



**EASTERN
ARIZONA
COLLEGE**

RESIDENCE LIFE HANDBOOK

On-Campus Living guidelines provided for

**Eastern Arizona College
Residential Students**

**All Residential Students Are Expected to be Knowledgeable of the
Material Within This Handbook.**



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Sections by topic:

- Section 1- Arrival Information
- Section 2- Hall and Room Information
- Section 3- Behavior Expectations
- Section 4- Visitation Guidelines
- Section 5- Safety and Security
- Section 6- Deposits and Refunds
- Section 7- Services
- Section 8- General Hall Regulations
- Section 9- Check-Out Procedures
- Section 10- Travel Dates and Sample Forms

RESIDENCE LIFE HANDBOOK INDEX

SUBJECT	SECTION	PAGE
Alcohol/liquor/drug policy	8	1
Appliances	2	3
Appliances, Acceptable	2	3
Appliances, Prohibited	2	3
Area Restrictions	8	1
Arrival Information / Welcome	1	1, 2
Assistance/Service Animal	11	1
Bathrooms	2	5
Behavior Expectations	3	2
Behavior, Housing	3	5
Breakage	9	3
Building Evacuation	5	2
Cafeteria, Backpacks	7	1
Cafeteria, Behavior	7	1
Cafeteria, Dates Closed	7	1
Campus Activities info/bulletins	1	4
Campus Living privileges	10	4
Campus Police	5	4
Candles	5	1
Check-in/out form	10	3
Check-out Procedure	9	2
Check-out requirements	9	1
Check-out, Last 2 Weeks	9	2
Christmas Lights	5	1
Cleaning Equipment	2	5
Cleaning, inspections	2	5
Closure Dates- Halls	8	1
Code of Conduct	3	1
College property in rooms	8	3
Computer/Internet information	7	7/8
Crime, Conviction	3	1
Damages, Room	9	3
Dates, Important	10	1
Decoration, Room	2	2
Decoration, Window	2	2
Deposit	6	1
Deposit Refunds	6	1
Deposit, Refund Check	6	1
Destruction of Property	3	1
Disciplinary Actions	3	1
Discipline	3	2
Discrimination, Sexual, other	5	6
Dismissal	3	1
Doors	8	1
Drugs and Liquor Policy	8	1
Drugs, Possessing or Using	3	1
Duct Tape	2	2
Duplicate Key	5	3
Electrical outlets	5	1
Electrical Power Bars	5	1
Electrical Problems	5	1
Elevator information - RT	5	6
Emergency Exits- doors/windows	8	3
Evacuation	5	2

SUBJECT	SECTION	PAGE
Extension Cords	5	1
Financial Obligations	3	1
Fire	5	2
Fire Alarms, Tampering with	5	1
Fire Evacuation	5	2a
Fire Evacuation- w/ Disabilities	5	2b
Fire Safety	5	1
Fire, Trapped	5	2
Firearms	8	2
Firearms/ projectile weapons	8	2
Food Services	7	1
Food, Special Diet	7	1
Forms, sample Housing	10	1-9
Furniture, Room	2	4
Gambling	8	2
Good Sam Protocol	5	10a,b,c,d
Guest, Charges	4	2
Guest, Overnight/Age	4	2
Guest, Overnight/limit	4	2
Hall Assignments	2	1
Hall Assistants, expectations o	3	6
Hall Reservation application	10	2
Hot plates	5	1
Housing Deposit/Refunds	6	1
Housing Privileges, Loss of	3	6
Hoverboards, Scooters, e-bikes	5	8
Internet information	7	7/8
Keys	5	3
Keys, Lost	5	3
Laundry	7	2
Laundry, Cost	7	2
Laundry, Problems	7	2
Lightbulbs	5	1
Lockouts	5	3
Loss of campus living privilege	10	4
Lost and Found	7	4
Mail Information	7	3
Mailbox	1	2
Map, Thatcher Campus	10	5
Matches	5	1
Meal Plan	7	2
Meal Plan Changes	7	2
Meal Plan Refund	6	2
Medical	7	5
Medical, Local providers	7	6a-b
Messages, Personal	1	4
Meetings, Hall	1	4
Missing Students Notification	5	9a-b
Noise	3	3
Notices, Official	1	4
Offensive Material	2	2
Open Flames	5	1
Overnight Guests	4	2
Paintballs and Guns	8	2

RESIDENCE LIFE HANDBOOK INDEX

SUBJECT	SECTION	PAGE
Parking	7	4
Pay Phone Numbers	7	3
Personal Property protection	5	7
Personal Safety	5	4
Pets	8	3
Physical Safety	3	1
Quiet Hours	3	4
Quiet Hours, Courtesy	3	4
Quiet Hours, Rules	3	4
Quiet Zones	3	5
Rape	5	4
Refunds	6	2
Refunds, Deposits	6	1
Refunds, Loss of	3	5
Refunds, Not Eligible	6	2
Regulations/Information	8	1
Reserved Spaces	2	1
Residence Hall Applications	10	2
Residence Hall Regulations	8	1-6
Residence Halls, Closure	8	1
Residence Halls, Doors	8	1
Residence Life Philosophy	1	1
Residence Life Staff	1	3
Resident Assistant Expectations	3	6
Responsibility	3	3
Restroom Usage	8	4
Room Assignments	2	1
Room Changes	2	1
Room Damages, Common	9	3
Room Damages, Individual	9	3
Room Decorations	2	2
Room Inspections	2	4
Room Refund	6	2
Roommate Success	3	7-8
Roommate preference Surveys - RT	10	4
Roommate preference Surveys - TH	10	5
Rules After 10pm	3	4
Safety, Personal	5	4
Scholarship, Athletics	2	1
Scholarship, Presidential	2	1
Sexual Assault	5	4
Sexual Discrimination/Harass	5	5
Skateboard and Rollerblades	8	2
Solicitation/proselyting	8	2
Staff, Residence Life	1	3
Stealing- Theft	3	1
Stereos	3	3
Student Code of Conduct	3	1
Student Conduct	3	1
Student Life Office	5	4
Student Representation	1	4
Student Safety	5	4
Telephone After 10 PM	3	4
Telephone hookup	7	3

SUBJECT	SECTION	PAGE
Telephone Information	1	2
Television	7	4
Telephone Information	7	3
Tobacco use on campus	8	5
Trash	2	5
Travel Dates	10	1
Travel Information, Map	10	1
Unauthorized College Property	8	3
Unlawful Tenant	4	3
Vandalism	9	3
Victim	5	4
Violation Of Policies	3	2
Violations, Noise	3	3
Violence	5	4
Visitation Hours	4	1
Visitation Policies	4	1
Visitation Privileges	4	1
Visitation Regulations	4	1
Visitation Violations	3	5
Visitors, Opposite Gender	4	2
Visitors	4	2
Visitors, Your Responsibility	4	2
Washers and Dryers	7	2
Weapon Policies	8	6
Windows	8	3

Section 1

Arrival Information



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Residence Life

Philosophy and Goals

Welcome to Eastern Arizona College's Residence Life!

We are glad you have elected to be a residential student and to experience the benefits living on campus provides. Each of you will contribute to Eastern Arizona College's Residence Life. As you live, work, study and socialize, you will learn to appreciate other people for their unique qualities and abilities. You should expect to regulate your own behavior and be considerate of those around you at all times. Regulations are in place to protect the individual rights of everyone. This handbook defines the regulations and provides a guideline for harmonious living in our campus community.

Philosophy –

The Residence Life Staff supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Part of the challenge of residential living is learning to respect the rights of others in relation to your own needs and taking responsibility for your actions. To ensure residents are able to live together in a positive environment, the Residence Life staff has developed standards for community behavior. Such policies designed are not only for your benefit, but also for the benefit of those around you.

Housing Goals –

A clear description of the goals of campus housing will provide a better understanding for the basis of Residence Life Regulations. The residence halls exist to provide a convenient, affordable, pleasant and safe place for students to live while attending classes.

The purpose of campus housing is:

- To contribute to student success in educational experiences
- To provide an environment which considers each individual as a responsible adult
- To provide supplemental learning experiences appropriate to human growth and development
- To promote healthy social development and opportunities to get to know other residents in an atmosphere of mutual respect
- To provide an overall program which will help residents develop self-discipline patterns and time management best suited to their needs

We look forward to your positive contributions to Eastern's Residential Life!



FIRST THINGS FIRST!

Get yourself off to a good start by doing the following as soon as possible:

- Finalize payment for tuition and fees, books, room and meal plan prior to hall check-in date
- Confirm your registration and locate your classrooms
- Read this handbook completely
- Watch for updated information at designated campus locations which may include your monster email, bulletin boards, posters and electronic signs
- Put your name on personal items.
- Keep valuables locked up and out of sight
- Lock your room whenever vacant
- To receive personal mail, you can obtain a mailbox at the U.S. Post Office in Thatcher across Highway 70 on Stadium Ave., Northwest of Mark Allen Hall, or, have mail delivered to 615 N. Stadium Avenue, Thatcher AZ 85552 and pick up your mail at the EAC Mailroom in the Student Services Building.
- Notify your family and friends of your mailing address and telephone number where appropriate
- Ask questions! Our knowledgeable, helpful staff can assist you!



RESIDENCE LIFE STAFF

There are Residence Life Staff that live within each hall to assist you and to maintain a comfortable, safe environment. The Residence Life leadership team includes:



Gary Sorensen



Candee Skousen



Chris Norton

Dean of Students

Gary Sorensen

Dean's Wing,
Student Services Building

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Director of Residence Life

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Residence Life Administrator

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WHAT'S HAPPENING?

Official Notices – Please be aware of all hall information:

- Text to your listed cell phone number
- Emailed to your Monster Email

Personal Messages - Watch for messages posted:

- On your room door
- In the Hall office area
- Via electronic mail

Residence Hall Meetings – **Mandatory Attendance** required!

- Scheduled at the beginning of each semester and periodically throughout the semester/year
- Meetings are typically scheduled at 9 PM to avoid conflicts with classes and other campus activities
- You are accountable for all information discussed and dispersed at hall and community meetings when living in a residence hall

Student Representation - Excellent leadership opportunity! Let your Resident Director know if you are interested in serving.

- Your Hall is an ASEAC activity and service club and needs representation at Student Council meetings each week.
- The Hall Representative attends the weekly Student Council Meeting at 5:00PM each Monday (or as updated) beginning second week of class. Meetings are held in the GLH Activities Center in a designated meeting area TBD.

Section 2

Hall and Room Information



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HALL AND ROOM ASSIGNMENTS

Residence Hall and Room Assignments - Made on the following priority basis:

1. **Returning residential students** with full deposits on account and a completed “Fall or Spring Intent Form” on file in the Housing Office.
2. **New residential students with an awarded room scholarship.** A limited number of spaces are reserved each semester for room scholarship recipients. A scholarship recipient must submit a Residence Hall Application: eac.edu/student-life/housing/, and reservation deposit. NOTE: There are no reserved scholarship spaces in Residence Towers (RT). RT assignments are determined by date of receipt of Fall or Spring Intent Form or Residence Hall Application and reservation deposit on a first-come, first-served basis. Reservation deposits are not part of scholarships. When available, Students may opt to pay Reservation deposits with Financial Aid disbursements.
3. **New residential student-** Applicant’s assignment determined by the date a completed Residence Hall Application and reservation deposit received by the Residence Life Office or Business Administration/Cashier.
4. **Course Registration Requirement-** You must be registered for a minimum of 6 credit hours to be eligible to live in the dorms. If you are not registered for at least 6 credit hours by the fourth Monday in July for fall semester and the third Monday in December for spring semester your housing assignment will be automatically canceled and your bedspace will be given to the next person in line on the waiting list. If your housing assignment is canceled, you will be placed on the waiting list and may not be able to get back into your selected dorm. Don’t let this happen to you! Be sure you are registered for at least 6 credit hours by the date due.

Hall Assignment/Room Changes –

Roommates are encouraged to work with their Resident Director to achieve compatibility. The Residence Life Office makes all **Hall assignments**. The Director of Residence Life makes **Room Changes**.



