

# EASTERN ARIZONA COLLEGE



2017-2018 | STUDENT HANDBOOK & ACTIVITIES CALENDAR

## Emergency Numbers

### Area Code (928)

<b>Fire, Medical, Police</b>	911, or 9-911 on Eastern's phones
<b>Campus Police</b>	Pager (800) 337-7407 Office 428-8240 or 8241
<b>Sheriff's Department</b> (24-hour dispatch)	428-3141
<b>Rape Crisis 24-Hour Hotline</b>	(800) 400-1001
<b>Mt. Graham Safe House</b>	348-9104
<b>Student Life Office</b> (Mon. – Fri., 8:00 a.m. – 5:00 p.m.)	428-8354
<b>Counseling Office</b> (Mon. – Fri., 8:00 a.m. – 5:00 p.m.)	428-8253
<b>Mark Allen North Head Resident</b>	428-8235
<b>Mark Allen South Head Resident</b>	428-8236
<b>Nellie Lee Hall Head Resident</b>	428-8415
<b>Residence Towers Head Resident</b>	428-8606
<b>Director of Student Life &amp; Housing Office</b>	428-8605

## Campus Alert System

Eastern Arizona College has implemented a Campus alert system intended to provide students, staff, and guest with an audible notification of an emergency event. The audible alert system consists of speakers located in the Memorial Bell Tower and procedures designed to utilize the speakers along with other methods of notification to quickly disseminate information throughout campus in the event of an emergency.

These speakers can produce both tone or voice output designed to be audible throughout campus. The system will sound for campus emergencies during which individuals will be instructed as to the nature of the emergency and the appropriate action that should be taken.

Along with the audible campus alert system, the college also utilizes text messaging and internet-based alert technology to contact and alert staff and faculty members. These systems are activated along with the audible system. These systems are designated and maintained for emergency use only and will only be used when an emergency arises. There will be times that the systems are periodically tested to assure that they are functioning correctly and to evaluate police, staff, and student response.

*NOTE: All students are required to know and abide by the information in this handbook and in the most current website version.*

# EASTERN ARIZONA COLLEGE

2017-2018  
STUDENT HANDBOOK &  
ACTIVITIES CALENDAR

THIS PLANNER BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

In case of an emergency please contact \_\_\_\_\_  
\_\_\_\_\_

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# 2017—2018 Student Handbook & Activities Calendar

The Eastern Arizona College Student Handbook and Thatcher Campus Activities Calendar is published by the Student Life Office and provides basic information important to student success while living and studying at Eastern Arizona College. **All students are required to know and abide by the information in this handbook.** Full text of the rules and regulations that apply to every student attending EAC are found in the current issue of the general catalog. Questions about the Handbook or Calendar can be directed to EAC's Student Life Office, located in the Gerald L. Hoopes Jr. Activities Center, Room 114, on the Thatcher North Campus. The electronic form of the Handbook at [eac.edu/Campus\\_Life/Student\\_Handbook/](http://eac.edu/Campus_Life/Student_Handbook/) is considered the current, official version. Information and events may be added and dates, times and locations may be changed at any time. The electronic version of this calendar, at [eac.edu/Utilities/News\\_and\\_Events/calendar.shtml](http://eac.edu/Utilities/News_and_Events/calendar.shtml), will be updated on a regular basis to keep its content as accurate as possible.

## THATCHER CAMPUS OFFICE DIRECTORY

### Jeanne Bryce

#### PROVOST

Student Services Bldg., Rm. 218  
(928) 428-8261

[jeanne.bryce@eac.edu](mailto:jeanne.bryce@eac.edu)

HPE Division and Intercollegiate Sports, Library Services, Deans, Marketing/PR, Records and Enrollment Management, Institutional Research, Student Life, Counseling, Continuing Ed, Dual Enrollment, Accreditation, Retention, GEARUP

### DEANS

#### Mike Crockett

##### DEAN OF INSTRUCTION

Student Services Bldg., Rm. 216  
(928) 428-8215

[mike.crockett@eac.edu](mailto:mike.crockett@eac.edu)

Communicative Arts Division, ITE Division, Social Science Division, Prisons, Program Certificates, Greenlee Program, Job Placement/Skills Day

#### Dr. Janice Lawhorn

##### DEAN OF INSTRUCTION

Student Services Bldg., Rm. 217  
(928) 428-8509

[janice.lawhorn@eac.edu](mailto:janice.lawhorn@eac.edu)

Business Division, Center for Teaching and Learning, Cosmetology, GIFT Program, Basic Grant, Web and ITV Courses, Planning and Steering, Courses and Curriculum, Summer School, Small Business Development Center

#### Dr. Phil McBride

##### DEAN OF INSTRUCTION

Student Services Bldg., Rm. 219  
(928) 428-8404

[phil.mcbride@eac.edu](mailto:phil.mcbride@eac.edu)

Fine Arts Division, Science Division, Math Division, Nursing and Allied Health Division, EMS, Discovery Park Campus/Adult Education, College for Kids

#### Dr. Gary Sorensen

##### DEAN OF STUDENTS

Activities Center, Rm. 114  
(928) 428-8354

[gary.sorensen@eac.edu](mailto:gary.sorensen@eac.edu)

ASEAC Advisor, Oasis Yearbook, Residence Life, Student Activities, Non-Academic Concerns, Admissions and Scholarships

#### Dr. Randall Skinner

##### ASSOCIATE DEAN/REGISTRAR

Student Services Bldg., Rm. 208  
(928) 428-8252

[randy.skinner@eac.edu](mailto:randy.skinner@eac.edu)

ATAC, Records and Registration

#### Sharon Allen

##### ASSISTANT DEAN OF COUNSELING

Student Services Bldg., Rm. 145  
(928) 428-8253

[sharon.allen@eac.edu](mailto:sharon.allen@eac.edu)

Student Advisement, Personal, Academic and Career Counseling, Student Orientation

### GENERAL INFORMATION

(928) 428-8472

### ADMISSIONS

(928) 428-8272

[admissions@eac.edu](mailto:admissions@eac.edu)

### FISCAL CONTROL OFFICE

(928) 428-8221

### COUNSELING CENTER

(928) 428-8253

[counseling@eac.edu](mailto:counseling@eac.edu)

### FINANCIAL AID

(928) 428-8287

[finaid@eac.edu](mailto:finaid@eac.edu)

### HOUSING OFFICE

(928) 428-8605

[housing@eac.edu](mailto:housing@eac.edu)

### STUDENT LIFE

(928) 428-8354 or  
FAX: (928) 428-3741

[stdtlife@eac.edu](mailto:stdtlife@eac.edu)

### RECORDS AND REGISTRATION OFFICE

(928) 428-8270

[records@eac.edu](mailto:records@eac.edu)

## Welcome to ASEAC

As an enrolled full-time student you are automatically a member of the Associated Students of Eastern Arizona College (ASEAC), an organization which:

- Provides student leadership opportunities via student government, clubs, and workshops
- Represents students on campus committees
- Sponsors recreational activities
- Performs service projects for the campus and community
- Supports student clubs
- Provides student scholarships
- Publishes the *Oasis* yearbook
- Provides cultural awareness and personal development opportunities

### ASEAC STUDENT COUNCIL

Student Council meetings are held each Monday at 5:00 p.m. in the Gerald L. Hoopes Jr. Activities Center. Club representatives are required to attend, and everyone else is invited.

### ASEAC EXECUTIVE OFFICERS

Meet Wednesdays at 4:00 p.m. in the Gerald L. Hoopes Jr. Activities Center.

### ASEAC EXECUTIVE COUNCIL 2017–2018

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**Levi Jeffs**  
President



**Jeremy Lee**  
Vice President



**Madison "Red" Miller**  
Publicity Coordinator



**Andrea "Buddy" Romero**, Secretary



**Brittney Stradling**  
Service Coordinator



**Annae Larson**  
Executive Assistant

## ASEAC ELECTIONS: RUNNING FOR STUDENT BODY OFFICE

Interested in running for ASEAC Executive Council office for 2018-2019?

### LEADERSHIP OPPORTUNITIES FOR ELECTED STUDENT OFFICERS

- Activities planning and coordination
- Meeting supervision
- Budget management
- Interaction and team building with other students
- Representation on College committees and input regarding student issues
- Networking with College and community leaders
- Training and facilitating in leadership workshops.

### TIME COMMITMENT

- Attend at least two weekly meetings
- Attend average of at least one activity per week
- Spend at least eight hours per week in the Student Life Office
- Act as coordinator for at least one major activity (e.g. Homecoming)
- Assist with all other ASEAC events. Required to participate in Leadership Retreat for the three weekdays following Commencement

### BENEFITS RECEIVED FOR YOUR TIME COMMITMENT AND HARD WORK

- In-state, full-time tuition and book scholarship for the two semesters you hold office and maintain full-time status with a 2.5 GPA
- Free admission for ASEAC events
- Half-price for one guest at ASEAC events
- Free ASEAC apparel
- A desk and computer access in the Student Life Office
- Great leadership experience

If you're interested in running for office, be active on campus during Fall semester and attend Student Council meetings frequently.

### ASEAC EXECUTIVE COUNCIL POSITION INFORMATION

**President:** Runs the weekly Student Council meetings, supervises duties of other officers, attends weekly strategy meetings with advisors, and coordinates Retreat activities. Campus committees include Administrative Cabinet, Judiciary, Intercollegiate, and End-of-Year Activities.

**Vice President:** Substitutes for and assists the President as needed. Coordinates elections and Fall Homecoming. Campus committees include Financial Aid and Judiciary.

**Publicity Coordinator:** Prepares all publicity for ASEAC events including posters, news releases, radio spots, emails, and fliers. Campus committees include: Academic Standards (which meets on a weekly basis), and Equal Employment Opportunity.

**Secretary/Treasurer:** Prepares two meeting agendas and two sets of meeting minutes per week. Prepares financial reports. Maintains information files for clubs. Campus committees include Financial Aid, End-of-Year Activities, and Intercollegiate Athletic.

**Service Coordinator:** Plans and coordinates all service projects and blood drives. Maintains a bank of possible service projects and a record of service by ASEAC clubs. Campus Committees include Academic Standards (which meets on a weekly basis), and Equal Employment Opportunity.

**Executive Assistant:** Prepares the weekly Monday Monster, oversees clubs, and fulfills other tasks assigned by the President. Campus Committees include End-of-Year Activities and Judiciary.

Officers are assigned to serve as ASEAC Club Liaisons.

Student Body elections will be held in February. Petitions will be distributed at the Student Council and Candidate Information meeting in the Gherald L. Hoopes Jr. Activities Center Bonita Room. Watch for the Student Body elections fliers for more details.

## LEADERSHIP TRAINING

ASEAC Executive Officers, Club Officers, or anyone interested in Student Leadership may enroll in CSL 103 Fall and CSL 114 Spring “Leadership Techniques.” It is a one-credit class. The focus is gaining student leadership experience while maintaining your academic focus. Check the class schedule for dates.

