall include but is not limited to posted materials; harassment related to race, sex, sexual orientation, gender identity and/or expression, or of a sexual nature; other Title VII claims of unlawful harassment; abusive behavior identified as threats, malicious deeds, intimidation, heckling, badgering, abusive name calling and/or hazing. The College may immediately terminate the License Agreement/Contract of a student who threatens to harm him/herself or threatens to harm another person(s) or any property on Housing or College Grounds. A resident who establishes a pattern of misconduct, irresponsible conduct, or a demonstrated inability to live within a community environment may be interpreted as a significant disciplinary problem. This may result in the non-renewal of subsequent semesters’ License Agreement/Contract and/or removal from an on-campus housing assignment. This includes residents who are involved in multiple minor violations of the
Residence Life Rules and/or Student Code of Conduct Policies.

Technology and Copyright Materials

Computer and Internet Use
CAC owns and operates a variety of technical resources that are provided to students to support their academic success. These resources are to be used for education, research and academic development. All students are responsible for using these resources in a(n) effective, efficient, ethical and lawful manner. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline under the Student Code of Conduct and/or legal sanctions under federal, state and local laws.

Each student must comply with all applicable local, state and federal laws and regulations, and with CAC’s Computer Use Policy 515.

- Respect academic freedom and free speech rights.
- Be truthful and accurate in personal and computer identification.
- Maintain the security of account passwords and any other security-related procedure or file.
- Be willing to use College-issued email account to share confidential information with College representatives, including advisors, tutors and instructors.
- Respect the rights and privacy of others by not intercepting communications intended for others’ viewing, or using computing resources, programs or data which are not authorized to the user’s account.

- Respect intellectual and personal property rights by following laws and ethics pertaining to the reproduction of copyrighted material/intellectual property in any form.
- Never access or copy technical resources or programs without proper authorization.
- Respect and avoid damage to technical resources, infrastructure, programs and data.
- Respect the integrity of College’s electronic networks by avoiding restricted areas and avoiding activities that may strain any technology resources including email and network. These activities include, but are not limited to, sending chain letters or spam, the widespread dissemination of unsolicited e-mail, illegal downloading of materials such as music and video files, or anything else that heavily utilizes technological resources and may render the system sluggish or inoperative.
- Undergo restriction, inspection, or monitoring of the College email account if reasonable suspicion exists that there might be a violation of law, regulation or policy; or if restriction is required to protect the integrity of the College technological resources.
- Use technology resources for academic purposes and not to abuse, defame, harass or threaten another individual or group; commit fraud; or to distribute unlawful, frivolous political, commercial or pornographic messages.

Copyright Materials
The Information Technology Department (IT) regards the following use of the computing site resources as computer abuse. Anyone found abusing IT resources will be subject to immediate suspension of computing privileges, in addition to other possible sanctions.

The following is a list of unapproved actions in regard to Computers and Internet Use:
- Illegal copying of copyrighted software or media (including music & motion pictures)
Copyrightprotected "original works of authorship" including:
- Books, articles and other writings
- Songs and other musical works
- Movies and Television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

• Computer fraud
• Unwelcomed emails
• Use of computer resources for commercial purposes
• Use of college network to view pornographic material
• Peer-to-peer (P2P) programs such as Limewire, Ares, Frostwire, Bit Torrent, Piratebay, etc. It is important to understand that the vast majority of files shared using these programs are done so in violation of copyright law.

Here is a list of legal alternatives to P2P:
• iTunes
• Netflix
• Hulu
• Amazon
• Pandora
• Spotify
• Major Television Network web sites
compendium
(n): a compilation of residence life guidelines for positive on-campus experiences