ROOM and WINDOW DECORATION

Room Decoration:

- May include pictures, posters, etc. You may not expose your roommate or any visitors; including parents and potential students to inappropriate sexual content. Residence Life staff may ask you to remove material deemed inappropriate.
- Should not damage or leave adhesive residue on ceiling, walls, paint, sheetrock, brick, or woodwork.
- Using Duct or similar tape **on any room surface including carpet** is extremely difficult to remove adhesive left by this type of tape. These products should not be used.
- Please use “Sticky putty”, painters tape, or removable adhesive foam pads to mount posters, pictures, etc. on walls. Please never use nails, screws, or similar devices to mount anything on walls.
- Painting surfaces not allowed.

Window Area Decoration:

- Do not remove screens or blinds from window areas at any time.
- Residence Life Staff may ask you to remove material from windows deemed inappropriate, offensive, or a security risk to the college and/or its residents and students.
- Cannot include advertising material exposed externally
- Should not damage or reconfigure window hardware, glass, frame or function of the window.
- Should not prohibit exiting building in case of an emergency evacuation.

Damage caused by decorations:

- Assessed by Residence Life Staff and charged to student(s).



APPLIANCES

Appliance use policies established in consideration of the building's electrical capacity, utility costs, fire safety, pest control, cleanliness, injury, damage potential, are as follows:

Acceptable Appliances can include :

- Lamps, radio/stereo, iron, blow dryer, curling iron, electric razor, computer, printer, gaming equipment, TV, electric blanket or heating pad, ac adapters/charges, water warmer, small crock pot, air fryer, any cooking appliance that does not have an open heating coil.
- **Refrigerators/microwaves** - Students in Residence Towers and Traditional halls are allowed to bring a mini fridge. The College/Residence Life staff **reserve the right to inspect the contents of each refrigerator** in accordance with our normal inspection guidelines for cleanliness, safety, and hall/College policy violations.

If you have a question about an appliance, please reach out to the Residence Life office at 928-428-8605.

Prohibited Items include :

- Air conditioners, evaporative coolers, hotplates, space heaters, any appliance with an open heating coil.

Unauthorized Appliances:

- Residence Life Staff will request you remove the prohibited item from hall. If not removed in determined time allotted, item will be confiscated and stored until you can remove it from hall.

Use Caution:

- When leaving your room unoccupied, please turn off all **heat/noise-producing** items.
- Do not place hot items such as irons, curling irons, etc., directly on furniture, counter tops, carpet, bedding, clothes or potentially flammable items.



ROOM FURNITURE AND ROOM/SUITE INSPECTIONS

Furniture in your room/suite:

- **Is your responsibility.** Missing or damaged furniture, beyond normal wear and tear, must be replaced or repaired. Related, assessed costs are the responsibility of room occupants.
- **Must stay in your room/suite.** Furniture left outside of your room/suite are subject to theft or damage. Furniture left outside will be returned to room/suite. A return fee will be responsibility of resident who removed items.
- **Should not be disassembled.**
- **Must be returned to the original check-in position** in the room at checkout to avoid return fee.

EAC reserves the right to inspect rooms at any time by Residence Life Staff or pre-approved College Officer.

Room inspections are regularly completed in each hall. They may be:

- Pre-scheduled or unannounced.
- May be sequential or random.
- Made for cleanliness, health, and safety compliance.
- Made to check for violations of Residence Life and EAC policy and regulations.

Please note: If an item left operating in your room disturbs the community or threatens their safety, Residence Life Staff may have to enter a room/suite to shut it off or unplug it. This frequently occurs with alarm clocks, stereos, TV's, and etc. Please refer to "Appliances" section for guidelines.



ROOM / COMMUNITY CLEANING/ TRASH

you are responsible for:

- Cleaning your own room / suite / community area.
- Taking your trash to an appropriate, outside dumpster / receptacle.
 - Please Note: Your personal belongings, trash, room furniture, etc. may not be placed outside your room door in the community hallway, at anytime.
- Cleaning up your discarded trash or any other messes you make in the bathroom, corridors, common areas, kitchen areas, TV areas, laundry rooms, or entry areas of the hall.

Cleaning equipment/supplies are available for checkout from each Hall Office. You will need to leave your EAC ID with staff while using equipment/ cleaning supplies. Please return items as soon as you are done so they are available for the next resident who may need to clean their area.

Custodians regularly clean the common areas, corridors, and common restrooms of the halls on a daily basis. In common areas, if an unusual mess, trash, or damage needing cleaned or repaired by Maintenance staff, residents will be responsible for a community fee appropriate for the cleanup or repair.

Bathrooms:

- No haircuts at anytime. Hair is difficult to clean up and is a health hazard to other residents.
- Use toilets or urinals. Do not use sinks, showers or floors for elimination of body waste. Do not put paper towels in toilets/sinks.
- Be courteous to others and flush after each use.
- Female sanitary products should be disposed in trash receptacles ONLY.
- If you observe/experience a plumbing problem, please **report** the problem your Resident Director as soon as possible. Maintenance staff upon request will make repairs.
- Do not unassembled any plumbing equipment / hardware

Section 3

Behavior Expectations





STUDENT CODE OF CONDUCT

The Eastern Arizona College Student Code of Conduct included in the Eastern Arizona College General Catalog states that:

- The College has the obligation to determine the standards of conduct appropriate for those who become members of its student body.
- Standards apply to all and administered by the President and/or his designee who may take disciplinary action deemed appropriate for the violations committed.
- Admission to the College is a privileged status and involves special additional obligations to the College community.

Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal.

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 that 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
- Engaging in intimidating conduct or bullying against another student through words or actions. Bullying is defined as repeated and/or severe aggressive behavior which is likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
- Possession/use of any projectile weapon on campus
- Failure to meet financial obligations to College.

Student code of Conduct violations that may include **sexual harassment, sexual assault, dating and domestic violence, or stalking** are considered to be Title IX infractions and will be referred to the Title IX Coordinator for review as outlined in GCCCD 2075.01 *Procedures for Alleged Violations of the Title IX Sexual Harassment Regulations*. Eastern Arizona College - Title IX Policy and Regulation Statement (eac.edu) Additional information concerning the **Student Code of Conduct** and the **Non-Academic Grievance** procedures can be found in the EAC's online General Catalog page 32 at: http://eac.edu/Academics/Catalogs/PDF/Catalog_All.pdf



BEHAVIOR EXPECTATIONS and STUDENT CONDUCT

As mature, law-abiding and responsible adults, your behavior is expected to:

- Enhance both the campus and local community;
- Be respectful of the rights and property of others;
- Be in accordance with national, state, and local laws;
- Follow guidelines addressed in the Student Handbook, General Catalog, Residence Life Handbook, hall meetings, and other publications deemed appropriate;
- Be in good taste at all times, as well as, **Dress, language, and behavior** should be appropriate to an educational environment; and
- Be respectful of College property, personnel, other students, and visitors to the College campus.

Student Conduct

The primary concern in Residence Life is the well-being of all residents and students. If you put your interests above that of the hall community, you may be in conflict with EAC Code of Conduct and/or Residence Life policies. Any resident in violation of campus and/or hall policies should expect a request to attend a student conduct hearing and be accountable for resulting consequences/sanctions.

Student Conduct / Residence Life violations will be documented and may require you to meet with your Resident Director to review Hall/Residence Life policy and chart a course of resolution of violation.

Violations will also result in notation/documentation of the incident permanently placed in your Residence Life file.

Violations that are serious and/or repetitive, will result in referral to the Director of Residence Life. Once referred, you will be contacted and scheduled to attend a conduct hearing at an appointed time in the Residence Life Office, located at 1055 North Stadium Ave. Thatcher, AZ 85552.. If you have questions about your appointment, please call 928-428-8605 as soon as possible. Hearings are scheduled around your class schedule. It is expected that you attend hearing during scheduled date/time. Failure to keep hearing appointment will not stop consequences/sanctions from activating. Additional sanctions may be applied if you fail to keep appointment.

Code of Conduct violations that involve alcohol and/or controlled substances, will require students to successfully complete a Diversion program facilitated by the Academic Advising Office to be eligible to continue living in on-campus housing.



NOISE

Noise:

- Is any sound, human or otherwise, which is disturbing to other individuals of the same room or surrounding community. **Excessive noise** (loud stereos, stereos that emit a heavy bass tone regardless of volume, amplified instruments, parties, loud voices, etc.) **is an infringement on the rights of other residents and is unacceptable.**
- Is of concern in residential communities where many people live in close proximity. Not only does noise affect your residence hall but also nearby classrooms, the Activities Center, and neighboring homes.
- Is reduced by everyone's compliance with and adherence to Quiet Hours as described in this section

Responsibility:

- Lies with each individual to control noise, AND with those victimized by noise to attempt to contact the offending party and request elimination of the problem.

Violations:

- If the offending party fails to comply with a resident's request to reduce, report situation to Residence Life Staff.
- Residence Life Staff will notify offending party, eliminate noise, address concerns with student(s), and if appropriate, document the situation with Residence Life Office.
- Repetitive Noise violations in residence halls will not be tolerated. To protect other residents rights, appropriate measures taken to provide a pleasant living space conducive to study, sleep, etc., will be provided.



QUIET HOURS

Daily Quiet Hours in all halls are from 10 PM – 8 AM and should:

- Provide an appropriate environment for sleep and study.
- Expect all students respect for and compliance with established guidelines.

Quiet Hours - Guidelines After 10 PM:

- Radio, TV, video game, and stereo volume heard outside a closed door or window is disturbing to other residents. Use of headphones recommended.
- If your window is open, volume should be at a level that it does not disturb neighboring rooms or buildings.
- Keep conversation and laughter at a low volume.
- Do not slam doors. Enter and exit quietly.
- Do not gather in corridors/community rooms outside rooms/suites. Utilize common areas/ TV rooms of the hall during quiet hours.
- If you are using a cell phone, please keep your voice low. A late, ringing phone is disruptive for everyone in the hall. Change cell phone to vibrate after 10pm.
- Follow any guidelines as instructed or posted by the Resident Director / Residence Life Staff. Residence Life staff is available at any time for residents to report disturbances.

Courtesy Quiet Hours are in effect at all times. They:

- Allow residents to sleep, study, relax or host visitors without distracting noise
- Prohibit disruptive noise. At no time direct amplified sound or yelling out of or towards resident's windows.
- Require residents / students to maintain reasonable quiet in room areas and areas in close proximate of rooms.

Noise Policy

The realities of community living dictate that individuals respect community needs for the moderation of noise (regardless of quiet hours). Noise is any sound, human or otherwise, which is disturbing to a resident. In an effort to reduce the amount of noise in the resident halls, communities and suites, Courtesy quiet hours are always in effect.



QUIET ZONES

Adjacent to Residence Halls

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

- **Immediate areas around all Residence Halls** on EAC's Campus
- **Parking Lots** and other parking areas adjacent to each Residence Hall on EAC's Campus
- **Recreational Areas** located near Residence Towers, Nellie Lee, Mark Allen, and Wesley Taylor Hall
- **All exterior fire exits** in each of the residence halls. Loitering in these areas not permitted.

In Quiet Zones:

- **Courtesy Quiet Hours*** are in effect at all times.
- After 10pm, **Quiet Hours*** are in effect.
- Noise, gathering, or other disturbances in these areas reduce the ability of residents to study, sleep, etc. in the hall. Please observe these zones and do your part to keep noise to a minimum during hours posted.

*Refer to Section 3, page 4 of the Residence Life Handbook.



LOSS OF CAMPUS LIVING PRIVILEGES

Examples of behavior below are not all-inclusive but are emphasize as those that may cause you to lose campus-housing privileges and evicted from hall:

- Violation of national, state or local laws
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault
- Possession/use of illegal and/or prohibited substances (including alcohol in the body)
- Possession/use of any projectile weapon on campus
- Trespassing/Visitation violations
- Property theft or damage and/or possession of stolen items
- Insubordination directed at Residence Life staff
- Failure to meet financial obligations to the College
- Loss of meal plan / dining privileges
- Residence Life or Student Life **probation violations**
- Failure to follow Residence Life Policy as indicated in the Residence Life Handbook, EAC General Catalog, dispersed in hall meetings, or directed by Residence Life Staff

If you lose campus housing privileges:

- You **will not receive a refund** of your **room cost** after the end of registration for that semester has passed. **Meal Plan** refunds are pro-rated then refunded up until the 60% point in the semester and are **only available if student completely withdraws** from EAC as a student. After the 60% point of the semester, there is no refund.
- Your housing deposit will be subject to individual and common hall damage charges before refunded. Refund is not available at check out. When completed checkout sheet, signed by resident and hall staff, is submitted to the Housing Office, deposit refund process begins.
- Students that lose their campus living privileges may have 48 hours after violation, or conduct hearing, to checkout of their room/suite, unless otherwise directed by EAC Student Conduct Officer during the conduct hearing. Students expelled from EAC will checkout of their room/suite and leave campus immediately.
- If your violation is severe and there is less than 48 hours remaining before hall closure, eviction is immediate and you are removed from campus.
- Loss of campus living privileges may affect your eligibility to return to campus housing in subsequent semesters.