## BLOOD DRIVE

ASEAC sponsors a Red Cross Blood Drive each semester. We have been recognized as an outstanding donation site. Many lifelong donors give blood for the first time at EAC! Eat iron-rich foods and drink plenty of non-caffeinated beverages prior to donation. Call the Student Life Office for more information at (928) 428-8354.

## CLUBS ON CAMPUS

Student clubs partially-funded by ASEAC meet the following criteria:

- Have a constitution
- Hold regular meetings
- Have elected officers
- Prepare financial reports
- Prepare agendas and minutes for all meetings
- Send a representative to Student Council each week
- Participate in football and basketball homecoming
- Do a service project each semester



## TO START AN ASEAC CLUB

If there is a group of at least 10 full-time students interested in forming an ASEAC-recognized and supported club, you can get more information by doing one of the following:

- Ask for Club Start-Up Info in the Student Life Office
- Attend a Student Council meeting at 5:00 p.m., on Mondays
- Contact the ASEAC Executive Assistant

See “Clubs on Campus” for more information about the responsibilities of an ASEAC-recognized and supported club.

## TYPES OF CLUBS THAT ARE TYPICALLY ACTIVE EACH YEAR

- Academic Honorary: Phi Theta Kappa
- Athletic: Gila Force
- Communicative: Media Communications, National Student English Organization (Beta Zeta)
- Cultural: Intertribal Club, International Club, Polynesian Club, Black Student Union
- Fine Arts: Band, Choir, Dance, Drama, Orchestra
- Occupational: Student Nurses' Association, Engineering, EMS
- Public Relations: Advance Team
- Spirit: Cheerleaders, Rowdy Reptiles
- Religious: Newman Center for Catholic Students, Latter-Day Saints Student Association, CRU Club
- Service: ASEAC Ribbon Club
- Social: Mark Allen Hall, Nellie Lee Hall, Residence Towers

## CULTURAL AWARENESS AND COMMUNITY SERVICE

### AWARENESS WEEKS/MONTHS

The following are some of the awareness periods for which ASEAC sponsors activities:

<b>Hispanic Heritage</b> .....	September/October
<b>Native American Heritage</b> .....	November
<b>Black History</b> .....	February
<b>Asian Pacific Islander Heritage</b> .....	April

### SERVICE PROJECTS

All ASEAC-recognized clubs are required to participate in one service project per semester. ASEAC has several pre-scheduled service projects such as Food Drives, Blood Drives, and Community Fundraising Events. Additional activities and projects are encouraged.

## DANCES

- Dances are sponsored by ASEAC.
- Dances are held in the Gerald L. Hoopes Jr. Activities Center.
- Entrance via south door of Gerald L. Hoopes Jr. Activities Center unless posted otherwise.
- Full-time EAC student or staff with EAC ID: FREE.
- All Others: \$3, unless otherwise advertised; must have ID proving you are age 18 or older.
- No one under the age of 18 (unless they have full-time student status) allowed unless approved ahead of time by the Dean of Students.

People enjoy a wide variety of music. The DJs try to play different types throughout the evening. If you have suggestions or requests, please place them with the Head Chaperone. Anyone who harasses the DJ will be asked to leave the dance.

No food, drink, tobacco, candy, or gum is allowed.

The chaperones and/or Eastern's Campus Police reserve the right to refuse participation to any-one whose behavior or dress is inappropriate or who is under the influence of drugs or alcohol.

## PEP VAN TRIPS

ASEAC provides the funding for all or part of off-campus trips for your enjoyment. In order to make trips a safe and pleasant experience for all concerned, please be aware of the following:

- This is a school-sponsored activity. Therefore, all campus rules are applicable. That means no alcohol, tobacco, drugs, firearms, explosives, or disruptive behavior.
- The Graham County Community College District or any officer thereof will not be liable for any injury, loss, damage, or accident to persons or property occurring in connection with trips outside of the Eastern Arizona College vehicle.
- Minors must have parental or guardian approval to travel.
- Anyone who is not on time for the departure will be left behind and will have to find his/her own transportation.
- Anyone who cannot return with the bus due to injury or other problems is responsible for his/her own transportation back to campus.
- Anyone who is ejected from the trip for disciplinary reasons must provide his/her own transportation back to campus.
- Refunds are only available if cancellation is made prior to the trip AND there is someone to fill the space you vacated.

*Trip signups are coordinated by the Student Life Office in the Gerald L. Hoopes Jr. Activities Center. Dates are advertised in the Monday Monster.*

## PROVIDING YOUR OWN TRANSPORTATION

If you are participating in an off-campus Eastern Arizona College event and opt not to use Eastern's transportation, you must sign a Waiver of Liability. Waiver forms are available in the Student Life Office of the Gerald L. Hoopes Jr. Activities Center.

## Things to do ASAP!

### GET YOUR STUDENT IDENTIFICATION CARD

**New students:** Have a picture taken to receive your full-time student photo identification card at the Cashier's window in the Fiscal Control Office of the Student Services Building. This is not your yearbook photo!

**Returning students:** Be sure to get your full-time student photo identification card validated for the current semester at the Cashier's window in the Fiscal Control Office of the Student Services Building.

Lost cards can be replaced for a \$10 fee payable at the Cashier's window. Student identification cards serve as your ID card for:

- Campus Dining
- Library and Media Center checkouts
- Free Admission to EAC sponsored athletic and performing arts events
- Game Room checkouts
- Participation in ASEAC activities either free or at a reduced rate
- Visitation check-in for the residence halls

### EAC DEBIT CARD

No more waiting in long lines to get your work study paycheck or financial aid disbursement. All students receiving Financial Aid will automatically be enrolled in our new Bank Mobil program.

Students at EAC will now receive financial aid distributions and work study wages on their own MasterCard Debit Card through Bank Mobil.

Instead of hassling with cashing a check, your money will automatically be deposited electronically to your own Eastern Arizona College Debit Card managed by Bank Mobil. It's faster, safer, and more convenient.

This prepaid card gives you the power of MasterCard, but it's NOT a credit card. You're using your own money from your own financial aid. No application. No credit check. It's that easy.

- Use your card everywhere MasterCard Debit Cards are accepted, including the EAC Bookstore
- Get the cash you need at the Bank Mobil ATM located in the Student Activities Center or receive cash-back at many stores.
- Shop online, by phone, and by mail order.
- Pay many bills such as cable, ISP, utilities, insurance, and more.
- Be safer—if the card is lost or stolen, you won't lose your money.

If you are not automatically enrolled, you can sign up for the card by calling the EAC Fiscal Control Office at (928) 428-8221.

For more information, call the EAC Fiscal Control Office.



### RENT A U.S. POSTAL BOX

It is the safest, most reliable way to receive your letters and packages. Do not have mail delivered to the residence halls or the College as we cannot guarantee its security!

Thatcher Post Office is at 1122 North Stadium Avenue, diagonally northwest across U.S. Highway 70 from Mark Allen Hall. Window hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. The lobby is always open for mail access.

- One student per box
- No charge for first 2 keys. Replacement key = \$9. Lock change = \$15.
- \$32 for six months or \$64 annually (subject to change)

Bring two forms of photo ID and complete the post office's application with your physical address. Campus addresses are:

- Mark Allen Hall, 865 N. Stadium Ave.
- Nellie Lee Hall, 916 N. College Ave.
- Residence Towers, 900 N. College Ave.
- Wesley Taylor, 837 N. Stadium Ave.

### TAKE YEARBOOK PICTURE AND GET A FREE YEARBOOK

ASEAC gives a free *Oasis* annual to all full-time students, faculty, and staff who pose for a free individual "mug shot" photograph. You must present your Student ID in order to be photographed. Yearbooks are available at the end of the year. If you do not pose for a photograph, the book will cost approximately \$25. Yearbook photos will be taken:

- Saturday, September 9, 9:30 p.m.– midnight, in the Gherald L. Hoopes Jr. Activities Center at the Yearbook Dance

If you are interested in working on the yearbook, contact Ken Raines at (928) 428-8218.



## What's Happening

How do you find out what is going on at EAC?

- Monday Monster weekly flier posted around campus
- Online Activities Calendar at [eac.edu/utilities/News\\_and\\_Events/calendar.shtm](http://eac.edu/utilities/News_and_Events/calendar.shtm)
- Electronic signs at the Gherald L. Hoopes Jr. Activities Center
- Posters on campus bulletin boards, easels, the northeast corner of the AP Building, and along the Middle Campus walkway
- Sign up for text message alerts by logging in to your Gila Hank account and select "Subscribe" under "Event Activity Notices"

## Alumni Library & Media Center

### Fall and Spring Semester Hours

<b>Monday – Thursday</b> .....	7:00 a.m. – 10:00 p.m.
<b>Friday</b> .....	7:00 a.m. – 5:00 p.m.
<b>Saturday</b> .....	10:00 a.m. – 4:00 p.m.
<b>Sunday</b> .....	6:00 p.m. – 10:00 p.m.

*Media Center closes 10 minutes before the library closes.*

### Summer Session Hours

<b>Monday – Thursday</b> .....	7:00 a.m. – 7:00 p.m.
<b>Friday</b> .....	7:00 a.m. – 5:00 p.m.
<b>Saturday – Sunday</b> .....	Closed

*Media Center closes 10 minutes before the library closes.*

Hours for holidays and between semesters vary; all changes to the above schedules are posted in the library.

To take advantage of the many services of the Library, have your student ID registered at the Checkout and Information Desk so it can be used as your library card and to check out Media Center computers, services and media.

Library cards for part-time students are available at the Checkout and Information Desk.

The following are just a few of the resources available to you in the EAC Alumni Library:

- Up-to-date collections of both non-fiction and fiction books in support of the curriculum and for fun.
- DVDs are available for 1 week.
- Online databases containing full-text e-books, magazine and newspaper articles, government documents, poems, short stories, dramas, and essays as well as biographical and critical information are available in the Media Center and 24/7 via the Internet.
- Arizona hometown, regional, and national newspapers are available in print and online.
- Books, magazines, and music CDs may be checked out for a period of two weeks. Books may be renewed for two additional two-week periods.
- Study rooms are provided for individual or group use.
- A Reference Librarian will assist in locating resources and utilizing databases/online resources.
- 64 computers are located in the Media Center for research, assignments and other Internet use.
- Laser printers and scanner (color printer upon request).
- Wi-fi set-up on student laptops and other devices is available in the Media Center.

Search the library's catalog, renew items or place a hold on an item at

**[eac.kohalibrary.com](http://eac.kohalibrary.com)**.

## MEDIA CENTER INFORMATION

- Last computer checkouts are 30 minutes before closing.

### Testing in the Media Center

- Some instructors have the Media Center proctor course tests. Last tests are checked out no later than 90 minutes before the building closes. All tests must be turned in 30 minutes before the building closes.
- Students **MUST** show their **EAC student ID or library card and a picture ID** to take tests in the Media Center.
- Students **MUST** be prepared to complete the assigned Test: pencil, accepted notes, calculator, etc.