HALL ASSISTANTS – RESIDENCE TOWERS

What you can expect from your Resident Assistant (RA):

- To be a friend
- To be a resource – Someone who will either have answers for you or will know where to get them
- To be a helper – someone who can listen and then ask questions that will help clarify problems and move toward solutions.
- To be accepting of others and appreciate the differences in their beliefs, culture, and lifestyles.
- To be good-natured and consistent
- To hold students responsible for their actions and behavior – to confront community members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs
- To be someone who will help you meet people
- To set up community meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students
- To provide opportunities to discuss current issues, programs, and events.
- To help resolve conflicts between suitemates or community members.

What you shouldn't expect from your Resident Assistant (RA):

- To patrol the halls and communities for Quiet Hours violations – if things are too loud, you are responsible for asking the floor members to please quiet down, and if you still have problems, then contact your RA.
- To always be out in the hall and communities – they have studies and commitments too.
- To solve your problems for you – although assistance will be offered.
- To turn their backs on violations – Resident Assistants are expected to report violations.
- To never make mistakes



Campus living presents many challenges. The first of which is learning to live in such close proximity/quarters with new people. Some of the goals of sharing a room are to create an atmosphere where both your personal and academic needs can be met. It is always nice if a friendship can develop as well! Enhance roommate success by building a foundation of open communication. Start by becoming acquainted with each other so you know what to expect. The questions below will help you start talking. Keep in mind that your roommates and suitemates are not going to be just like you. There will be differences and surprises along the way. You will both need to adjust and compromise a bit at times. Give it a try!

Questions to ask each other (and yourself):

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to study?
- At what temperature do you like to keep the room?
- What kind of music do you like? How loud?
- How clean and neat do you want the room/suite? How do you decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off limits?
- How will you set-up your living space?

The Roommate Bill of Rights

- The right to sleep and study free from undue interference in one's room. Unreasonable noise, guests and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.



- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect cooperation in the use of “room-shared” appliance and a commitment to honor agreed-upon payment procedures.
- The right to be free from peer pressure or ridicule if a person’s lifestyle choices differ from one’s roommate.
- The right for redress of grievance. Residence life staff are available for assistance in settling conflicts.

Roommate Agreement

- If you find that you and your roommate could use some assistance with discussing issues or concerns, your Residence Life Staff can help. He or she can provide you with a “Roommate Agreement” form to be completed. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate(s) establish parameters and guidelines for your room.

Survival Tips for New Roommates

- Discuss Questions to Ask Each Other as soon as possible
- Be realistic: Do not expect your roommate to be your best friend and constant companion.
- Continuous close contact can strain even the best friendships
- Keep the lines of communication open
- Discuss potential areas of conflict. Be open to compromise.
- If your roommate is doing something you do not like, talk about it right away.
- Be considerate of your roommate’s privacy.
- Never assume your roommate is just like you. You both have unique differences.
- Take accurate telephone messages
- Always ask permission. Do not just use the iron or eat the cookies, ask first.
- Appreciate your roommate. Never take your roommate for granted
- Avoid being judgmental.
- Be honest, assertive, and stand up for yourself.
- Ask your Residence Life Staff for help. He/she can help mediate conflicts.

Section 4

Visitation Policies



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VISITATION PRIVILEGES

Visitation Policies

- Visitation Hours begin at **10:00 AM and end at 12:00 AM , Sunday - Thursday, and 1:00 AM on Friday and Saturday.**
- Visitation Regulations are in place to maximize safety of our residents and to minimize the chance of unwanted guests entering a hall disturbing the privacy of our residents in their living area or provide access to steal their personal belongings.
- Violation of established hours is considered trespassing and notified initially by the student conduct officer.
- **Students failing to follow visitation policies/regulations** risk visitation privileges. Unauthorized visitors/students in residence halls, hallways, rooms/suites are trespassing.

Visitation Regulations for Traditional Halls, Lounges and Common Areas

- **Visitation Hours:** Residents and visitors are expected to follow the hours listed above. The Director of Residence Life must clear in advance, exceptions to these hours.
- **All visitors must check in at hall office** and leave an approved EAC ID or picture ID with date of birth with hall staff.
- Resident(s) must accompany any visitor visiting throughout duration of visit. Non-residents cannot just “hang out” in the hall/ wings / common areas. **Parent or legal guardian must accompany visitors less than 18 years of age. This includes siblings**
- **Non-resident visitors** may **enter the lounge or lobby areas** of halls as long as they are accompanied by a resident who lives in that hall.
- **All Non-residents** of a hall must be out of the Residence Halls Rooms or Suites by:
 - Time established for visitation end or as directed by Residence Life Staff



OPPOSITE GENDER ROOM VISITATION OVERNIGHT GUESTS

Visitation Policies continued:

- **All visitors must check-in** with hall staff, sign log, and leave a valid picture ID. A visitor who fails to check-in is trespassing. Host is also facilitating a trespass and in violation of visitation policy. **A parent or legal guardian regardless of gender must accompany visitors under 18 years of age.**
- Loitering in corridors, moving from room to room, entering wing restrooms or exiting via windows or fire doors prohibited. Please remain in the room visitor checked into or common area until ready to leave or visitation hours end.
- **As the host, you are responsible for notifying your visitor of all Hall Visitation policies/regulations.** Residents are responsible for visitor checkout prior to the end of visitation hours.
- **Sexual activity is not permitted** in the Residence Halls or on campus.

Overnight Guests

- **A resident must get approval for an overnight guest from the Residence Life Office first,** then pay the overnight fee at Business Administration Office, bring receipt back to Residence Life Office/Resident Director, prior to final approval for guest's overnight stay. Guests must pay \$15 per night, **in advance of their stay.**
 - It is mandatory that hall staff know when a non-resident is staying in a residence hall, in the event of an emergency, evacuation, lock-down or crime. **All guests must check-in with the Resident Director or calling the On-Call-Phone upon arrival to hall.**
 - **A bed space must be available and unassigned in room/suite.** The residents of the room/suite must be agreeable to sharing their hall room/suite space with a guest.
 - In order to stay in your room/suite, guests must be of the same gender and over the age of 18. **If less than 18, guest must be a same-gender sibling** and the **student and Resident Director** must seek approval from the Residence Life Office. **Written, parental permission** is required of same-gender sibling guests under 18 prior to approval of stay. No sibling guest can be under 17 years of age. No opposite-gender sibling may stay in halls.
 - Guest are limited to a **maximum of 4 nights** an academic year with no one continued stay being more than **2 consecutive nights.**



UNLAWFUL TENNANTS

Unlawful Tenants-

- Defined as a student or individual who is residing in a residence hall room or suite without properly securing on-campus residency as described on the “Residence Hall Application and License Agreement.” This student or individual has not applied for on-campus housing, and/or paid a deposit, paid for room or meal plan or has lost on-campus living privileges(ejected). These individuals referred to as a “Squatter,” are stealing campus services that have the effect of adding to the hall operational costs that eventually result as higher hall costs.
- **No** non-resident student or individual may stay in a residence hall room or suite without following the visitation and or overnight guest policies and procedures described in section 4, page 2 of this handbook.
- Students or individuals visiting and/or residing in an on-campus room or suite that have not checked-in as a visitor or as an overnight guest, **are considered an unlawful tenant and are trespassing.**
- Unlawful tenants are referred to Campus Police for possible citation and/or arrest for trespassing.
- Hall Resident(s) willingly allowing an unlawful tenant to stay in their room or suite are facilitating a trespass, violating Residence Life Visitation, Overnight Guest, Student Code of Conduct policies and **are subject to disciplinary sanctions that include loss of Campus Living Privileges.**
- Any activity of an unlawful tenant that is in violation of Resident Life, Student Life, and/or Eastern Arizona College policies and regulations is the unlawful tenant’s responsibility, **along with**, the hall resident who allowed them to stay unlawfully in their room or suite.
- **A hall resident** allowing an unlawful tenant to stay in their room or suite **is subject to the overnight guest costs** to stay in a room or suite in the hall equal to the number of days an individual stayed in the room.



VISITATION SANCTIONS:

1st Violation - Written Warning

- The student receives formal written notification of the violation and is reminded of the visitation policy and consequences of additional violations.

2nd Violation - Disciplinary Conference and Student Life Probation

- The student is required to participate in a disciplinary conference and is placed on Student Life Probation.

3rd Violation - Removal from Campus Housing

- A third visitation violation results in termination of the student's campus housing assignment.

Section 5

Safety and Security



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FIRE SAFETY / PRECAUTIONS

Tampering with fire safety equipment / failure to evacuate:

- **Tampering with fire alarms, fire prevention equipment, or disrupting evacuation** procedures can result in a maximum penalty of a six-month jail sentence and a \$1000 fine; and/or...
- The City of Thatcher Fire Department may charge a student or students a \$2000 fine for knowingly **causing a false alarm** to sound because of a student or students' failure to follow Residence Life policy/guidelines and/or directions concerning fire safety and procedure as disbursed by Hall Staff.
- **Failure to evacuate** the Residence Hall after a fire alarm has sounded, not only endangers you and others, but also puts First Responders in danger.

Prior to any emergency, acquaint yourself with emergency exits, location of fire alarm pulls, fire extinguisher locations, and have a basic plan for evacuating the building in the event of an emergency. During hall orientation meetings, evacuation procedures provided by hall staff.

Discovering a Fire:

- Pull the nearest fire alarm or call 911; alert others
- Extinguish a small fire ONLY if there is no risk to you or other residents
- If you attempt to extinguish a fire, maintain an avenue of escape at all times.
- Aim extinguisher at the base of the fire.
- Evacuate the building via the nearest exit; note any posted evacuation notices.
- Report all fires regardless of size to 911, Residence Life Staff, or Campus Police

Fire Safety - Precautions:

- Do not block doorways, windows, hallways, stairways, escape routes or emergency exits at anytime.
- All electrical cords and devices should be Underwriters Laboratories(UL) approved
- Avoid the use of extension cords; power bars a better choice
- Inspect all cords for wear or damage which may cause it to short circuit
- Use power bars with an independent breaker
- Do not use an adapter to plug in additional cords to an outlet

- Do not remove faceplate from electrical outlets or switches. Report broken faceplates, sparking, or shorting as soon as possible to hall staff.
- Do not use any devices with open heating elements. (Ex. Hot plate, floor heaters)
- Keep flammable items such as papers and clothing away from heat sources and electrical outlets
- Do not change overhead light bulbs. Report malfunctions to Residence Life Staff
- Report any electrical problems as soon as possible to hall staff.
- Christmas lights are allowed under the following guidelines:
- No live trees • Lights must be UL approved • Follow “Appliance” guidelines in this Handbook that includes turning off lights when room is unoccupied.

NO OPEN FLAMES OR COMBUSTIBLE ITEMS ARE ALLOWED IN ANY RESIDENCE HALL!

This includes any device that produces a flame or intense heat such as:

- Barbecue grills, candles, lighters, cigars, pipes, matches, incense, fireworks, smoke bombs, propane burners, hotplates, fuel or gas tanks, or firearm ammunition. This list is not all-inclusive. If unsure what is acceptable, refer to hall staff.

Precautions for Residence Towers Residents

Residents in Residence Towers must take extra precaution in their communities and suites not to activate the General Fire Alarm unnecessarily (false alarm). Smoke detectors in all living areas are sensitive to many atmospheric changes that activate the alarm unnecessarily.