### Testing Schedule (Administered in the Media Center)

<b>Monday – Thursday</b> .....	7:00 a.m. – 8:30 p.m.
<b>Friday</b> .....	7:00 a.m. – 3:30 p.m.
<b>Saturday</b> .....	10:00 a.m. – 2:30 p.m.
<b>Sunday</b> .....	6:00 p.m. – 8:30 p.m.



## Ask First!

### MEETINGS, SOUND SYSTEMS, SIGNS, AND SOLICITATIONS

**Notices, solicitations, and event advertising must be approved by the Student Life Office before posting.** Post approved material on bulletin boards only. No items may be posted on/in the Student Services Building, Academic Programs Building, or the Clock Tower. Do not post on painted or glass surfaces. Please do not cover up or tear down fliers for current or future activities. The Student Life Office must approve requests for the following items:

- All Bulletin Board Postings—student messages, ride requests, etc. are posted on the board outside of the Game Room.
- Indoor or Outdoor Facility Usage—if your club or group wants to use any campus facility, reserve it first at the Student Life Office!
- Sales and Solicitation—all solicitation or selling of products and articles is prohibited except by organizations and groups directly connected with the College.
- Before using stereos and sound amplifiers—consideration of others and mutual respect are among the most important ingredients of successful campus life. Noise levels at any time of day or night that negatively affect study, sleep, or other activities on campus or in the neighborhood will not be tolerated.

## Student Learning Center

The Eastern Arizona College Student Learning Center offers free tutoring and workshops. For more information call (928) 428-8446 or e-mail [James.Pryor@eac.edu](mailto:James.Pryor@eac.edu).

# Campus Employment

## FEDERAL WORK-STUDY PROGRAM (FWS)

Federal Work Study is a Campus Based Aid Program funded by the US Department of Education. Students must complete the Free Application for Federal Student Aid (FAFSA) and meet the priority service date of March 1 to be considered for an award. Once awarded students can locate work opportunities at the EAC web site: [eac.edu/Student\\_Services/Financial\\_Aid/jobs.shtm](http://eac.edu/Student_Services/Financial_Aid/jobs.shtm). The pay rate is no less than the Federal Minimum Wage or the Arizona Minimum Wage, whichever is higher. Employees are paid twice monthly, generally on the first and third Friday of the month. For more information on the FWS program go online to the web site mentioned previously or contact the Financial Aid Office at (928) 428-8287.

## INSTITUTIONAL WORK-STUDY PROGRAM (IWS)

Institutional Work Study is student employment funded by Eastern Arizona College. Students must complete the FAFSA to be eligible. Participants in the IWS program are generally selected by on-campus departments. Students can personally seek out employment at open positions which are listed at: [eac.edu/Student\\_Services/Financial\\_Aid/jobs.shtm](http://eac.edu/Student_Services/Financial_Aid/jobs.shtm). The pay rate is no less than the Federal Minimum Wage or the Arizona Minimum Wage, whichever is higher. Employees are paid twice monthly, generally on the first and third Friday of the month. For more information on the IWS program go online to the web site mentioned previously or contact the Financial Aid Office at (928) 428-8287.

### OPPORTUNITIES & RESPONSIBILITY OF THOSE AWARDED EITHER FWS OR IWS.

- Accept work study offer within 21 days of being made the offer at: [eac.edu/NetPartnerStudent/Logon.aspx](http://eac.edu/NetPartnerStudent/Logon.aspx)
- Read the work study handbook on line at: [eac.edu/Student\\_Services/Financial\\_Aid/jobs.shtm](http://eac.edu/Student_Services/Financial_Aid/jobs.shtm)
- First time FWS or IWS employees must complete an "Employment Packet". This packet is obtained at the Fiscal Control Window in the Student Services Building. Complete and return the packet, with supporting documents, to the Fiscal Control Window. Do not begin working before completing this packet.
- FWS and IWS are employment training opportunities. Treat this job like any other employment; be prompt, courteous, dress appropriately and learn and fulfill your responsibilities.
- Never work when you should be in class. Create a work schedule with your supervisor that does not interfere with your class schedule.
- Work with your supervisor on keeping an accurate time sheet. Never work more than 19.5 hours in a pay period.
- Find a work study job that will hopefully enrich your academic pursuits. If you want to be an elementary school teacher seek a work study job in America Reads, working at one of the local elementary schools with children who need help with reading and math. If your interest is computer science seek out employment with EAC technology department. Drama and music majors may seek employment in the Fine Arts Department. Let your work study experience add to your resume and more importantly give you valuable professional references for the future.



## Campus Store

The Campus Store, located in the Gerald L. Hoopes Jr. Activities Center, carries a large selection of Eastern sportswear, gift articles, personal items, candy, and snacks. They also have school and nursing supplies, not to mention new and used textbooks!

### PHONE

**(928) 428-8381**

### HOURS

**Monday – Thursday** ..... 9:00 a.m. – 5:00 p.m.

**Friday** ..... 9:00 a.m. – 3:00 p.m.

Textbook rentals are due the Friday of finals week. Textbook buybacks begin Finals Week. You must bring a class schedule and photo ID. Buybacks may begin earlier. Check with the Campus Store for dates and details.

## Computers and Internet Use

### USE OF EASTERN'S COMPUTER EQUIPMENT, PROGRAMS, OR ACCOUNTS INCLUDING INTERNET ACCESS

Most information about Campus Computing can be found at:

**[eac.edu/Student\\_Services/Computer\\_Services](http://eac.edu/Student_Services/Computer_Services).**

Eastern provides computers and Internet access for your responsible use. Inappropriate use of Eastern's computer equipment, programs or accounts may result in termination of the privilege of using these items and may result in discipline including dismissal. You are also responsible for guests who use your computer to access the Internet utilizing Eastern's programs or accounts.

### STUDENT NETWORK ACCESS

Students are able to use the EacMonsterNet wireless network to connect their devices to the internet while on EAC's Thatcher campus. For further information about EacMonsterNet coverage, including instructions on getting connected and list of campus areas with wireless, visit the Student Network Access Resource Page. This page can be accessed via a link on the main Computer Services page listed above or by locating it directly under the Student Services tab on EAC's homepage.

Students who need access to a computer to start the process to of connecting to EacMonsterNet may use the lobby registration computers or the Media Center.

For technical assistance, students can contact Computer Services by using the link to EacMonsterNet Technical Support, located at the bottom of the Student Network Access Resource Page. They can also request assistance by sending an e-mail to **[helpmehank@eac.edu](mailto:helpmehank@eac.edu)**.

## USERS SHALL NOT:

- Transmit, publish, display, retrieve, or store any information or material in violation of state or federal law. This includes federal copyright laws.
- Transmit, publish, display, retrieve, or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or viewing in the general workplace.
- Transmit, publish, display, retrieve, or store any information or material that reasonably could be construed to create a hostile or offensive work or educational environment for members of a particular sex, religion, race, or ethnic background.
- Engage in conduct reasonably likely to disrupt use of the Internet or use of Eastern's computer equipment or resources by others.
- Use Eastern's computer equipment or resources for commercial or political purposes.
- Engage in conduct reasonably likely to compromise any system security device or security program.
- Engage in conduct likely to harm or destroy data or software maintained by another user without that user's express consent, or to harm or destroy computer equipment.

*Be aware! The Web is public domain and privacy cannot be assured to any user.*

Full text of computer usage policy is available in Graham County Community College District Policy 2260.02.

## INTERNET ALERT!

Use a unique password for everything. Passwords/passphrases should be at least 12 characters long and can include digits and capital letters for additional security. Don't download software or attachments from an unknown source—you can get a computer virus. Backup files routinely. Not having a backup is the biggest security risk you can make! e-mail is not private. Someone other than the recipient may read it, copy it, and even distribute it around the world. Keep your personal information such as name, address, credit card, and Social Security number private.

## CHAT ROOMS & SOCIAL NETWORK SITES

These sites are NOT private. Millions of people have access to information posted on sites including administrators, faculty, and potential employers. More important, people with negative intentions learn personal information that can lead to harassment, stalking, assault, and even murder. Do not share personal information. Get out of conversations or chat rooms that make you uncomfortable. Don't respond to nasty, suggestive, or rude emails. If you choose to meet a cyber acquaintance:

- Make sure it is in a neutral, public location that doesn't reveal where you live, work, or socialize
- Include friends in your early meetings so you are not alone with a stranger
- Communicate clearly if you do not want to continue a real or cyber relationship!

Report any problems or concerns with cyber criminals or stalkers.

# Counseling

## SOMEONE TO TALK TO

The EAC Counseling staff is available to assist you in making educational and personal decisions. Counselors can help you cope with immediate needs, personal or social problems, and adjusting to a new environment.

- The Counseling Center is located in the Student Services Building.
- Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m., After hours and weekends, the counseling staff can be contacted in an emergency by Student or Residence Life staff or by Campus Police.
- Individual counseling for personal, academic, or career issues.
- Small-group counseling courses for credit to address personal development or study skills.

Call (928) 428-8253 for more information or an appointment.

## ACADEMIC SUPPORT

College coursework can be stressful! Are you concerned with any of the following topics?

- Choosing a major
- Registering for classes
- Completing coursework
- Transferring
- Employment

If so, talk with one of the following knowledgeable staff members:

- Your selected faculty advisor. (Call Counseling at (928) 428-8253 for your advisor's name. Advisor names and contact information are also listed in the College catalog on each curriculum page).
- Counseling staff
- An instructor

## FREE TUTORING

Free tutoring is available for many of EAC's classes at the Student Learning Center. Check with your instructor or the Counseling Office for availability. Make it a habit to start working with a tutor early in the semester!



## IMPORTANT INGREDIENT FOR SUCCESS: ACADEMIC ADVISING

Here are some tips concerning what to expect from your advisor and what you can do to get the most out of advising:

### What You Can Expect From Your Advisor

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Your advisor should be available to meet personally and regularly with you at least several hours during each semester.

Your advisor should inform you of courses, programs, and degree requirements that affect your academic progress at Eastern Arizona College.

If you are a transfer student, your adviser should help you obtain appropriate information from the transfer university of your choice.

Your advisor should maintain accurate and open academic advising records to aid you in charting your academic career.

Your advisor should make appropriate referrals to campus or community resources that will provide information or help, which is beyond her or his scope of expertise.

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### How You Can Get the Most Out of Advising

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You should learn to use the Eastern Arizona Catalog and appropriate class schedules available through the EAC Internet website or in hard copy.

You should become acquainted with the graduation and degree requirements that affect your academic program at Eastern Arizona College, and openly talk about them with your advisor.

You should make periodic appointments with your advisor on a regular or as-needed basis.

You should provide your advisor with accurate and timely information as to your academic progress or changes in your program.

You should realize that you are ultimately responsible for the choices you make and that your rate of academic progress is dependent upon your actions, not those of your academic advisor.

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## ORIENTATION TO STUDENT SUCCESS

If you are struggling and need some help, or if you are doing well and want to do better, we strongly recommend a one-credit class that meets once a week for the semester called "Orientation to Student Success." You can enroll in a section taught by an instructor in your area of academic interest and learn some basic study skills, develop good academic planning techniques, hear about some interesting activities and programs provided by Student Life, find out about scholarship and financial aid assistance, and get some really useful information about how to use the library for your maximum benefit. Look for the course CSL109, Orientation to Student Success, in the class schedule.

The Eastern Arizona College Counseling Department supports advisors by:

- Assisting students in determining who their advisor is and making sure they know how to contact their advisor.
- Assisting advisors with obtaining timely and accurate information pertinent to advising and their advising area.
- Making available within the Counseling Department the documents and information needed by students seeking to transfer.

## QUESTIONS OR CONCERNS ABOUT ADVISING?

Come to the EAC Counseling Department for assistance, call (928) 428-8253, (toll-free (800) 678-3808 ext. 8253) or e-mail [counseling@eac.edu](mailto:counseling@eac.edu).

## Credit Card Awareness

Do you really need a credit card? They are good for emergencies but can lead to high interest payments in addition to your expenditures. Card use suggestions:

- Carry just one card so you won't "max out" several cards at high interest rates.
- Read the fine print. Look for a card with no annual fee.
- Cash advances usually have transaction fees attached.
- Check the application or do an online search to find the best annual percentage rate (APR).
- Look for a generous "grace period," which is the amount of time before interest is charged.
- Get a card with a low credit limit of only \$500 or \$1,000 to help you control spending.
- Don't ruin your credit history or worthiness by running up high credit card balances and having trouble paying them.
- If possible, keep the balance paid so no interest accrues.
- Always make payments on time.

## Dining Room

The dining hall at Eastern Arizona College provides a service that is hard to beat: an unlimited all-you-can-eat experience!

To better serve everyone, students will be served one entrée with each trip through the serving line. You are expected to return to the end of the line should you want a second entrée.

### FALL SEMESTER HOURS

#### Monday–Friday

**Breakfast** 7:15 a.m. – 8:45 a.m.

**Continental Breakfast** 7:15 a.m. – 9:15 a.m.

**Lunch** 11:30 a.m. – 1:00 p.m.

**Dinner** 5:15 p.m. – 6:45 p.m.

#### Weekends

**Brunch** 11:30 a.m. – 1:00 p.m.

**Dinner** 5:00 p.m. – 6:30 p.m.

### SPRING SEMESTER HOURS

#### Monday–Friday

**Breakfast** 7:30 a.m. – 8:45 a.m.

**Continental Breakfast** 7:30 a.m. – 9:00 a.m.

**Lunch** 11:30 a.m. – 1:00 p.m.

**Dinner** 5:15 p.m. – 6:30 p.m.

#### Weekends

**Brunch** 11:30 a.m. – 12:30 p.m.

**Dinner** 5:00 p.m. – 6:00 p.m.

*Hours subject to change – (i.e. EAC no class days).*

### SODEXO FOOD SERVICE

For students on meal plans, you are required to present your Student ID to the checker upon entering. Cash customers are also welcome.

**NOTE: Backpacks, bags, and books are not allowed in the food service area.**

You are responsible for reading all posted signs regarding rules of conduct, changes in hours for holidays or other reasons, or occasional changes in service location.

Misconduct in food service areas can result in the loss of your campus dining privileges, and effect your eligibility to live in on-campus housing.

Going to miss a meal time? Contact us at least 24 hours before and place an order for a Brown Bag Meal. Call (928) 428-1481, or speak to one of the staff in the kitchen.

Questions regarding Food Service? Contact Student Life.



## Game Room and TV Lounge

The Game Room is for use by EAC students and staff. There are a variety of video and board games, pool, ping pong, and air hockey. Check out volleyballs and basketballs for outside courts at the Game Room Office. The TV Lounge has a wide-screen TV.

**Sunday** .....6:00 p.m. – 9:00 p.m.

**Monday – Thursday** .....1:00 p.m. – 9:00 p.m.

**Friday** .....1:00 p.m. – 10:00 p.m.

**Saturday** .....6:00 p.m. – 10:00 p.m.

This facility is closed for home games and dances. EAC’s Game Room supervisor is Patti Wren. Call (928) 428-8384 for more information.

## Gila Hank

EAC’s mascot is the venomous Gila monster, fondly referred to as “Gila Hank.” This lizard can bite quickly and hold on tenaciously. The bite, while not considered lethal, is very painful and should be considered a medical emergency. When they bite, their powerful jaws chew the venom in through capillary action along grooves in their teeth. Gila Monster venom is about as toxic as that of a western diamondback rattlesnake. However, a relatively small amount of venom is introduced in a Gila Monster bite.



# Health

Plan ahead for treatment of illnesses and injuries! Do not let an illness or injury go untreated—your grades will suffer as much as you do! Students are responsible for their own healthcare.

## IMMUNIZATIONS

College life places you in contact with large groups of people; in your classes, living environment, and activities. Such a high level of interaction can make you susceptible to a variety of infectious diseases. The American College Health Association recommends that college students be up-to-date with vaccinations against diphtheria, flu, hepatitis B, measles, meningitis, mumps, polio, rubella, tetanus, and varicella (chicken pox). It also recommends screening for TB (tuberculosis). Any of these diseases can be devastating and even deadly. Precautionary vaccinations can help deter such a tragic occurrence in your life. Many health insurance policies cover the cost of pre-college immunizations. Some Public Health Clinics frequently offer low or no-cost vaccinations.

## INSURANCE

- Are you covered by your parents' medical insurance? If not, there is student health insurance information available in the Student Life Office.
- Carry a card with your policy number, health insurance company name, and telephone number.
- Check with your company to see how to handle medical visits while you are away from home.
- Check to see which doctors accept your type of insurance. The Student Life and Housing Offices have a list of physicians accepting patients.
- If your insurance requires co-payments, make sure you have enough emergency money set aside to cover a co-payment for a doctor's visit and/or prescription.

## WHEN YOU'RE INJURED OR SICK, NOTIFY...

- Roommate(s)
- Residence Life Staff in the Residence Halls
- Counseling Office so they can assist you in notifying instructors
- Housing Office or Student Life Office

## GETTING HELP

If you need help scheduling a doctor's appointment or getting a ride to the doctor or pharmacy, contact any of the following:

- Student Life Office – (928) 428-8354
- Counseling Office – (928) 428-8253
- Residence Life staff in Residence Halls
- Housing Office – (928) 428-8605



## NO MEDICAL INSURANCE OR NOT COVERED BY AHCCCS OR MEDICARE?

If you live in Arizona, you may be eligible for primary medical care at reduced cost at the Mt. Graham Regional Medical Center's Rural Health Clinic and/or at Canyonlands Healthcare.

The Mt. Graham Regional Medical Center's Rural Health Clinic, (928) 348-1600, is located at 2250 W. 16th St. in Safford, in the Medical Office Building on the campus of MGRMC. This clinic is open from 8:00 a.m. until 5:00 p.m., Monday through Friday, for scheduled appointments and walk-in patients. Services and prescriptions are available on a sliding scale from free to low-cost, based on the patient's household income.

Canyonlands Healthcare is located at 2016 W. 16th St. in Safford, also on the MGRMC campus. Canyonlands is open Monday through Friday from 7:00 a.m. until 6:00 p.m. for scheduled appointments. This clinic closes daily from 12:00 p.m. until 1:00 p.m. for lunch. Canyonlands has services and prescriptions available on a sliding scale from free to low-cost, based on the patient's household income. Canyonlands also offers dental services.

You will be seen by a provider at either clinic.

## Homecoming Week Activities

Homecoming is a wonderful tradition at Eastern Arizona College. There are a variety of activities throughout the week. They culminate with the Homecoming Football game at 7:00 p.m. Watch for the homecoming flier which provides details on Spirit Days, Homecoming royalty elections, Alumni Association reunions, tailgate parties, fine arts performances, athletic competitions, and ASEAC activities.

**Mr. and Ms. EAC**

**Bonfire/Fireworks**

**Tailgate Party**

**Homecoming Gila Monster Football Game**

**Marching Band Halftime Show**

**Homecoming Dance**

## Lost and Found

### LOST ITEMS

Please leave your name, contact number, and a description of the lost article at the Student Life Office of the Gherald L. Hoopes Jr. Activities Center. You can view a list of items turned in to the Student Life Office at [eac.edu/Campus\\_Life/Lost\\_and\\_Found](http://eac.edu/Campus_Life/Lost_and_Found).

### FOUND ITEMS

Please turn the article in at the Student Life Office with your name and where the item was found. Check the Web for a list of items at [eac.edu/Campus\\_Life/Lost\\_and\\_Found](http://eac.edu/Campus_Life/Lost_and_Found).

## Parking and Transportation

Free Parking is available on campus except in the following zones:

**Red Zone**.....No Parking

**Yellow Zone**.....EAC staff only

**Blue Zone**.....Handicapped only

Your vehicle is subject to being ticketed and/or towed if you park in these areas.

Vehicles left in a parking area for more than 36 hours may be considered abandoned and are subject to removal. If you need to park a vehicle for more than two days, please notify Campus Police.

### TICKETS

**First Offense** .....\$10

**Second Offense** .....\$15

Unpaid tickets can result in campus housing dismissal, school dismissal, a hold on transcripts, and/or graduation denial.

### LIMITED WHEELS ON CAMPUS SIDEWALKS

For safety reasons roller blades, roller skates, and skateboards are not allowed on any walks on/around campus per City Code Section 71.03. Pedestrians have the right of way on campus sidewalks. Bicycles may be used on campus with caution, only for transportation. Ramping and riding bikes across lawns or around buildings is prohibited.

### TRANSPORTATION TO/FROM EASTERN ARIZONA COLLEGE

Greyhound Bus service is available locally for students needing transportation to and from EAC Campus. East and West bound routes run daily. Pickup and drop off is on Stadium Avenue across the street from Mark Allen Hall. Tickets can be purchased online at: [greyhound.com](http://greyhound.com) or call **1-800-231-2222**.

## Residence Life

### RESIDENCE HALLS

Residence Halls are:

- Designed for safety and comfort while pursuing an education
- Supervised by full- and part-time staff
- Operated with consideration and respect for residents' privacy, safety, and ability to prepare for classes and other College responsibilities
- Available to enhance your living and learning experiences while at college

## RESIDENCE LIFE HANDBOOKS

Residence Life handbooks are available online. They describe specific practices and policies for campus living when students check-in.

[eac.edu/campus\\_life/housing/residencelifehandbook.pdf](http://eac.edu/campus_life/housing/residencelifehandbook.pdf)

## VISITORS

All residence hall visitors:

- Are subject to the Student Code of Conduct, all Residence Life policies, and rules, including visitation hours specific to each hall.
- Are subject to loss of visitation privileges if rules are violated, and their host may lose campus housing privileges.
- Should check-in at hall office with a picture ID prior to entering room areas.