They include:

- Heavy buildup of steam, dampness or humidity
- Smoke from any source(candles, incense, cigarettes, matches, etc)
- Aerosol sprays(room deodorizers, hair spray, etc)
- Chemical vapors (glues, fingernail polish and remover, acetones, oil paint, etc.)
- Heavy accumulations of dust; dust in air caused by bouncing balls, or other unusual activity in suite
- Placing fluorescent lights near detectors (activated by electrical noise)
- Hanging anything on, or tamper with, sprinkler heads located in living areas



In Case of Fire:

- STAY CALM!
- If no alarm is sounding, activate fire alarm pull if there is one in close proximity to your area. Alert others in the building if you can do so safely.
- Follow the evacuation plan described below.

Building Evacuation — Residents must evacuate a residence hall during a fire drill or actual emergency. Failure to evacuate when fire alarm sounds could result with injury or death.

- In the event of an alarm, place hand on room door. **If not hot**, open slowly and check to see if it is safe to exit.
- Grab something to cover your face and put on a pair of shoes for protection if possible. Dress appropriately for the weather outside taking care not to endanger self.
- If time permits, open blinds or curtains and turn on lights.
- Feel the door. **If it is hot**, do not open it. Put a wet towel/blanket at base of the door to block smoke, and open your window. Call and signal for help. Dial 911 if you have phone access. Do not jump from windows above 1st floor! Stay low in room and signal with a flashlight, bright cloth, or something to draw attention to emergency personnel so they will know you are in the building
- If the door is not hot, open slightly and put your hand out into the hall. **If the hallway is hot**, Do not go out! Close the door and follow previous step.
- **If hallway is not hot** and is clear, exit your room, close your door, and evacuate building. **Do not use elevators during an evacuation.**
- **Proceed to the nearest unobstructed emergency exit** or an exit predetermined as your escape route and leave the building.
- **In case you are in a smoke-filled area**, crawl or crouch out of the area. Typically, there will be less smoke closer to the floor.
- **Go away from the residence hall and proceed to the Emergency Evacuation Site(EES) - SANDPIT VOLLEYBALL COURT-** so you can be accounted for by hall staff and emergency service personnel.
- Notify Residence Life Staff or Emergency Service personnel if you think someone trapped is in the building, so they can attempt to locate.
- Wait in the EES until the “**All Clear**” is given by Emergency Service personnel, prior to re-entering the Residence Hall.



EVACUATION PROCEDURES FOR INDIVIDUALS WITH PHYSICAL DISABILITIES IN RESIDENCE TOWERS

Residence Towers(RT) was constructed with three specifically designed suites to facilitate those residents with physical disabilities who may require a living area that meets wheelchair/ADA requirements. The facility was built with some of the most fire-resistant materials available for construction, furniture that meets all requirements of the California Code as it pertains to its resistance to heat and flame, and one of the most up to date fire/smoke alarm systems available at the time of construction. Upon request, and as a handicap/physically disabled resident becomes eligible to live in RT, they will be placed in one of these three living areas (6 bed spaces total) based on gender and time of request. All spaces are on a first-come, first-serve basis depending on date of Residence Hall application submission and payment of reservation deposit. Handicap/physically disabled students may request to live in other areas of RT, although access in those areas is not as assessable as those suites designed for that purpose. In any case, since Residence Towers has multiple levels, 1 ground level and a 2nd and 3rd level, with special living areas on each level, it becomes necessary to integrate evacuation procedures that facilitate those residents with special needs in the event of an emergency requiring evacuation of the building.

Procedures to be followed in the event that the evacuation of Residence Towers is necessary:

1. When the fire alarm sounds, all residents of RT are required to evacuate the building and meet at a pre-determined Emergency Evacuation Site (EES) where residents are accounted for by Residence Life (RL) staff and emergency personnel.
2. Elevators are not an emergency exit option and not used during a fire alarm and/or evacuation of the building.
3. Emergency stairwells attached to each community are the recommended exit during an evacuation to keep congestion of main stairwell in the courtyard area to a minimum. That will assist the movement of staff and emergency personnel securing the area. All stairwells need to stay clear of blockage and debris at all times by residents and staff. Chairs, bikes and other items placed in these areas may endanger those trying to evacuate and put all residents at risk for potential, unnecessary injury.
4. Residents who use devices that assist them to walk (crutches, canes, etc.), should evacuate as expeditiously as possible. They may request assistance from a fellow resident, staff member, or emergency personnel. They should evacuate the building by using the main stairwell in courtyard area so that assistance is more likely to be available by one of the mentioned parties. Once out of the building these residents should meet at a pre-designated location (EES) and accounted for by Residence Life staff and emergency personnel.



5. Residents who are wheelchair users and reside on the ground level of the building (West 1D), and can exit directly to the outdoors should do so as quickly as possible and meet in a pre-determined area (EES) to be accounted for. Residents of that community, without endangering themselves, should attempt to assist where necessary, those residents that are wheelchair users while evacuating building. (Specific staff, residents, or suite members may be assigned hourly/daily/weekly to assist during evacuations, if that community chooses to make those assignments on their community contract.)
6. **The following procedures should be followed when wheelchair users are assigned to or are on the 2nd or 3rd levels of RT during an emergency evacuation:**
 - a. All residents of a community that have a wheelchair user in one of its suites are notified by staff/ in writing by RL staff at the beginning of their stay. During an evacuation, all residents of that community should attempt to assist, without endangering themselves, a resident who is a wheelchair user during their residency at RT. (Assignments to Specific staff, residents or suites for hourly/daily/weekly time periods to assist during evacuations. That community may choose to make those assignments on their community contract.)
 - b. All available Hall Staff members assigned are to check for and assist all disabled residents during an evacuation. All Staff members must have prior knowledge of their location and check on these residents each time there is an evacuation, even if there has been a community or community member assigned to assist. NO EXCEPTIONS! Normal evacuation assistance should be maintained throughout the rest of the hall along with the evacuation of disabled residents. RL staff will use their best judgment to insure that all residents evacuate safely and in a time efficient manner and, while following instruction from emergency service personnel on the scene.
 - c. If assistance from a community member is not available, and no smoke, fire, or immediate danger is apparent, a disabled resident should remain in his/her resident hall suite with the door closed and unlocked. A closed door can provide a safe barrier for many minutes, until an on-duty campus officer/staff member, or emergency personnel can assist them in safely exiting the building.
 - d. At the beginning of each semester, the Head Resident will notify all available Campus Police Officers and RT staff members of each of RT's wheelchair users, the nature of their disability, and their living area/location while residing at RT. A posted floor plan of their location placed in the conference room of the office/lobby area of RT serves as easy reference in the event of an emergency evacuation.
 - e. All available staff members, at the time of an emergency evacuation, will be required to assist in evacuating the building. Throughout the semester, other specific assignments for evacuation made as they become necessary.



- f. Suites with resident wheelchair users are treated with high priority by staff. Suites are to be checked by available staff members during an evacuation to insure evacuation is complete in these areas. If staff evacuation of an area restricted by fire, smoke, or other dangers and resident is unaccounted for, staff member(s) will advise emergency personnel of situation and location of resident as soon as possible.
- g. If smoke or fire is noticed by a resident in a wheelchair, and the individual is alone and has access to a phone, he/she can relay this information directly to emergency services (911), and include the phone number they are calling from if a land line. **Residence Towers address is 900 N. College Ave. in Thatcher, AZ.**
- h. If no phone is available, resident should hang colorful fabric such as a jacket or blanket out of window and shout to attract attention to their location.
- i. Resident should remain in that location until help arrives, although that resident has the right to move to a safer location if possible without risking their safety.
- j. If danger is imminent, and it becomes necessary to evacuate, it is the responsibility of the individuals with the disability to request assistance. In general, these individuals risk of potential injury when carried. Carry only in extreme emergency. These residents know best carry technique and should direct volunteers accordingly. These residents should also ask a staff member or Campus Police Officer to relay special information or needs (medication, specific handling instructions, etc.) for evacuation to emergency service personnel as soon as possible. Once outside the building, these residents and their volunteers should meet other residents in a pre-designated area (EES) and accounted for.

Note: Individuals with disabilities are largely responsible for their selves, but may ask for the assistance of a staff member or a volunteer/resident of RT when needed. The above procedures, in the case of fire drills, are followed. It is important to establish these procedures for drills, so easily executed without confusion or endangering the person with the disability, in the event that an actual emergency evacuation occurs. The procedures above are a guideline only in the event of an emergency evacuation and are not guaranteed to cover all possible scenarios. Planning and practicing a possible evacuation by/for disable students, which may eliminate possible confusion/injury during an actual emergency, recommended.



Hall Entry and Room Keys are extremely important for your safety and that of everyone else living in the hall.

Keys are:

- Your sole responsibility. Report lost or stolen keys immediately to Residence Life Staff!
- Not to be copied or transferred – Either is a violation of Residence Life policy.
- \$50 each in Traditional Halls and \$62.50 each in Residence Towers, if lost or not returned upon checkout! There is a \$10 processing fee for reimbursement of key replacement cost if lost key is located and returned to Residence Life Office.
- Replaced, if lost during the semester, after paying for a replacement key at the Business Administration Office (Cashier) and bringing your receipt to the Residence Life Office. The Residence Life Office will arrange to issue you a new key as soon as a replacement is available. Report/return pieces of broken keys to hall staff for replacement.
- To be returned **by you personally** upon checkout. Do not leave key in your room or give it to a friend/roommate. Leaving a key unsecured risks personal safety of residents, enables theft, etc.

Lockouts:

- Can be avoided if you carry your key with you at all times
- A duplicate key is not available to someone else in your behalf. The Resident Director/hall staff will come to the room to unlock it.
- Repetitive lockouts (after 3) will result in a \$5 fine per incident. Please carry your key at all times to avoid being charged.

Suggestions for added security:

- Keep your key with you at all times even when you are just going down the hall to visit another room, going to the shower/restroom, etc. A lanyard or chain around your neck is convenient when you do not have pockets.
- Never loan your key to anyone, not even your roommate – others have their own key!
- Keep your key on an easily identifiable lanyard/chain
- Never transfer your key to anyone other than your Resident Director or authorized hall staff.



PERSONAL SAFETY

If you:

- Are the **victim** of a crime or violation(s) of College/Residence Life policies;
- Have **witnessed** a crime or violation of College/Residence Life policies;
- **See someone who doesn't belong** in the area or is acting suspicious; or
- **Have any concerns** about your safety or the safety of someone you know,

Do not hesitate to report it as soon as possible to your Residence Life staff, Campus Police, Thatcher Police, or the Student Life Office.

Contacts

- Campus Police: (928)965-8240
- Thatcher Police 24-Hour Dispatch: (928)428-3141 (County Sheriff Dispatch)
- Residence Life Office, M-F 8AM – 5PM (928) 428-8605
- Student Life Office, M-F 8 AM – 5 PM: (928)428-8354

Relationship Violence / Sexual Assault

Your safety and that of other students is a top priority for EAC staff. If you have been a victim of relationship violence or sexual assault, please seek assistance as soon as possible by calling any of the following parties:

- Campus Police: (928)965-8240
- Thatcher Police 24-Hour Dispatch: (928)428-3141
- Residence Life Office, M-F 8AM – 5PM (928)428-8605
- Residence Life staff at numbers listed in **Section 1, page 3** of this Handbook
- Counseling Office (928)428-8253
- Student Life Office, M-F 8 AM – 5 PM (928)428-8354
- Rape Crisis 24-Hours Hotline (928)348-9104

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Complaints

An allegation of any sexual harassment complaint against a College student or employee will be directed by the Title IX Coordinator of the Thatcher Campus. When a complainant of sexual harassment gives information to a College Official with Authority that sexual harassment has taken place and accuses a College student or employee of the offense, the Title IX Coordinator will be notified and begin any formal or informal proceedings. Please refer to Title IX information on the EAC website at:

<https://www.eac.edu/about/title-ix/>



SEXUAL DISCRIMINATION- HARASSMENT POLICY AND COMPLAINT PROCEDURES

Eastern Arizona College Title IX Policy and Regulation Statement

Eastern Arizona College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, the College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes: sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Eastern Arizona College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by College policy and regulation.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the College community on the basis of sex is in violation of [Regulation 2075.01 – Procedures for Alleged Violations of the Title IX Sexual Harassment Regulations](#) .