## STAY AWAY FROM RESIDENCE HALL WINDOWS

You may be considered:

- A peeping tom or intruder.
- A disturber of the peace if you are holding a late-night or early-morning conversation which bothers surrounding rooms.
- Violators may be cited by campus police and/or disciplined.

## QUIET ZONES

Quiet Zones are established as areas immediately outside and adjacent to all Residence Halls on campus. They include:

- Immediate areas around all Residence Halls on Eastern's Campus.
- Parking lots adjacent to each Residence Hall on Eastern's Campus.
- Recreational areas located near Residence Towers and Nellie Lee Hall.
- Picnic and lawn area adjacent to Wesley Taylor Hall.

## IN QUIET ZONES

- Courtesy quiet hours are in effect at all times.
- After 10:00 p.m., Quiet Hours are in effect.
- After 10:00 p.m., Sunday through Thursday, there will not be gathering/loitering of residents, students, or visitors in established zones. That time is extended until after 1:30 a.m. on Friday and Saturday nights.
- Noise, gathering, or other disturbances in these areas will be a violation of Residence Life/Campus policy and will be referred to Residence Life Staff and/or Campus Police. Violators are subject to disciplinary action and/or cited by Campus Police.

## Security and Safety

The personal safety and well-being of the students, faculty, and staff at Eastern Arizona College are always an important concern. You are encouraged to take responsibility for your own security and the security of others.

Many people are involved in keeping the campus safe and secure. A truly safe campus, however, can only be achieved through the cooperation of all students, faculty, and staff. Anyone at any campus location who becomes aware of a crime (or is the victim of a crime) or any emergency should make an accurate and prompt report of the occurrence to police or appropriate campus staff.

### PERSONAL SAFETY AND PROTECTION AGAINST SEXUAL ASSAULT OR VIOLENT CRIME

Eastern Arizona College considers the personal physical safety of students, employees, and visitors an essential element in the maintenance of a learning environment. Every member of the College community should be aware that the College is strongly opposed to sexual assault, violence, and other threatening or endangering behavior. Federal law, as well as the Student Code of Conduct, prohibits such behavior.

#### DEFINITIONS

For the purpose of this policy, sexual assault is any sexual behavior between two or more people to which one person does not or cannot consent. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Violent crime is one or more persons intentionally inflicting bodily harm on another person or persons.

Examples of sexual misconduct:

- Pressure for sexual activity
- Requests for sexual favors
- Unwelcome patting, hugging or touching of a person's body, hair, or clothing
- Sexual innuendoes, jokes, stories, or comments
- Display of sexually offensive posters, pictures, or written materials, including emails, texts, and other social media
- Sexual gestures or touching oneself sexually in front of others
- Disparaging remarks about a person's clothing, body, sexuality, or sexual orientation
- Sexual violence and sexual assault

#### WHAT IS TITLE IX

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial aid.

## EAC'S COMMITMENT

Eastern Arizona College is committed to providing a safe and positive learning, living, and working environment. The College has a responsibility to ensure that all students, faculty, staff, and visitors can enjoy the benefits and opportunities the College has to offer in an environment free from discrimination on the basis of gender, including:

- Sexual Harassment
- Sexual Assault
- Domestic Violence
- Bullying
- Sexual Misconduct
- Dating Violence
- Stalking
- Retaliation

Title IX protects people in all academic, educational, extra-curricular, athletic, and other school programs, including school-sponsored or condoned activities. It may cover activity occurring off school grounds if there is carry-over into the educational setting.

## POLICY AND PROCEDURES

EAC has adopted a one policy, one process program to promptly, thoroughly, and fairly address all concerns and complaints of harassment or discrimination. This policy on Civil Rights Equity:

- Assures EAC is compliant with Title IX and all other forms of civil rights laws and relevant grievance processes.
- Establishes a process for determining when sexual misconduct has occurred.
- Authorizes the College to take actions to stop the conduct, to remediate its effects, and to provide information to prevent sexual misconduct.
- Applies to all of EAC's operations and programs, including additional campuses and locations.

## DUTY TO REPORT

Any employee who receives a complaint of discrimination, harassment, or sexual misconduct or becomes aware, directly or indirectly, of a behavior that violates Title IX is required to report the alleged misconduct immediately to one of EAC's Title IX Co-Coordinators.

EAC is required by law and College policy to investigate good faith complaints of sexual misconduct. All complaints, formal or informal, will be investigated in a manner that is prompt, adequate, and impartial.

## REPORTING

The guiding principle in the report of a sexual assault or violent crime is to avoid revictimizing the survivor by forcing the person into any plan of action. Assistance with the well-being of the survivor is the primary goal. Victims may contact any one of several College departments or community agencies for assistance. The following resources provide immediate aid or ongoing consultation:

	<b>Area Code (928)</b>
<b>Emergency, Medical, Police, fire</b> .....	911, or 9-911 on Eastern's phones
<b>Campus Police</b> .....	Pager (800) 337-7407 Office 428-8240 or 8241
<b>Sheriff's Department</b> (24-hour dispatch) .....	428-3141
<b>Rape Crisis 24-Hour Hotline</b> .....	(800) 400-1001
<b>Mt. Graham Safe House</b> .....	348-9104
<b>Student Life Office</b> (Mon. – Fri., 8:00 a.m. – 5:00 p.m.).....	428-8354
<b>Counseling Office</b> (Mon. – Fri., 8:00 a.m. – 5:00 p.m.).....	428-8253
<b>Mark Allen North Head Resident</b> .....	428-8235
<b>Mark Allen South Head Resident</b> .....	428-8236
<b>Nellie Lee Hall Head Resident</b> .....	428-8415
<b>Residence Towers Head Resident</b> .....	428-8606
<b>Director of Student Life &amp; Housing Office</b> .....	428-8605

## EAC TITLE IX OFFICERS

### TITLE IX CO-COORDINATORS

#### **Jeanne Bryce**

PROVOST

(928) 428-8261

[jeanne.bryce@eac.edu](mailto:jeanne.bryce@eac.edu)

#### **Lauri Avila**

ASSOCIATE DIRECTOR OF  
ADMINISTRATIVE SUPPORT

(928) 428-8915

[lauri.avila@eac.edu](mailto:lauri.avila@eac.edu)

### TITLE IX DEPUTIES – GRAHAM COUNTY

#### **Tim Curtis**

CHIEF BUSINESS OFFICER

(928) 428-8220

[tim.curtis@eac.edu](mailto:tim.curtis@eac.edu)

#### **Gary Sorensen**

DEAN OF STUDENTS

(928) 428-8354

[gary.sorensen@eac.edu](mailto:gary.sorensen@eac.edu)

#### **Sharon Allen**

ASSISTANT DEAN  
OF COUNSELING

(928) 428-8342

[sharon.allen@eac.edu](mailto:sharon.allen@eac.edu)

#### **Jim Bagnall**

ATHLETIC DIRECTOR

(928) 428-8414

[jim.bagnall@eac.edu](mailto:jim.bagnall@eac.edu)

### TITLE IX DEPUTIES – GILA COUNTY

#### **Patricia Burke**

GLOBE & SAN CARLOS  
CAMPUS DEAN

(928) 425-8481, ext. 122

[pat.burke@eac.edu](mailto:pat.burke@eac.edu)

#### **Pamela Butterfield**

PAYSON CAMPUS DEAN

(928) 468-8039, ext. 25

[pam.butterfield@eac.edu](mailto:pam.butterfield@eac.edu)

# Sexual Discrimination and Harassment Policy and Complaint Procedure

## SEXUAL DISCRIMINATION/HARASSMENT COMPLAINTS

Eastern Arizona College does not discriminate against potential or existing employees or students on the basis of their gender or sexual preference(s). In concert with this policy, the College enforces a no-tolerance rule regarding evidence of sexual harassment by any of its employees, any of its students, and/or any third parties contracted by the College that might otherwise engage in sexual harassment against any other employee, any applicant for employment, and/or any student applying to or in attendance at the College. Furthermore, the College considers sexual harassment to be a major infraction of the professional integrity of its employees and/or students, or whosoever engages in such practice, and will take steps to the furthest extent of the law to suspend or otherwise discharge the perpetrator from employment or continued enrollment at the College, and will cooperate with legal authorities in pursuit of appropriate legal action. Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or academic standing
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting an employee or applicant for employment; or is used as the basis for an academic decision affecting a student
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or interferes with a student's academic performance or creates an intimidating, hostile, or offensive academic environment.

## BRINGING A COMPLAINT

Any employee, applicant for employment, or student who believes that he/she or another employee, applicant for employment, or student, (1) has been discriminated against on the basis of gender and/or sexual preference(s), or (2) has been sexually harassed, should promptly report the matter to any academic administrator at the College (i.e. college dean or vice president). Any academic officer or other administrator of the College who receives a report of sexual harassment must present the allegations to the College President as soon as reasonably possible. The College President or personnel designated by the College President shall investigate any and all complaints of sexual harassment. A complaint arising from a Graham County site may be reported to the Chief Student Officer at (928) 428-8261, in the Thatcher Campus Student Services Building. A complaint arising from a Greenlee County site may be reported to the Chief Campus Officer at (928) 428-8215, Student Services Building, Thatcher Campus.

## RESOLUTION OF A COMPLAINT

The College is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy. In determining whether or not any particular alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged incident(s), and the context in which the alleged incident(s) occurred will be reviewed and considered. The College prohibits reprisals by any of its employees or students against any complaining employee(s), student(s), or corroborating witness(es). Confidentiality shall be maintained to the maximum extent that is reasonably possible.

## SEXUAL ASSAULT COMPLAINTS

A charge of sexual assault against a College student shall be handled in a manner similar to that described for a complaint of sexual harassment by the Chief Student Officer of the Thatcher Campus or Chief Officer for Greenlee County Eastern Arizona College sites. When a complainant of sexual assault gives information to the Officer that a sexual assault has taken place and accuses a College student of the offense, the Officer will have the discretion to suspend the accused student pending a hearing. When any necessary investigation is complete, the Officer will formally notify the accused student of the charges and shall set a hearing date within five (5) work days. Arizona State Law requires that any crime or act that constitutes a felony must be reported to Law Enforcement.

## IDENTITY THEFT

If someone obtains your social security number, they can start hacking away at parts of your identity; from credit card info to college documents. Don't give out personal information to unknown individuals. Identity theft is a long, hard road to overcome, often involving years of tracking, reestablishing damaged credit ratings, and more. Don't risk it!