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by emailing the Title IX Coordinator or using this <https://eac.edu/wp-content/uploads/2024/02/title-ix-grievance-form.pdf>

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the regulation or for more information, please visit Regulation 2075.01 or contact the Title IX Coordinator. Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of this regulation may contact an [Official With Authority](#) or the Title IX Coordinator directly.



ELEVATOR USE IN RESIDENCE TOWERS

- Elevators are for the convenience of our residents and staff and used only as a transporting device from one floor to another in Residence Towers.
- Horseplay or rowdy behavior is prohibited while in or operating elevator car.
- Unauthorized tampering of elevator safety equipment, emergency phone, lighting, etc. can lead to equipment failure, which may endanger yourself or other residents. Tampering with elevator equipment is prohibited for your safety and the safety of others.
- **During an emergency evacuation of building, elevators are not used.** This includes during fire alarms/drills. There are sufficient stair exits located at strategic locations throughout the hall for use during such evacuations.
- Never overload the elevator beyond its operating capacity.
- During a power failure, Elevator is equipped with a back-up safety system that will take the car to the first floor and open doors so that you can exit safely.
- If trapped in the elevator between floors because of a power failure or mechanical failure, do not panic. Hall Staff can generally open elevator doors from the outside of car without the aid of electrical power. Press emergency bell located on operating panel. If you get no response, there is an emergency phone located just below operating panel that has an automatic dialing feature simply by pressing the button. Explain your situation to party that answers your call and help will be on the way in a few minutes. Do not attempt to open doors and climb out of car from the inside. Power restored while exiting car may cause possible physical harm or even death if car moves suddenly. When Staff or emergency personnel arrive, calmly follow their directions thoroughly.
- Elevators are monitored 24hrs a day by an automated monitoring system, as well as, various times throughout day by Hall staff. Do not block doors open. The automated system will detect it as a problem and dispatch a technician when blocked open with an obstruction.



PROTECTING YOUR PERSONAL BELONGINGS / PROPERTY INSURANCE

Unfortunately, theft of personal belongings from a residence hall room, car and other areas on campus happens from time to time. The following tips can help reduce the opportunities of such crimes from happening to you:

- **Leave expensive items at home when possible.** For example, expensive jewelry, electronic equipment, etc.
- Use the Residence Life or Student Life Office, **etching equipment to put your name, state and driver's license number on your valuable items** such as TVs, stereos, computers, gaming equipment, etc.
- **Put your name on ALL your belongings where possible.** Even if you suspect someone has your CD, video game, perfume, shirt, etc. It is nearly impossible to prove it without your name or some other unique identification.
- If you do not want to put your name in your textbook for resale purposes, pick a random page number. Go to that page in all your textbooks and make some sort of small pencil mark. Thus, you will be able to id your book should it be found. **NOTIFY CAMPUS POLICE AND THE BOOKSTORE IMMEDIATELY IF YOU HAVE A TEXTBOOK STOLEN.** They will watch for someone trying to resell it and attempt to retrieve it for you.
- **USE locking doors, drawers, closets, lockers, and your car trunk to keep valuable things out of sight and secure.** Ask your roommate to secure theirs in the same manner because you do not want to be responsible for their belongings in addition to yours.
- If you do not **stay with your clothes while laundered**, use a timer to remind you to check your laundry when done. Leaving items unattended risks theft of those items.
- **Report Lost or Stolen items ASAP** to your Resident Director and Campus Police. The **Lost and Found Office** is in the Library.

PROPERTY INSURANCE CONSIDERATIONS

- Your parents' homeowner policy may provide some coverage for your belongings as a dependent student
 - Be aware that the plan may have high deductibles in order to keep the rates low
 - Some policies may require the purchase of a separate rider to cover expensive items
 - Numerous claims can raise the premiums
- If you claim your college address as your primary residence, you may not be covered under your parents' homeowner policy
- You may purchase separate insurance. The Student Life and Residence Life Office have pamphlets from insurance services that include costs for a 12-month period. EAC does not recommend any insurance services, but merely works to provide resources for students.

OF COURSE, INSURANCE CANNOT REPLACE YOUR COMMON SENSE AND CAUTION!



HOVERBOARDS, SWAGWAY, IO HAWKS, SKYWALKERS, AND SIMILAR DEVICES

Residence Hall Policy update, effective 12/29/2015:

"The use, possession, or storage of Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices, is prohibited in **ALL RESIDENCE HALLS** and **STUDENT/STAFF APARTMENTS** until safety standards for them can be developed and implemented, and the prohibition lifted."

If you have any of the items listed above (or similar) in your room, suite, or apartment currently, please remove it immediately.



Missing Student Notification Policy for Residential Students Eastern Arizona College (EAC 5600.03)

Purpose

In compliance with the Missing Student Notification Policy and Procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), Eastern Arizona College (EAC or the College) has developed the following regulation to guide the efforts of College employees when they suspect and/or have determined a **residential student** is missing.

Definitions

Residential student: a student who has enrolled in Eastern Arizona College and is living in on-campus housing on the Thatcher, Arizona campus.

Missing residential student: a **residential student** whose location and/or status is unknown and is unable to be ascertained 24 hours **after** Eastern Arizona College Police has been notified.

Designated College employee or organization: College employees or organizations to which students, employees, or other individuals should report that a residential student may be missing include, but are not limited to:

1. Eastern Arizona College Campus Police (EACCP)
2. Director of Student Life
3. Resident Hall Resident Director and/or Hall Staff
4. Dean of Students
5. Vice President of Academic and Student Affairs
6. Graham County Sheriff's Office/TPD

Designated College Employee or Organization Responsibilities

If a non-law enforcement designated College employee or organization receives notification, or has other good reason to believe that a residential student may be missing, he/she shall **immediately**, in this order of priority:

1. Contact EACCP, who, in turn, initiates their department's investigation procedures.
2. Notify the Director of Residence Life.
3. Notify the Hall Resident Director and/or Hall Staff.
4. Attempt to contact the residential student who is missing.
5. Notify the Dean of Students Office as soon as possible.
6. Notify the Vice President of Academic and Student Affairs.

7. Notify local law enforcement agencies.

College Responsibilities

Upon receipt of notification that a residential student's whereabouts are unknown, EACCP initiates their department's investigative procedures, as appropriate.

If EACCP is unable to locate the resident student within 24 hours of receipt of the initial notification:

1. A designated College employee notifies the residential student's emergency contact(s).
 - a. Residential students provide confidential emergency contact information (e.g., name(s), phone number(s), email address(es) and mailing address(es) to the Residence Life staff upon checking into campus housing.
 - b. The residential student's confidential contact information is accessible only to authorized College and law enforcement officials, as necessary. A student's confidential contact information will be attached to the student's housing record.
2. If the resident student is under 18 years of age and not emancipated, a designated College employee must notify the resident student's custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to emergency contact(s) provided by student.

If non-law enforcement or designated College employees are able to contact the resident student, he/she shall:

1. Attempt to confirm the whereabouts and safety of the residential student.
2. Inform the residential student that EACCP will contact the resident student to verify his/her status.
3. Contact EACCP immediately to provide a status update on the residential student.

Other College Responsibilities

The College will:

1. Advise all resident students of the required notification procedures prior to checking into residence hall. Notification information is included in check-in material emailed to students prior to halls opening each semester.
2. Retain all non-law enforcement (Residence Life Office) and law enforcement (EACCP) records pertaining to a missing resident student report or investigation.



EACGoodSam Protocol

Encouraging students to alert authorities if a fellow student is dangerously intoxicated/impaired and may need emergency assistance

Student health and safety are the primary concerns of Eastern Arizona College. Students are expected to contact the Eastern Arizona College Police (911) or a Head Resident or Hall Assistant when they believe that an intoxicated/ impaired student is in a life-threatening situation and needs assistance. Under the protocol students and/or organizations that seek assistance will not be subject to EAC's disciplinary sanctions with respect to alcohol and controlled substance policies.

Examples where the good Samaritan approach will benefit you and your friends:

- A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol or a controlled substance because the reporting student is under the age of 21 and was also consuming alcohol and/or a controlled substance.
- A student is reluctant to call an ambulance when another student becomes ill or unconscious following excessive consumption of alcohol or a controlled substance at an off-campus location because the reporting student is afraid that their friend will get in trouble.
- A residence hall student is reluctant to call the Head Resident or Hall Assistant on duty in a situation when another resident is dangerously intoxicated because they were also in violation of the residence hall alcohol/controlled substance policy and fear they could face residence hall sanctions.
- A student is reluctant to report that they were sexually assaulted because they had consumed alcohol and/or a controlled substance and are under the age of 21.

This protocol does not preclude disciplinary action regarding other violations of the Student Code of Conduct or other policies and procedures such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this protocol does not prevent action by local and state authorities.

PROTOCOL RATIONALE

The health and safety of students are of primary concern at Eastern Arizona College. Therefore, in cases of intoxication/alcohol poisoning or controlled substance overdose, the College encourages and expects students to seek medical attention for themselves or others. Recognizing that the potential for legal and College disciplinary actions is a factor that may deter students from making responsible decisions, the College has instituted the Eastern Arizona College Good Samaritan Program (EACGoodSam).



JURISDICTION AND SCOPE

The Eastern Arizona Good Samaritan Program (**EACGoodSam**) applies to all students and recognized student organizations at Eastern Arizona College, and is applicable to:

- An under-age student in need of medical attention and/or being cared for by another person;
- An under-age student seeking medical help for or providing assistance for an over/under-aged individual; or
- A 21 year or older student seeking medical help for or providing assistance for an over/under-aged individual.

The **EACGoodSam** Program pertains to incidents that occur primarily on the College Campus or at a function sponsored by the College. Off-campus incidents would be under the jurisdiction of local law enforcement who are guided by ARS 13-3423, Arizona's "Good Samaritan" law.

In circumstances involving a recognized student organization, the willingness of the members involved in seeking medical assistance for a member or guest will be viewed as a mitigating factor in the review process for any potential violations of the EAC Student Code of Conduct or criminal conduct as determined by Campus Police.

STATEMENT OF PROTOCOL

In an effort to ensure medical treatment or care is sought for students experiencing and/or supporting a peer in serious and immediate risk of harm due to potential alcohol poisoning or overdose of a controlled substance, the College has adopted a Good Samaritan protocol (**EACGoodSam**).

The involved students may be exempt from Student Code of Conduct disciplinary sanctions and prosecution related to the alcohol or controlled substance offense; however, the intoxicated/impaired student will be required to meet with the Director of Student Life or Dean of Students, who may issue an educational requirement such as participation in an alcohol/controlled substance education intervention program (i.e., Counseling Office's Diversion Program). The reporting student may be referred to the Diversion Program if it deemed necessary to provide help to the student if there appears to be a substance abuse problem present.

THIS PROTOCOL SHALL NOT APPLY TO:

- An individual or group in situations resulting in serious physical injury or death.
- An individual who is operating a motor vehicle under the influence of alcohol or a controlled substance and attempting to seek medical treatment or care for an individual.
- Criminal use of illegal drugs.
- An individual or organization that has knowingly provided or facilitated the consumption of alcohol or a controlled substance by individuals over or under 21 years old.
- An individual who has committed other criminal offenses in association with the alcohol/controlled substance-related incident.
- An individual who is contacted by a law enforcement agency other than the EAC Police Department.



HOW DOES THE GOOD SAMARITAN PROTOCOL WORK?

In serious or life-threatening situations, particularly where alcohol poisoning or controlled substance overdose is suspected or where other medical treatment is reasonably believed to be appropriate, students are asked to take the following steps:

1. Call **911!**
2. Stay with the person needing assistance until help arrives.
3. Be prepared to give the emergency medical personnel as much information as possible including the amount and type of alcohol or controlled substances consumed.

College officials will record names of intoxicated/impaired students to enable any follow-up that may be deemed necessary to ensure the student's well-being. Other Information may also be recorded to enable any other necessary follow-up to the incident.

Please note- *If a student is so intoxicated/impaired they are unable to be awakened, Jetting that person "sleep it off" is not a safe alternative to getting help!*

WHAT HAPPENS AFTER MEDICAL HELP IS PROVIDED?