## RESPONSIBILITY FOR SAFETY

Thatcher Campus Police and security personnel are available 24 hours a day. For emergencies call 911. The office is located at 620 N. College Ave., and their number is (928) 428-8240 or (800) 337-7407 (pager). Campus Police officers are certified by the Arizona Law Enforcement Officers Advisory Council and have full law enforcement authority. Eastern's Campus Police are responsible for a full range of public safety services, including all crime reports, investigations, medical and fire emergencies, and traffic accidents. They are also responsible for the enforcement of laws regulating alcohol consumption, the use of controlled substances, weapons, and all other incidents requiring police assistance. Campus police monitor criminal activity of students in off-campus locations of student organizations recognized by the College.



## CHANGES IN SAFETY AND SECURITY PROCEDURES

Updated printed materials explaining changes (including timely reports regarding the occurrence of campus crimes) will be prepared and distributed to all students and employees.

Students in residence halls are further instructed in areas of crime prevention through meetings in which printed and visual materials are reviewed and discussed.

In addition, EAC will release the latest crime statistics for the most recent year in our General Catalog and will provide full distribution to students and employees.

## SEX OFFENDER COMMUNITY NOTIFICATION

Arizona Revised Statute 13-3826 requires community notification regarding sex offenders assessed as Level 3 or High Risk who are residing in the area. This includes notification to the surrounding neighborhood, area schools, appropriate community groups, and prospective employers, which shall include a flier with a photograph and exact address of the offender, as well as a summary of the offender's status and criminal background.

Information on the identity and residential address of all levels of registered sex offenders is available at the Arizona Sex Offenders website at [azsexoffender.com](http://azsexoffender.com).

## Student Code of Conduct

The rules of conduct specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students attending Eastern Arizona College and are among the circumstances which may lead to disciplinary action and possible dismissal.

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the town, county, state, or nation
- Possessing or using intoxicating liquors, narcotics, or other illegal drugs
- Stealing or in possession of stolen articles
- Malicious destruction of property
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault
- Possession/use of any projectile weapon on campus
- Failure to meet financial obligations to the College
- Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal

## ACADEMIC INTEGRITY

The information below is strictly a summary. Students are responsible to abide by the entire policy which may be accessed on the Web version of the current academic catalog.

The value of the degrees, certificates, and coursework offered by Eastern Arizona College greatly depends on its reputation as an institution dedicated to academic honesty. Each member of the EAC community is charged with honoring and upholding the policies and procedures governing academic integrity in their entirety.

### CODE OF ACADEMIC INTEGRITY

Students at Eastern Arizona College are expected to:

- Conduct themselves in accordance with principles of academic integrity
- Behave so as to foster an atmosphere of honesty and fairness
- Avoid plagiarism and other forms of academic misconduct
- Give truthful information to any College professional educator or to any other College employee regarding issues concerning academic integrity or academic misconduct, or suspected academic misconduct
- Not alter, misuse, or forge any College document, record, or instrument of identification

Students are not excused from these provisions because of any failure or inability on the part of the professional educator to prevent other instances of academic misconduct as listed below:

- Cheating on examinations
- Inappropriate collaboration (working together)
- Collusion—Aiding and abetting others in the venture of academic misconduct
- Submitting the same assignment for different classes
- Intentional misrepresentation
- Plagiarism
- Improper influence (attempting to influence a grade by offering anything of value)

When a professional educator becomes aware of a possible violation of academic integrity, a confidential conference should be held to discuss the perceived violation and its consequences. If, following the conversation, the professional educator is satisfied that a violation has occurred, he or she may determine that one or more of the following consequences are appropriate and impose such penalty:

- Issuing a verbal or written reprimand
- Requiring that the academic project or examination in question be repeated
- Assigning the academic project or examination in question a reduced grade
- Requiring that the academic project or examination in question be repeated for a reduced grade
- Assigning the academic project or examination in question a failing grade
- Assigning a reduced grade in the course
- Assigning a failing grade in the course
- Initiating the student's involuntary withdrawal from the course

If the professional educator feels that the violation in question was especially serious or repeated, he or she may recommend that additional penalties be imposed by the Admissions and Academic Standards Appeals Committee.

If this Committee concludes that the violation is so serious as to possibly warrant the student's exclusion from extracurricular college activities or suspension or dismissal from the College, it will make that recommendation to the Judiciary Committee.

The Judiciary Committee may impose additional penalties against a violator, which may include:

- Censure and exclusion from extracurricular college activities, including student government, athletics, performances, or other activities of the college community
- Suspension for a specified period of time
- Expulsion from the College without expectation of readmission

## A STUDENT'S RIGHT TO APPEAL

A student may appeal any decision to impose discipline as a result of academic misconduct through the established Grievance Procedure and Official Review Process for Academic Standards.

## DISCIPLINARY ACTION

While not all-inclusive, the following activities may lead to disciplinary action, loss of campus living privileges, and possible dismissal from Eastern Arizona College:

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state, or nation
- Possessing or using intoxicating liquors, narcotics, or other illegal drugs. Federal law allows notification of parents or guardians when there is a violation of this policy or a student exhibits a pattern of illegal substance use.
- Stealing or possession of stolen articles
- Malicious destruction of property
- Endangering or threatening the life or physical safety of others or self
- Interference with the education process by threatening behavior or possession of dangerous weapons or simulated weapons
- Projectile weapons are prohibited on the campus of Eastern Arizona College, including all firearms, BB/pellet guns, paint ball guns, archery equipment, etc. Any person found in possession of the above described weapon(s) on campus are subject to expulsion from Eastern Arizona College. Please be aware that many BB/pellet guns may be mistaken for a real weapon. Any weapon of this type pulled out in the presence of a law officer may result in the officer defending him/herself.
- Laser pointers or laser devices that emit any laser beam are prohibited on campus except when used by an instructor in a classroom setting or class instruction. Pointing a laser device at a police officer is a crime in the State of Arizona.
- Inappropriate use of EAC computer equipment, programs, or accounts (see Use of EAC Computer Equipment, Programs, or Accounts)
- Failure to meet financial obligations to the College
- Academic misconduct
- Student conduct, on or off-campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal

You are expected to abide by this code. Ignorance is not an excuse! (See General Catalog for full text).

## RIGHTS AND RESPONSIBILITIES

What are my responsibilities and rights as a student? What do I do if I feel I'm not being treated fairly? How do I appeal an action that has been taken against me?

Your rights and responsibilities as a student are:

- to set academic goals for yourself;
- to know what classes you should take to reach your goals;
- to master the information presented to you in class by attending class and studying outside of class;
- to provide honest feedback to instructors via the online course evaluation system on Eastern's website;
- to take advantage of every learning opportunity that is presented to you, whether in or out of class; and
- to request a hearing if you believe your rights have been violated. At Eastern Arizona College, this is called the "Grievance Procedure." The steps of the procedure for academic and non-academic grievances are spelled out in detail in the 2017-18 College Catalog. Or you can find them in the electronic catalog on Eastern's website as follows: [eac.edu/Academics/Catalogs](http://eac.edu/Academics/Catalogs).

There are several key points about the Grievance Procedure you should always keep in mind.

- Let your concerns be known quickly. The grievance procedure sets definite time lines that must be followed. More importantly, a problem not addressed when it occurs can often escalate into something much more serious.
- The first step of the grievance procedure is always to meet with the individual you feel to be responsible for the violation of your rights as a student. If you feel intimidated or uncomfortable with this first step, it is always appropriate to meet with a member of the counseling staff who, in turn, can provide you support in taking the appropriate steps to confront and resolve the problem.
- Determine if the issue is an academic or a non-academic concern. This makes a difference in how you would proceed if you cannot resolve the situation to your satisfaction with the responsible individual.

## ACADEMIC CONCERNS

Academic concerns almost always involve matters within the classroom, such as grading procedures, accusations of cheating or plagiarism, instructor-student relationships, or expectations of what is supposed to be going on in the classroom are not being met. They may also involve students feeling they have been poorly advised or given incorrect information. Such issues would be addressed through the instructor or advisor, then the instructor's academic division chair, the appropriate academic dean, and finally, the Admissions and Academic Standards Committee.



## NON-ACADEMIC CONCERNS

Non-academic concerns are generally those stemming from disciplinary action taken against a student for inappropriate behavior. The behavior may be classroom-related, for example, being barred from the classroom for being disruptive. More frequently the behavior in question would occur outside the classroom, for example, an accusation of violating the student code of conduct, residence hall, or athletic team rules. If the student believes that the action taken was unfair or not warranted, he or she has the right to appeal using the grievance procedure. The final step in this process is for an appeal to be heard by the Judiciary Committee which is a group comprised of students, faculty, and staff.

Don't be afraid to get advice about what to do. Student Life or Counseling staff are expected to be available to discuss your concerns with you and to do so in a non-judgmental manner. Their role is to advise you about options available to you by which you may resolve your concern and to support you in pursuing those options.

## CONTACTS

Dean of Students, Dr. Gary Sorensen, (928) 428-8354, Room 114 in the Gherald L. Hoopes Jr. Activities Center or **Gary.Sorensen@eac.edu**

Assistant Dean of Counseling, Sharon Allen, (928) 428-8253, Counseling Office or **Counseling@eac.edu**

## Swimming Pool

- Swim during open hours only.
- Any unauthorized person who is inside the pool enclosure when it is closed can be charged with criminal trespass and a substantial fine.

## ASEAC Events

Student Council meetings every Monday at 5:00 p.m. in the Bonita Room, Activities Center

### **Sat., Aug. 19, 2017**

Opening Social:  
5:00 p.m., South Campus Recreation/Pool Area

### **Sat., Sept. 9, 2017**

Yearbook Dance: 9:30 p.m.,  
Open Dining Room,  
Activities Center

### **Thurs., Nov. 2, 2017**

Blood Drive: 9:00 a.m., Open  
Dining Room, Activities Center

### **Thurs., Nov. 30, 2017**

Pamper Me...Ladies Night  
Out: 5:00 p.m., Open Dining  
Room, Activities Center

### **Fri., Dec. 1, 2017**

Winter Formal: 9:00 p.m.,  
Open Dining Room,  
Activities Center

### **Fri., Dec. 8, 2017**

Winter Study Reliever:  
10:00 a.m., North Campus  
Recreation Area

### **Sun., Feb. 4, 2018**

Super Bowl Party:  
4:00 p.m., TV/Game Room,  
Activities Center

### **Thurs., March 29, 2018**

EASTERN Egg Hunt:  
7:00 p.m.,  
Gym Rose Garden

### **Thurs., April 5, 2018**

ASEAC Blood Drive:  
9:00 a.m.,  
Open Dining Room,  
Activities Center

### **Fri., April 13, 2018**

"Friday Night Lights"  
Flag Football Tournament:  
6:00 p.m., Stadium

### **Sat., April 21, 2018**

"Day of Champions Service  
Project": Mark Allen  
Parking Lot

### **Sat., May 5, 2018**

Closing Social/Yearbook  
Distribution: Time and  
Place TBD



## Fine Arts Events

### **Tues., Aug. 22, 2017**

Theatre Social: 6:00 p.m.,  
Fine Arts Auditorium

### **Mon., Aug. 28, 2017**

Music Majors Meeting:  
6:00 p.m., Band Room

### **Wed., Sept. 27, 2017**

Starlight Strings:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Sat., Oct. 14, 2017**

Band Day: Mickelson Stadium

### **Oct. 18, 19, 20, 21, 2017**

Theatre Production:  
7:30 p.m.,  
South Campus Room 3

### **Oct. 26, 27, 28, 2017**

Fall Sing: 7:30 p.m.,  
Fine Arts Auditorium

### **Mon., Nov. 6, 2017**

Winds & Percussion Recital:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Nov. 8, 9, 10, 11, 2017**

Theatre Production:  
7:30 p.m.,  
Fine Arts Auditorium

### **Mon., Nov. 13, 2017**

Vocal Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **Wed., Nov. 15, 2017**

Piano Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **Thurs., Nov. 16, 2017**

Small Ensemble Recital:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Fri., Nov. 17, 2017**

Fall Jazz Ensemble Concert:  
7:30 p.m.,  
Lee Little Theater,  
Activities Center



### **Sat., Nov. 18, 2017**

Orchestra Concert:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Mon., Nov. 20, 2017**

Strings Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **Nov. 29, 30, Dec. 1, 2, 2017**

Theatre Production:  
7:30 p.m.,  
South Campus Room 3

### **Tues., Dec. 5, 2017**

Festival of Carols: 7:30 p.m.,  
Fine Arts Auditorium

### **Sun., Dec. 10, 2017**

Hansel's "Messiah":  
7:30 p.m., Fine Arts  
Auditorium

### **Wed., Feb. 21, 2018**

Chamber Orchestra Concert:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Feb. 28, March 1, 2, 3, 2018**

Theatre Production: 7:30 p.m.,  
South Campus Room 3

### **April 3, 4, 5, 6, 7, 2018**

Musical Theatre Production:  
7:30 p.m.,  
Fine Arts Auditorium

### **Mon., April 9, 2018**

Winds & Percussion/Strings  
Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **Thurs., Apr. 12, 2018**

Small Ensemble Recital:  
7:30 p.m., Lee Little Theater,  
Activities Center

### **Fri., Apr. 13, 2018**

Piano Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **Mon., Apr. 16, 2018**

Vocal Recital: 7:30 p.m.,  
Lee Little Theater,  
Activities Center

### **April 18, 19, 20, 21, 2018**

Theatre Production:  
7:30 p.m., South Campus  
Room 3

### **Mon. Apr. 23, 2018**

Strings Recital:  
7:30 p.m., Lee Little  
Theatre, Activities Center

### **Apr. 26, 27, 28, 2018**

Spring Sing: 7:30 p.m.,  
Fine Arts Auditorium

### **Mon., Apr. 30, 2018**

Symphonic Band Concert:  
7:30 p.m.,  
Fine Arts Auditorium

### **Wed., May 2, 2018**

Spring Jazz Ensemble  
Concert: 7:30 p.m.,  
Fine Arts Auditorium

### **Thurs., May 3, 2018**

Jazz Singers Concert:  
7:30 p.m.,  
Choir Room

### **Sat., May 5, 2018**

Orchestra Concert:  
7:30 p.m.,  
Fine Arts Auditorium

# Home Sports Schedule

## FOOTBALL

### Sat., Aug. 26, 2017

EAC vs. New Mexico Prep:  
7:00 p.m.,  
Mickelson Stadium

### Sat., Sept. 2, 2017

EAC vs. Arizona Western:  
7:00 p.m.,  
Mickelson Stadium

### Sat., Sept. 9, 2017

EAC vs. Mesa CC:  
7:00 p.m.,  
Mickelson Stadium

### Sat., Oct. 7, 2017

EAC vs. Pima CC  
7:00 p.m.,  
Mickelson Stadium

### Sat., Nov. 4, 2017

EAC vs. Phoenix CC  
7:00 p.m.,  
Mickelson Stadium

## VOLLEYBALL

### Wed., Aug. 30, 2017

EAC vs. Phoenix College:  
7:00 p.m.,  
Guitteau Gymnasium

### Wed., Sept. 20, 2017

EAC vs. Scottsdale CC  
7:00 p.m.,  
Guitteau Gymnasium

### Fri., Sept. 29, 2017

EAC vs. Yavapai CC  
7:00 p.m.,  
Guitteau Gymnasium

### Wed., Oct. 4, 2017

EAC vs. Arizona Western  
CC: 7:00 p.m.,  
Guitteau Gymnasium

### Wed. Oct. 25, 2017

EAC vs. Arizona Western  
7:00 p.m.,  
Guitteau Gymnasium

### Fri., Oct. 27, 2017

EAC vs. Chandler-Gilbert  
CC: 7:00 p.m.,  
Guitteau Gymnasium

## BASKETBALL

### Wed., Nov. 29, 2017

EAC vs. Scottsdale CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Wed., Dec. 6, 2017

EAC vs. Pima CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Sat., Jan. 6, 2018

EAC vs. Mesa CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Wed., Jan. 10, 2018

EAC vs. Tohono O'Odham:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Wed., Jan. 17, 2018

EAC vs. Central Arizona:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Wed., Jan. 24, 2018

EAC vs. Arizona Western:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

### Wed., Jan. 31, 2018

EAC vs. Coshise CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium





**Wed., Feb. 7, 2018**

EAC vs. Phoenix CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

**Sat., Feb. 10, 2018**

EAC vs. South Mountain:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

**Wed., Feb. 21, 2018**

EAC vs. Chandler-Gilbert:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

**Tues., Feb 27, 2018**

EAC vs. Glendale CC:  
5:30 p.m. & 7:30 p.m.,  
Guitteau Gymnasium

**BASEBALL****Tues., Feb. 6, 2018**

EAC vs. El Paso CC:  
Noon, Baseball Stadium

**Thurs., Feb. 22, 2018**

EAC vs. Monroe CC:  
Noon, Baseball Stadium

**Sat., Feb. 24, 2018**

EAC vs. South Mountain:  
Noon, Baseball Stadium

**Sat., Mar. 3, 2018**

EAC vs. Central Arizona CC:  
Noon, Baseball Stadium

**Tues., Mar. 6, 2018**

EAC vs. Cochise CC:  
Noon, Baseball Stadium

**Tues., Mar. 20, 2018**

EAC vs. Mesa CC:  
Noon, Baseball Stadium

**Tues., Mar. 27, 2018**

EAC vs. Pima CC:  
Noon, Baseball Stadium

**Tues., Apr. 3, 2018**

EAC vs Chandler-Gilbert CC:  
Noon, Baseball Stadium

**Tues., Apr. 10, 2018**

EAC vs. Glendale CC:  
Noon, Baseball Stadium

**Sat., Apr. 21, 2018**

EAC vs. Arizona Western:  
Noon, Baseball Stadium

**Sat., Apr. 28, 2018**

EAC vs. Yavapai CC:  
Noon, Baseball Stadium

**SOFTBALL****Tues., Feb. 6, 2018**

EAC vs. Central Arizona:  
Noon, Softball Field

**Tues., Feb. 13, 2018**

EAC vs. Phoenix CC:  
Noon, Softball Field

**Tues., Feb. 20, 2018**

EAC vs. Pima CC:  
Noon, Softball Field

**Sat., Feb. 24, 2018**

EAC vs. Mesa CC:  
Noon, Softball Field

**Tues., Mar. 6, 2018**

EAC vs. South Mountain:  
Noon, Softball Field

**Tues., Mar. 13, 2018**

EAC vs. Arizona Western:  
Noon, Softball Field

**Tues., Mar. 20, 2018**

EAC vs. Paradise Valley:  
Noon, Softball Field

**Tues., Mar. 27, 2018**

EAC vs. Gateway CC:  
Noon, Softball Field

**Tues., Apr. 3, 2018**

EAC vs. Chandler-Gilbert:  
Noon, Softball Field

**Sat., Apr. 14, 2018**

EAC vs. Glendale CC:  
Noon, Softball Field

**Tues., Apr. 17, 2018**

EAC vs. Scottsdale:  
Noon, Softball Field

**Tues., Apr 24, 2018**

EAC vs. Yavapai:  
Noon, Softball Field

# Finals Schedule

## FALL SEMESTER 2017 – THATCHER CAMPUS

Class Meets	Test Day	Test Date	Test Time
All ENG 055, 100,101 and 102	Monday	Dec. 11	9 - 11 a.m.
7 a.m. .... MWF	Monday	Dec. 11	7 - 9 a.m.
7 a.m. .... TTh	Tuesday	Dec. 12	7 - 9 a.m.
8 a.m. .... MWF	Wednesday	Dec. 13	7 - 9 a.m.
8 a.m. .... TTh	Thursday	Dec. 14	7 - 9 a.m.
9 a.m. .... MWF	Tuesday	Dec. 12	3 - 5 p.m.
9 a.m. .... TTh	Monday	Dec. 11	11 a.m. - 1 p.m.
10 a.m. .... MWF	Wednesday	Dec. 13	3 - 5 p.m.
10 a.m. .... TTh	Tuesday	Dec. 12	9 - 11 a.m.
11 a.m. .... MWF	Tuesday	Dec. 12	11 a.m. - 1 p.m.
12 p.m. .... MWF	Wednesday	Dec. 13	1 - 3 p.m.
12 p.m. .... TTh	Thursday	Dec. 14	9 - 11 a.m.
1 p.m. .... MWF	Wednesday	Dec. 13	9 - 11 a.m.
1 p.m. .... TTh	Wednesday	Dec. 13	11 a.m. - 1 p.m.
2 p.m. .... MWF	Tuesday	Dec. 12	1 - 3 p.m.
2 p.m. .... TTh	Monday	Dec. 11	3 - 5 p.m.
3 p.m. .... MWF	Monday	Dec. 11	1 - 3 p.m.
3 p.m. .... TTh	Thursday	Dec. 14	11 a.m. - 1 p.m.
4 p.m. .... MWF	Thursday	Dec. 14	1 - 3 p.m.
4 p.m. .... TTh	Thursday	Dec. 14	3 - 5 p.m.

**NOTE:** Final exams for evening classes and classes at all other sites will be administered during the week of December 11-14, 2017 during regularly scheduled class times. Classes are expected to meet during the scheduled time regardless of whether there is an exam scheduled.