1. The situation is first evaluated by the Director of Student Life to determine if the **EACGoodSam** Protocol applies.
2. If the situation qualifies, students involved will be required to meet with the Dean of Students or Director of Student Life.
3. The Dean or Director, after evaluating the situation, may refer the student to the EAC Diversion program provided by the Counseling Department. Students may also be referred to a substance abuse specialist for assessment, counseling, and/or possible referral for treatment.
4. Students who are referred but fail to meet and complete recommendations in their entirety may be subject to additional requirements and/or sanctions as directed by the Dean of Students or the Director of Student Life.

DOCUMENTATION OF INCIDENT

When an **EACGoodSam** incident occurs and either the Eastern Arizona College Police Department or Director of Student Life/Dean of Students is notified, the names of the individuals are documented in the respective department's reports with a short synopsis of the incident. The reports are forwarded to the Dean of Students and the Director of Student Life for any possible follow-up with the involved students related to the incident.

EXEMPTIONS

Eastern Arizona College reserves the option to extend multiple exemptions under special circumstances.

FAILURE TO COMPLY

A student who fails to comply with the directives issued by the Dean of Student/Director of Student Life is subject to sanctions as provided in the EAC Student Code of Conduct guidelines.



DEFINITIONS

"College" refers to Eastern Arizona College and also can refer to the EAC Police Department, Dean of Students, or Director Student Life.

"Controlled substance" is defined by EAC policies as an illegal drug, a legal drug used in excess of recommended dosage, an alcoholic beverage, any other mind-altering substance, and marijuana even when employed for medical use.

"Under-age" refers to an individual who is under 21 years of age at the time of the incident.

"Over-age" refers to an individual who is over 21 years of age at the time of the incident.

"Diversion Program" is the Student Health Alcohol Drug Education Program offered by the Counseling Department.

FAQS

Q: Does this apply to drugs as well?

A: YES, this applies to all controlled substances including alcohol.

Q: Does this mean if an individual or group purchases or serves alcohol to an underage individual, they can't get in trouble?

A: NO, all individuals/clubs/organizations are responsible for following the laws of the State of Arizona. Illegal activity, such as knowingly providing or purchasing alcohol and serving it to minors, is subject to administrative and criminal sanction.

Q: Is EAC Police Department the only law enforcement agency eligible to use this protocol?

A: YES, however other agencies working in conjunction with the EAC PD on College property may employ the protocol as part of an interdepartmental agreement between departments in Graham County.

Q: Can Residence Life use this protocol?

A: YES

Q: What about cases where the person calling for the medical assistance provided the alcohol or controlled substance and the victim suffers serious physical injury or death? Is the individual exempt?

A: NO

Q: Who determines if someone is intoxicated or "impaired?"

A: EAC PD personnel are trained to identify impairment, as well as emergency medical personnel on scene.

Q: How many exemptions does an individual get from this protocol?

A: This is determined on a case-by-case basis.

Q: Does this take away discretion from Residence Life Staff and the EAC PD?

A: NO, this protocol is intended to help ensure individuals are never hesitant or afraid to call for assistance from the police, fire or medical assistance. Depending on the circumstances, the officer or residence/student life member has discretion to determine the course to follow in resolving the situation.

Section 6

Deposits and Refunds



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HOUSING DEPOSITS / REFUNDS

\$150 Residence Hall Reservation Deposit –

- All student residents are required to have a **full deposit** on file at all times to reserve space on campus.
- A **Residence Hall reservation deposit** along with a completed Residence Hall application and license agreement are required to apply for available on-campus hall space. Hall assignments not made prior to deposit being paid.
- Your Residence Hall reservation deposit becomes your **damage deposit** as you check into a Hall. **Damage costs generated during semester, prior to checking out of hall, is due at the time of occurrence.**

Deposit Refunds –

Residence Hall reservations deposits refunded in the following cases:

- Students who cancel a residence hall reservation on or before July 15 for the fall semester or on or before December 15 for the spring semester are eligible for a full refund of residence hall reservation deposits minus any damage costs assessed. Students who cancel reservation or move out of a residence hall between July 16 and the close of fall registration or between December 16 and the close of spring registration will not be eligible for a refund of residence hall reservation deposits. Students who cancel or move out of a residence hall on or before the day the residence hall open for the semester will be eligible for a full refund of residence hall reservation deposit, minus any individual or communal damage costs assessed. (please see section 6, page 2 for room/meal plan refunding)
- Refunds checks are available 3 to 4 weeks after cancellation or after checking out of a residence hall. If you have a Higher One Card, refund placed on card as it processes in the Business Administration Office (Cashier's counter).
- **Refund Petitions** - At times, students have extenuating circumstances that are out of their control that may cause them to cancel their reservation or check out of a hall during the forfeit period for deposits. Students in this situation can petition for refund by filing a "Refund Petition Form" with the Dean of Students. The Dean will evaluate your petition and determine if a deposit status, based on circumstance indicated by the student. The Dean of Students will direct necessary refunding notifications to appropriate offices when approved.



REFUNDS OF ROOM AND MEAL PLAN COSTS

Refunds of Room and Meal Plan Costs

Room Costs-

- Students who cancel a residence hall reservation **on or before the day the residence hall open for the semester** will be eligible for a full refund of room cost.
- Students who cancel or move out of a residence hall after the hall opens and check-in begins, or by the close of registration for semester of reservation, will be eligible for a **50% refund** of room cost.
- There is **no refund** of room cost **after the close of the registration** period for the semester of reservation.
- Students assigned and living in the residence halls are responsible for all hall costs associated with their stay in the event that financial aid, scholarships, grants, etc. do not disburse to student.
- After the end of registration for the current semester, if a student loses campus living privileges or otherwise evicted from a residence hall, no room cost refund is available.

Meal Plans-

FOOD SERVICE REFUNDS:

- Students who completely withdraw from EAC and cancel their food service prior to the last Friday in October for the Fall semester or the last Friday in March for the Spring semester will be eligible for a refund of the unused portion of the initial meal plan purchase. **Reloaded meal cards are not eligible for refund.**
- Students living in the residence halls are required to have purchased an approved meal plan while living in on-campus housing. Exceptions/special dietary needs must be approved by the Dean of Students/ Food Service Dir.

Section 7 Services



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FOOD SERVICE

- Prior to checking into a hall for a semester, all residential students are required to have purchased one of the four meal plans: A - \$4,500 B - \$3,000, C - \$2,000, D - \$500, per semester.
- **During the first two weeks** of each semester, changes to meal plans to meet student's needs are optional.
- All students are required to **present an EAC ID/ photo ID** to use your meal plan. If you have lost your ID, please replace as soon as possible. If special circumstance exists, please arrange to meet with Food Service Director or the Dean of Student Life prior to mealtime to resolve.
- Cafeteria hours are located near the entry doors of dining/serving area. Watch for any service hour changes during holidays and extended weekends. At times throughout the academic year, the normal dining areas close for various campus events that serve food. When this is the case, Student Dining relocates elsewhere within the Activities Center or to an exterior location. Please watch for notices of special events.
- The Cafeteria **closes during** the Thanksgiving, Semester (holiday) Break, Spring Break and during the summer.
- If you have a concern about a special diet, please contact the Food Service Director at (928) 428-8256 or in person. The Dean of Students can also help with your needs.
- Mature and respectful behavior by students expected in food service area.
- **Misconduct in food service areas can result in the loss of dining privileges.**
- **Meal plans are required of everyone living in the residence halls. Loss of dining privileges can effect your campus living privileges.**
- Questions regarding Food Service? Contact the Student Life Office (928) 428-8354



LAUNDRY EQUIPMENT IN HALLS

Each hall on campus has laundry equipment available for use by residents.

- The Laundry equipment provided and serviced by an outside Vendor. Laundry Equipment not owned by the College. The equipment Vendor makes refunds. Report loss to the Resident Director when a machine does not work properly. The Resident Director will document incident and request any available form of refund from vendor.
- Laundry equipment is for use of hall residents only! Residents should use equipment located in the hall they are assigned. Exceptions made if equipment in a hall is out of order or otherwise unavailable.
- Costs - Wash \$1.50 per wash; Dry: \$1.25. **All laundry equipment** equipped with **QR Codes to scan to wash and dry clothes**. Cash or coin not accepted. Prices are subject to change by Vendor.
- When you arrive on-campus you will scan a QR Code located in the laundry room. This will guide you through the process of downloading the app, setting up an account, and loading funds that will be used for laundry services.
- As a courtesy, please remove your laundry as soon as the cycle is complete. For the protection of your personal items, we recommend you stay in the laundry room while your items are laundered and dried. If you leave the area, it is helpful to leave a note on the equipment indicating your room number in case there is someone waiting to use equipment.
- **At no time, should you remove a resident's clothing from equipment without their permission or that of the Residence Life Staff.**
- Follow operating instructions on equipment. If there is a problem with a machine, report it to the Residence Life Staff. They will contact a service tech. Please do not attempt to repair equipment yourself. Hall staff will confirm the situation with machine and seek repair from Vendor.
- Do not attempt to adjust the equipment! **Do not overload** the equipment with clothing or soap! Doing this restricts the washing and drying capabilities and may lead to damage, or cause equipment to stop prematurely during its cycle.
- Vandalism of laundry equipment prohibited. Machines contain no cash.
- Residence Life Staff reserve the right to terminate laundry privileges of a resident failing to follow established laundry guidelines, or using equipment for purposes other than the intended use of equipment.



Mail/Telephone

Mail

- Students in on-campus housing may choose to rent* a U.S. postal box by semester or annually. There is typically a \$1 key deposit*.

***Box rent / deposit subject to change per USPS**

- Student residents may opt to receive mail at the EAC Mailroom in the north corridor of the Student Service Building. You will need to pick up your mail in that location regularly. The mailing address is: 615 N. Stadium Avenue, Thatcher AZ 85552
- The following information required for postal box application:

Residence Hall Nellie Lee Hall is 916 N. College Avenue

Street addresses: Mark Allen Hall is 1055 N. Stadium Avenue

Residence Towers is 900 N. College Avenue

Wesley Taylor is 853 N. Stadium Avenue

Telephones – Office and lobby phones are restricted to “official use only.” Incoming, non-emergency calls for residents are noted, and message sent to resident.

- Payphones are no longer available in halls. Cell phone availability/use has outdated this type of service.



LOST AND FOUND / PARKING / TV

Lost and Found

- Report lost items to the Student Life Office in the Activities Center
- Bring found items to the Library
- If you believe you have had an item stolen, please report to the Campus Police Office located on Middle Campus along College Avenue as soon as possible.
- If you have lost an item, such as a key, please check with the Library. Someone may have already turned lost item into that office.

Parking:

- Is free for all students throughout campus and adjacent to residence halls
- Is prohibited in all red, yellow, or blue spaces (except with a Disabled Parking Permit) and in front of trash containers.
- Parking monitored by Campus Police daily.



Medical / Insurance Information

Medical Info

- There are no medical services on campus. If you need assistance getting medical attention, a sick tray, or contacting your instructors because of an illness/injury, please let your Resident Assistant know as soon as possible. You may also contact the Student Life Office or Counseling Office for assistance.
- A list of medical providers is included in this section of this Handbook. (Supplement after page 6)

Medical Insurance

- Medical Insurance info available in Residence Life/Student Life Offices
- If you are covered by your parents' insurance, be sure to have the policy name, number, and co-payment
- If you not covered by your parents' insurance, you may be eligible for indigent funds available through programs of the county/state. Please refer to the ACCHS web site for additional info:

<http://www.azahcccs.gov/>

Medical Service Information*

***For general student reference only**

Clinic, hospital, and pharmacy information provided on the next page are for general reference only. There are a variety of medical services available in the local area with listings provided online and in local phone directories. All directory info subject to change.

If you are under 18 years old...

- Generally you will need a notarized letter from your parent(s) or guardian(s) giving permission for you to be examined by medical personnel.
- Medical services may also require current health insurance information on the letter from your parents.
- In the event of an emergency, typically your parent(s) or guardian(s) can provide authorization for medical treatment over the telephone.

Medical appointments and insurance

- When making appointments, check with medical provider if your medical insurance is accepted by them.
- You may be required to pay a "co-payment" at the time of your visit or after services are provided.
- In some cases you may need to pay the entire amount of the service and file your own insurance claim form to receive reimbursement.

Students that may not have insurance

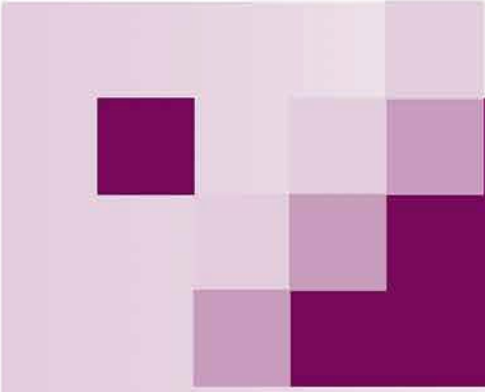
- Students, under certain conditions, can apply for AHCCS health insurance. Arizona Health Care Cost Containment System (AHCCCS) is Arizona's Medicaid agency that offers health care programs to serve Arizona residents. Individuals must meet certain income and other requirements to obtain services. Please refer to their website for further information. <http://www.azahcccs.gov/>
- The Graham County Health Department can assist students with some services. The mission of the Graham County Health Department is to provide public health services to the residents of Graham County through health promotion, disease prevention and accessibility. The Graham County Health Department is staffed by a multidisciplinary team of professionals offering a variety of services.

Eastern Arizona College

615 N. Stadium Avenue
Thatcher, Arizona 85552
Phone: 928-428-8354
Fax: 928-428-83741

EAC Residence and Student Life

Residence Life Handbook
Section 7. page 6a



Eastern Arizona College

Medical Service Information*

*For general student reference only

Hospital-

Mount Graham Regional Medical Center

1600 S. 20th Avenue
Safford, Arizona 85546
928-348-4000

Pharmacies -

Walton Drug

1520 W. Thatcher Blvd
Safford, AZ 85546
928-428-6366

Clinics-

AZ Family Health Care

2241 W. 16th Street
Safford, AZ 85546
928-348-1600

Gila Valley Clinic

1680 S. 20th Avenue
Safford, AZ 85546
928-428-1377

Safeway

2125 W. US Hwy 70
Thatcher, AZ 85552
928-428-7244

Family Medical Center

1492 S. 20th Avenue
Safford, AZ 85546
928-348-2151

Graham County Health Dept.

826 W. Main Street
Safford, AZ 85546
928-428-0110

Thrift Food & Drug

755 S. Central Avenue
Safford, AZ 85546
928-428-1156

First Care

2081 W. Hwy 70
Thatcher, AZ 85552
928-348-0000

Main St. Family Medical

500 W. Main Street
Safford, AZ 85546
928-348-7100

Walgreens

1995 W. Thatcher Blvd
Safford, AZ 85546
928-428-5092

Gila Heath Resources

118 5th Street
Safford, AZ 85546
928-424-2110

Mt Graham Family Medicine

1300 S. 20th Street
Safford, AZ 85546
928-428-3122

Wal-Mart

755 S. 20th Avenue
Safford, AZ 85546
928-428-2291

Eastern Arizona College

615 N. Stadium Avenue
Thatcher, Arizona 85552
Phone: 928-428-8354
Fax: 928-428-83741

EAC Residence and Student Life



COMPUTER AND INTERNET USE

Use of EAC Computer Equipment, Programs or Accounts Including Internet Access

EAC provides computer, telephone line, and Internet access equipment for your responsible use. Inappropriate use of EAC computer equipment, programs or accounts can result in termination of the privilege of using these items. You are responsible for guests who use your computer to access the Internet utilizing EAC's programs or accounts.

Users Shall Not:

- Transmit, publish, display, retrieve, record or store any information or material in violation of state or federal law. This includes, but is not limited to, actions that would be in violation of laws protecting copyrights, trademarks, or other intellectual property.
- Transmit, publish, display, retrieve, record or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or that describes or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the workplace.
- Transmit, publish, display, retrieve, record 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 Intranet or use of other EAC computer equipment or resources by others.
- Use EAC computer equipment or resources for a commercial or political purpose.
- 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 or to harm or destroy computer equipment. Introduction of a virus or other software that will maliciously interfere with the normal operation of the hardware or software strictly prohibited.

Web Cams

Web Cams prohibited in EAC's campus residence halls. Student resident's right to privacy is of highest priority in all residence halls. Any device used or action taken by a



resident against another that is not conducive to a student's right to privacy, not tolerated at any time.

(Info below is a reference view only; please go to web page for complete info)

Student Network Access Resource Page

<https://eac.edu/information-technology-services/>

Welcome to EacMonsterNet, a way for students using their own computers to access the internet on EAC's Thatcher campus. With EacMonsterNet, we have created an easy process so that you can get connected in about 20 minutes.

At this time, EacMonsterNet is available via wired network ports in the Residence Towers and also wirelessly at the "Hotspots" identified below. Please be aware that although we strive to provide wireless coverage to all areas of the buildings listed, including dorms, sometimes this just is not feasible due to the nature of wireless technology and the architecture of the buildings. As a result, we unfortunately cannot guarantee wireless connectivity in every room of every building.

Multi-Factor Authentication:

<https://eac.edu/information-technology-services/mfa/>

Monstermail:

<https://eac.edu/information-technology-services/monstermail/>

Monster ID:

<https://eac.edu/information-technology-services/monster-id/>

Student Technical Support:

<https://eac.edu/information-technology-services/student-technical-support/>

Resource Usage Policy:

<https://eac.edu/information-technology-services/resource-usage-policy/>

FAQ:

<https://eac.edu/information-technology-services/its-student-faq/>

Gila Hank First Time Login:

<https://eac.edu/wp-content/uploads/2024/03/Gila-Hank-Online-First-Time-Login-1.pdf>

Using Gila Hank Online:

<https://eac.edu/information-technology-services/gila-hank-online/>

Section 8

General Hall Regulations



**EASTERN
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HALL REGULATIONS / INFORMATION

Area Restrictions:

- Opposite/same gender visitors can visit the suite/community areas **during established visitation hours.**

Closure of Residence Halls:

- During the **summer, all halls close** to student residents. Students do not have to check out of their rooms or remove personal possessions during the Semester break unless they are **not** returning for the Spring semester. Students may leave personal possession in room during Spring Break as well. Food service does not operate during closures or on Thanksgiving Day. All students must check out of halls at the end of the Spring semester.

Residence Hall Doors:

- For the safety and security of our residents, entry doors, wing doors, community, and laundry room doors are kept locked during a portion or at all times during a 24hr period. Residents will need their room keys to access these entry points. Please do not prop doors and risk other's safety.

Controlled Substances Policy:

Eastern Arizona College/Residence Life policy is as follows: (with excerpts from the EAC General Catalog)

“The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on District property or as part of any of the District’s activities. For the purpose of this regulation, a controlled substance shall include any of the following:

- An illegal drug;
- A legal drug used in excess of medically prescribed dosage;
- An alcoholic beverage;
- Any other mind-altering substance, or any substance used in excess of medically prescribed dosage;
- Marijuana, even when employed for a medical use.”

Alcoholic beverages – No employee, student, or guest may **bring** alcohol onto campus, into a classroom, residence hall, or campus facility. No person can **use** alcohol on campus. No person may enter a classroom, residence hall, or campus facility **under the influence** of alcohol. **POSSESSION, including alcohol in the body, consumption, OR BEING IN THE PRESENCE OF ALCOHOL** whether you are **under or over the age of 21** is prohibited in residence halls or elsewhere on District controlled property. **Possession of empty alcohol containers in a residence hall/room implies violation of campus alcohol restriction.** Residents are not allowed empty alcohol container possession in their rooms, even if container is intended as a souvenir.

Drugs, hallucinogens, narcotics, etc. – The possession of any type of drug, hallucinogen, narcotic, illegal substance, including marijuana and/or related paraphernalia, or any mind-altering substance, is forbidden on District property. Any student or College employee found possessing, using, under the influence of, or selling controlled substances or related materials as defined above, is subject to loss of campus housing privileges and expulsion from the College, as well as, legal action by local authorities.

Violations of these restrictions will require students to successfully complete a Diversion program facilitated by the Counseling Office to be eligible to continue living in on-campus housing. Violators are also subject to legal action by Campus Police and/or local authorities. Repeat violations can result in the loss of campus living privileges.



HALL REGULATIONS / INFORMATION

Explosives, Firearms, Paintball Guns, Archery Equipment, Simulated Weapons, and other related Weapons, prohibited on the campus of Eastern Arizona College. This includes, but not limited to:

- Rifles, shotguns, handguns, bows, crossbows, BB guns, Airsoft guns, or any device that can discharge a projectile. Ammunition for such a device is also prohibited
- Knives, switchblades, saws, hatchets, axes
- Clubs, chains, or any other related offensive weapons
- All paintball devices and accessories
- Simulated toy weapons of any kind
- Fireworks, smoke bombs, or any other explosive material/device

Weapons for class – Weapons, possessed and used as part of a course of instruction at EAC, for exhibition purposes, must be stored at an off-campus location and prohibited from being possessed on campus other than **scheduled course/class times**. Ammunition, of any kind, not allowed on campus.

Paintball – Paintball cleanup can be costly and time consuming. Residents are subject to clean up fees generated by paintball damage. Please help reduce costs to all students by assisting hall staff identify person or persons responsible for paintball damage.

Gambling

- Gaming involving money is prohibited on campus and in residence halls

Skateboards and Rollerblades:

- Prohibited on the interior of campus. Sidewalk use along Stadium and College Avenues regulated by local town ordinances.

Solicitation/ proselyting:

- Prohibited on campus without prior approval from the Dean of Students. **Solicitation / Proselytizing prohibited in campus residence halls.**



HALL REGULATIONS / INFORMATION

Unauthorized College Property in Resident Rooms:

- Unauthorized College property not allowed in residents rooms at any time. Residents will be charged \$10 for the removal of the property. Campus Police notified to investigate the possession of such items.

Windows/Emergency exits

- Windows are for **EMERGENCY EXIT** only! Windows never used as an entrance or a non-emergency exit. **Window screens removed only for an emergency exit during evacuation of building.**
- Persons loitering outside hall **windows/emergency exit doors** considered a security risk. Noise outside windows disturbs surrounding rooms/residents. Please keep these areas clear at all times.

Pets

- Pets of any type not allowed at any time in the residence halls. Residents may not keep any animal, reptile, fish, or any living species that is construed a pet. Visitors not allowed "pets" in the residence halls at any time.
- Pets pose a serious health risk in the confined spaces of the residence halls. Residents who have a roommate keeping a pet or pets in the hall, should report to the Residence Life Staff immediately.
- Residents found with pets will need to remove them immediately, clean or pay for cleaning of room/area that is soiled.
- Service animals for students with physical disabilities must have approval in advance of stay for appropriate room assignment arrangement. Please refer to the Academic Advising Office and Residence Life Office for approval procedures.



RESTROOM/ SHOWER USAGE

- Male/Female Restrooms provided in all residence halls and in most buildings on campus.
- Use of common restroom facilities by **appropriate** genders is not generally restricted although appropriate use of facilities is mandatory at all times.
- No location on campus, except for appropriate restroom facilities, used to urinate, defecate or otherwise eliminate any bodily waste products at anytime. Urine, feces, or any other bodily waste may not be stored in any residence hall room, residence hall hallway, in or around residence hall, or in any other location on campus at anytime.
- Restrooms/shower areas in residence halls may be restricted from use during certain hours when necessary for maintenance or safety upgrades. Non-residents may not use these facilities at any time unless they are an approved guest. There may be times when a non-resident is not allowed to use these areas as necessary for maintenance or safety reasons. Hall residents have priority access to restroom /shower areas in residence halls when appropriately available.
- Relieving one's self of bodily fluids/solids in a public area on campus, other than an appropriate restroom, considered an indecent exposure, as well as a health hazard, which is a violation of state and local laws and may result in a possible citation issued to the party in violation. Violators are subject to Code of Conduct sanctions.



TOBACCO USE ON CAMPUS; Smoking/Electronic Smoking Devices

Eastern Arizona College (EAC or the College) is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students, and visitors. EAC recognizes that smoking, utilizing a variety of delivery devices, is a public health hazard and will be restricted on its premises.