## SPRING SEMESTER 2018 – THATCHER CAMPUS

Class Meets	Test Day	Test Date	Test Time
All ENG 055, 100,101 and 102	Monday	May 7	9 - 11 a.m.
7 a.m. .... MWF	Monday	May 7	7 - 9 a.m.
7 a.m. .... TTh	Tuesday	May 8	7 - 9 a.m.
8 a.m. .... MWF	Wednesday	May 9	7 - 9 a.m.
8 a.m. .... TTh	Thursday	May 10	7 - 9 a.m.
9 a.m. .... MWF	Tuesday	May 8	3 - 5 p.m.
9 a.m. .... TTh	Monday	May 7	11 a.m. - 1 p.m.
10 a.m. .... MWF	Wednesday	May 9	3 - 5 p.m.
10 a.m. .... TTh	Tuesday	May 8	9 - 11 a.m.
11 a.m. .... MWF	Tuesday	May 8	11 a.m. - 1 p.m.
12 p.m. .... MWF	Wednesday	May 9	1 - 3 p.m.
12 p.m. .... TTh	Thursday	May 10	9 - 11 a.m.
1 p.m. .... MWF	Wednesday	May 9	9 - 11 a.m.
1 p.m. .... TTh	Wednesday	May 9	11 a.m. - 1 p.m.
2 p.m. .... MWF	Tuesday	May 8	1 - 3 p.m.
2 p.m. .... TTh	Monday	May 7	3 - 5 p.m.
3 p.m. .... MWF	Monday	May 7	1 - 3 p.m.
3 p.m. .... TTh	Thursday	May 10	11 a.m. - 1 p.m.
4 p.m. .... MWF	Thursday	May 10	1 - 3 p.m.
4 p.m. .... TTh	Thursday	May 10	3 - 5 p.m.

**NOTE:** Final exams for evening classes and classes at all other sites will be administered during the week of May 7-10, 2018 during regularly scheduled class times. Classes are expected to meet during the scheduled time regardless of whether there is an exam scheduled.

## SUMMER TERMS 2018

Final exams for Term I will be administered June 18-22, 2018. Final exams for Term II will be administered July 23-27, 2018. Classes will meet during their regularly scheduled times.

## Full-Time Faculty

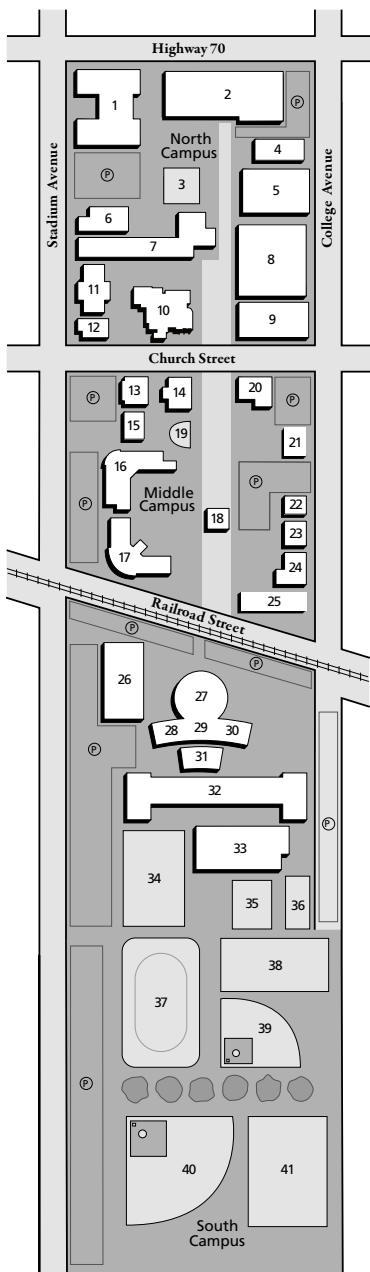
Name	Division	Office	Phone (928) 428-	Email
<b>Alvarez, Franklin</b>	Fine Arts	FA-1	8266	franklin.alvarez@eac.edu
<b>Bagnall, Andrea</b>	HPE	SC-22A	8913	andrea.bagnall@eac.edu
<b>Bagnall, Jim</b>	HPE	Gym	8414	jim.bagnall@eac.edu
<b>Bapat, Madhuri</b>	Science	MS-116	8361	madhuri.bapat@eac.edu
<b>Barnett, Dana</b>	Business	SC-10	8422	dana.barnett@eac.edu
<b>Biggers, Jamie</b>	Nursing	NEC-222	8348	jamie.biggers@eac.edu
<b>Bishop, Bruce</b>	Fine Arts	FA-110	8464	bruce.bishop@eac.edu
<b>Blan, Linda</b>	Social Sciences	AP-212	8310	linda.blan@eac.edu
<b>Burk, Aaron</b>	Science	MS-411	8207	aaron.burk@eac.edu
<b>Campbell, Tammy</b>	Business	SC-7B	8423	tammy.campbell@eac.edu
<b>Cashetta, Glen</b>	ITE	ITB-128	8248	glen.cashetta@eac.edu
<b>Chidester, Peter</b>	Communicative Arts	AP-264	8461	peter.chidester@eac.edu
<b>Cluff, Jill</b>	Allied Health	MS-307	8389	jill.cluff@eac.edu
<b>Coppola, Brian</b>	ITE	ITB-128	8435	brian.coppola@eac.edu
<b>Curtis, Tonka</b>	Communicative Arts	AP-241	8901	tonka.curtis@eac.edu
<b>Dabalsa, Pedro</b>	Math	MS-102	8244	pedro.debalsa@eac.edu
<b>David, Laura</b>	Communicative Arts	AP-255	8420	laura.david@eac.edu
<b>Davis, Sandy</b>	HPE	SC-23E	8408	sandy.davis@eac.edu
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<b>DeSpain, Stephanie</b>	Nursing	NEC-219	8212	stephanie.despain@eac.edu
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<b>Henley, Jeff</b>	Fine Arts	SC-19	8470	jeff.henley@eac.edu
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## Full-Time Faculty (continued)

Name	Division	Office	Phone (928) 428-	Email
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<b>Palka, Pamela</b>	Nursing	NEC-218	8340	pam.palka@eac.edu
<b>Palmer, Celinda</b>	Social Sciences	AP-222	8312	celinda.palmer@eac.edu
<b>Palmer, Tom</b>	Math/Engineering	NC-21	8226	tom.palmer@eac.edu
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<b>Richman, Robert</b>	Allied Health	MS-309	8213	robert.richman@eac.edu
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<b>Roth, Gary</b>	Math	MS-208	8362	gary.roth@eac.edu
<b>Russell, Melanie</b>	Communicative Arts	AP-261	8480	melanie.russell@eac.edu
<b>Russell, Scott</b>	Business	HTC-126	8216	scott.russell@eac.edu
<b>Shelton, Joel</b>	Science	MS-406	8360	joel.shelton@eac.edu
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<b>Watson, Greg</b>	Business	AP-237	8397	greg.watson@eac.edu

## Important Phone Numbers

Office	Location	Area Code (928)
<b>Advising</b>	Counseling, Administration Building	428-8253
<b>ASEAC</b>	Activities Center	428-8384
<b>Student Learning Center</b>	Student Learning Center	428-8446
<b>Athletics</b>	Gym	428-8414
<b>Bookstore</b>	Activities Center	428-8380
<b>Campus Police</b>	620 N. College Avenue	428-8240 or 8241 Pager (800) 337-7407
<b>Cashier</b>	Administration Building	428-8221
<b>Counseling</b>	Counseling, Administration Building	428-8253
<b>Dean of Students</b>	Activities Center	428-8354
<b>Fee Payment</b>	Cashier, Administration Building	428-8221
<b>Financial Aid</b>	Administration Building	428-8287
<b>Food Service</b>	Activities Center	428-1481
<b>Game Room</b>	Activities Center	428-8439
<b>Housing</b>	Resident Towers Lobby, 2nd Floor	428-8605
<b>Job Placement</b>	Counseling, Administration Building	428-8253
<b>Lost &amp; Found</b>	Activities Center	428-8354
<b>Library</b>	Alumni Library	428-8304
<b>Media Center</b>	Alumni Library	428-8306
<b>Refunds</b>	Cashier, Administration Building	428-8221
<b>Registration, Drop/Add</b>	Records, Administration Building	428-8270
<b>Residence Halls</b>	Mark Allen North-Lobby	428-8235
	Mark Allen South-Lobby	428-8236
	Nellie Lee	428-8415
	Wesley Taylor	428-0221
	Residence Towers	428-8606
<b>Scholarships</b>	Administration Building	428-8272
<b>Student Council</b>	Activities Center	428-8328
<b>Student Life</b>	Activities Center	428-8354
<b>Ticket Office</b>	Activities Center	428-8228
<b>Transcripts</b>	Records, Administration Building	428-8270
<b>Tutoring</b>	Counseling, Administration Building	428-8253
<b>Veteran's Affairs</b>	Administration Building	428-8273
<b>Wellness Center</b>	Gym	428-8416
<b>Work-Study</b>	Financial Aid, Administration Building	428-8287



### NORTH CAMPUS

- 1 Mark Allen Residence Hall
- 2 Gerald L. Hoopes Jr. Activities Center  
*Alumni-Visitors Center, Bookstore, Dining Hall, Game Room, Lee Little Theater, Ticket Office, Student Life Offices*
- 3 North Campus Recreation Area  
*Outdoor Basketball, Sand Volleyball Courts*
- 4 Nellie Lee Residence Hall
- 5 Residence Towers  
*Housing Office*
- 6 Maintenance
- 7 North Campus Classrooms (NC)
- 8 Math/Science Building (MS)
- 9 Alumni Library (LIB)  
*Student Library Services, Media Center, Computer Lab*
- 10 Wayne M. McGrath High Tech Center (HTC)  
*Computer Commons, Computer Services*
- 11 Wesley Taylor Residence Hall
- 12 Allied Health Lab (AHL)

### MIDDLE CAMPUS

- 13 Art Building B (Bldg B)
- 14 Layton House
- 15 Art Building C (Bldg C)
- 16 Academic Programs Building (AP)  
*Communicative Arts and Social Sciences, NAU Extension*
- 17 Student Services Building  
*Academic Deans' Offices, Admissions, Cashier, Counseling, Disability Services, District Offices, Evaluation/Testing Center, Financial Aid, Fiscal Control, Human Resources, Institutional Research, Job Placement, Mailroom, Marketing and Public Relations, Records and Registration, Small Business Development, Transition Facilitator*
- 18 Memorial Bell Tower
- 19 Amphitheatre
- 20 Student Learning Center (SLC)
- 21 Family Consumer Resources Building (FCRB)
- 22 Campus Police
- 23 Costume Shop (CstmSh)
- 24 Gila Institute for Technology
- 25 Nursing Education Center (NEC)

### SOUTH CAMPUS

- 26 Industrial Technology Building (ITB)  
*CAD Drafting Facilities and Automotive, Machine, and Welding Shop*
  - 27 Fine Arts Auditorium (FA)
  - 28 Choir Room
  - 29 Stage
  - 30 Scene Shop (SCENE)
  - 31 Band Room
  - 32 South Campus Classrooms (SC)
  - 33 Guitteau Gymnasium  
*Athletic Director's Office, Wellness Center*
  - 34 Tennis Courts
  - 35 Swimming Pool
  - 36 Racquetball Courts
  - 37 Track/Football Field
  - 38 Lower Practice Field
  - 39 Softball Field
  - 40 Baseball Field
  - 41 Upper Practice Field
- Ⓟ Parking Lot