1. Smoking Definitions:
 - a. EAC defines “smoking” as the burning of, inhaling from, exhaling the smoke from, the carrying or possession of a lighted cigar, cigarette, pipe, hookah, water pipes or any other matter or substance which contains tobacco or any other matter that can be smoked; or inhaling or exhaling of smoke or vapor from an electronic smoking device.
 - b. EAC defines “electronic smoking devices,” for the purpose of this policy, as devices that simulate smoke through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, vape pens, and all forms of smoking tobacco.
2. Smoking is prohibited within 50 feet of the perimeter of campus building rooflines and doorways, and
 - a. in enclosed buildings used by the College except classrooms at the Federal and State correctional facilities, where smoking policies are regulated by correctional facility.
 - b. in any area where flammable gases, liquids or other volatile materials are located or stored, or in which a fire or safety hazard may exist.
 - c. in all College vehicles.
 - d. in all residence hall staff apartments.
 - e. any open-air facility or structure utilized by staff/students/public for organized activities (e.g. football stadium, practice fields, Amphitheater, North Campus Recreation Area, etc.)
3. The use of smokeless tobacco products are prohibited in any structure or building on EAC campus locations.
4. The sale of cigarettes, tobacco or related items, electronic smoking devices, related equipment and supplies, is prohibited at all College locations.



WEAPONS, FIREARMS, FIREWORKS, and PAINTBALL GUNS

Regulations concerning weapons

- **EAC does not allow firearms, archery equipment, simulated firearms, bb or airsoft guns, paintball guns, or anything that has the capability of discharging a projectile.** Ammunition for these items cannot be stored in the residence halls or possessed on campus at any time. **If a resident is in possession** of a firearm, simulated firearm, bb or airsoft guns, paintball gun, or anything that has the capability of discharging a projectile, as well as, related ammunition, **they will be subject to expulsion from EAC.** Any devices designed to discharge a projectile not allowed in resident halls or anywhere on campus at all times.
- A student discharging a weapon or device that discharges a projectile is endangering other residents/students, and/or defacing or causing damage to the residence hall or other buildings.

FYI: Paintball cleanup can be costly and time consuming. Residents are subject to clean up fees generated by paintball damage. Please help reduce costs to all students by assisting hall staff identify person or persons responsible for paintball damage.

Firearms, Weapons, and Fireworks

- Firearms of any type, defensive/offensive weapons, or fireworks **not allowed** in the residence halls **at any time**. Rifles, shotguns, handguns, switchblades, hunting knives, any illegal knives, clubs, chains, or any other item that may be considered a defensive or offensive weapons are forbidden. All simulated or projectile weapons, as well as fireworks of any type, are prohibited on campus or in its residence halls.
- **Firearms or other weapons, are not allowed anywhere on campus, at any time**, except in appropriate, approved, classroom settings, for exhibition only. Ammunition never allowed on campus or in residence halls.
- **Fireworks possession-** Residents in possession of fireworks, ON CAMPUS, or in the residence halls, reported to Campus Police. Residents exploding or otherwise activating any type of fireworks in the residence hall are endanger themselves, others, and creating a fire hazard.

Water balloons

- **Water balloons or similar containers** that hold any type of liquid and/or powder substance not allowed in or around the residence halls at any time. They are not allowed elsewhere on campus unless part of a pre-approved ASEAC student activity in an appropriate location and properly supervised setting.



Tattooing in Residence Halls

Tattooing

In accordance with Sections 13 and 44 of the Arizona Revised Statutes, “Tattooing” out of a home or impermanent structure is a violation of state law. The business of tattooing out of a “home” is class 6 felony as indicated in the statutes.

Residence halls/rooms are considered a “home” in this application even though they are a temporary, contracted, living arrangement for students.

EAC’s Student Code of Conduct does not allow violations of State, County, or Local Laws.

Tattooing, by residents or non-residents, within any living area of a residence hall, prohibited.

Section 9

Check-Out Procedures



**EASTERN
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REFUNDS / RETURNER RESERVATIONS

Meal Plan Refunds-

- **Please be aware that:** Students, who cancel their meal plan prior to 60% of the campus food service period for the semester, will be eligible for a pro-rata refund if they **checkout of their hall room and completely withdraw from EAC**. There is no refund after 60% of semester has passed.

Room Cost and Housing Deposit Refunding-

- Students are eligible for a **full refund of their Housing deposit** if they cancel their room reservation on or before **July 15th** for the Fall Semester or **December 15th** for the Spring Semester. If residents checkout after the end of the semester registration period, they are eligible for a refund of deposit minus any applicable damage charges. Cancellation of reservations occurring between July 15(or Dec. 15 for Spring semester) and the end registration period for the semester will result in deposit being forfeited.
- Students are eligible for a full refund of room cost if they cancel their reservation on or before the hall opens for semester check-in. Students get a **50% refund of room cost** if they cancel their reservation or checkout of a resident hall after hall opens for the semester and **prior to the end of registration period** for that semester. **After the end of registration period** for the semester, students are **not eligible for a refund** of room cost.
- If a student has not checked into their assigned hall before the end of the first day of classes for that semester, their reservation can be canceled and deposit forfeited. Please notify the Residence Life Office if you are arriving to check in hall after the first day of classes.

Returning Student Reservations

- **Complete a Housing Application for the returning semester through eac.erezlife.com**
- On the application, you will **indicate which hall and/or room you would like to reserve for the subsequent semester**. You will select the **meal plan** you would prefer. Your deposit carries over to next semester if you are returning. You will be responsible to pay for any damage charges incurred prior during current semester prior to the start of the next semester.
- **If you do not plan to return to a hall you may cancel your housing through eac.erezlife.com.**
 - Click on Housing Overview
 - Then View Available Applications
 - Select the term you wish to apply for
 - Fill out corresponding application



CHECK-OUT PROCEDURES

Check- Out Procedures:

Note: Check Out Procedures to complete with your Resident Assistant to be eligible for Housing Deposit refund and be released from responsibility for room

1. **Remove all personal items** from the room.
2. **Vacuum, dust, remove all trash** and make sure the room is clean before leaving. A \$25 cleaning fee charged for rooms not cleaned at checkout. Excessive need of cleaning room is \$25 for each additional hour.
3. **Return all room-furniture** to original check-in configuration.
4. **Set an appointment time** with the Resident Assistant to check out. Inspect the room with Resident Assistant at the scheduled time. If a student opts to leave campus before room inspected, **student continues to be responsible for contents and/or any damage to room until inspected by Resident Assistant.**
5. **Return your room key.** A non-returned key charged to student. \$50 for Traditional Halls; \$62.50 for Residence Towers.
6. Please be aware that you can no longer reside in the hall after you have completed the checkout procedure and checked-out of your room or suite.
7. If there is an extenuating circumstance in which you cannot personally pack your belongings and complete check out procedures, please provide written permission for someone else to do so. If you abandon your room or otherwise are unable to remove personal items at the time of checkout, then the Resident Assistant will pack your items in order to protect them from theft and/or to free up your room space. The College is not responsible for shipping personal belongings. Charges for storage are applicable.

Last Two Weeks of Semester

- Confirm final exam schedule and locations.
- Read Hall notices regarding checkout procedures and times.
- Return borrowed items and pay debts.
- Leave a forwarding address with the U.S. Post Office if you rented a PO box.



HALL AND ROOM DAMAGES

Assessment for Loss, Breakage, or Damage

- Residence Life Staff and/or the College Maintenance Department will determine assessment cost for repair and/or replacement.
- Costs will include repair/replacement and associated labor.
- Damages occurring during the semester paid by student at the time of occurrence/assessment. Damages assessed at checkout paid prior to the beginning of the next semester by student if returning. The \$150 deposit used to cover cost of damages assessed when a student checks out of the hall and cancels his assignment/ reservation.

There are two types of damages costs residents are charged:

Individual Damage

- Is any loss, breakage, vandalism, damage, fines, or extensive trash for which you are responsible located anywhere in the interior or exterior of the hall. Students are responsible for room damage/contents until they complete the checkout process with the **Resident Assistant**.

Common Damage

- Is any loss, breakage, vandalism, damage, or extensive trash for which the responsible party is unknown and damage is located anywhere in the interior or exterior of the hall. Charges shared by all students living in the hall or in an area/wing such as a community or suite in Residence Towers.
- Costs to students are minimal if you are able to help your Resident Assistant/Residence Life Office identify the responsible party causing damage. Appropriate parties charged for damage once identified.
- Damage payments, when necessary, are made to the Business Administration Office (Cashier's counter) located in the Student Service Building.

Section 10

Travel Dates and Sample Forms



**EASTERN
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Important/Travel Dates for Spring 2026 Semester

Spring Tuition Payments must be made by -	Saturday, January 10, 2026
Room and Board Payments must be made <u>PRIOR TO</u> -	Saturday, January 10, 2026
Food Service Opens at noon beginning -	Saturday, January 10, 2026
Classes Begin -	Monday, January 12, 2026

All Students are **REQUIRED to leave** the Residence Halls during the following time periods:
(Unless **required** to stay for an EAC sponsored activity)

Saturday May 9, 2026 at 9am, **Halls close for Summer Break**

Insurance

Health and Theft Insurance pamphlets are available in the Housing and Student Life Offices in the event you may want to purchase coverage or add to your current coverage. Information about the different coverage offered can also be view on their respective Web sites. A few of the site are provided below as examples. Health policy plans can be found in Sentry Life's web site: www.ejsmith.com Theft/fire policy plans can be found in National Student Services web site: www.nssi.com . There are several companies that provide coverage plans. Please take the time to research which plan would best suit your individual needs before purchasing any insurance plan.

Yearbooks

Be sure to attend scheduled ASEAC Activities or other dates through the spring semesters and get your yearbook photos taken!! Yearbooks are free to all students that have their yearbook mug shot taken during the academic year. Those that have not taken a mug shot will have to pay the current price to receive a yearbook.

Personal Items

It is always wise to mark all your personal items with and identifying mark prior to moving into the residence halls. The Housing Office will have engravers available to use after the semester begins. Don't forget to mark your clothes as well.



Residence Hall Application and License Agreement Information

Please read this information before completing and signing the attached Residence Hall Application. Following are the "Terms and Conditions" governing application for, assignment to, and occupancy of the residence halls at Eastern Arizona College. The College reserves the right to deny campus housing, change room assignments, or remove a student from campus housing if it is felt to be in the best interest of the student and/or the College. You may also apply online at <https://eac.edu/student-life/housing/>

Room Availability

The 458 spaces in Campus Housing are at a premium, especially during Fall Semester. At times there can be waiting lists for the traditional halls (Mark Allen Hall/Nellie Lee/Wesley Taylor Hall) in the Fall and both semesters in Residence Towers. Assignments are made in the following order of priority:

1. Returning residential students
2. Room Scholarship recipients in traditional halls only*
3. New students by date of receipt of application and \$150 reservation deposit
4. All academically-active (6+hrs) part-time students on a space-available basis only

**All applications for Residence Towers are handled in chronological order. There are no spaces reserved for scholarship recipients.*

Application and Assignment Procedure

1. Apply early! Your place on the Housing reservation list is based on the date of your completed application. A \$150 deposit is required to complete an application. You may pay through your myEAC portal with a credit card.
2. You will receive an email acknowledging receipt of application and deposit payment.
3. By mid-May (Dec for Spring semester), our current residents will have completed their reservation process and the Housing Office will determine the number of spaces available for new residents.
4. In early June (early Dec for Spring Semester), housing assignments are determined and emailed to your monster email. After which you may log into eac.erezlife.com and set up a roommate profile to begin connecting with potential roommates and select a meal plan. You will also be notified at this time if you are on the waiting list.

5. Check-in informational packets will be emailed to assigned applicants. If you have changed plans and do not want your room reservation, you have until July 15 (December 15 for Spring Semester) to request a refund of your \$150 reservation deposit.
6. Communication will generally be by monster email or occasionally by telephone. It is your responsibility to access these communications in a timely manner. The Residence Life Office is available throughout the year if you would like to verify receipt of applications/deposits and check on hall space availability.

Campus Housing Waiting List

Do not panic! Waiting lists are a normal part of campus housing. If you are placed on a waiting list, you can call the Residence Life Office at 1-800-678-3808 Ext. 8605 to determine your current status. College students' plans change constantly and the waiting list will change from moment to moment. Residence hall spaces become available continually throughout the process.

Residence Towers Waiting List

If you have been on a waiting list for Residence Towers, you may be temporarily assigned to a traditional hall (Mark Allen Hall, Nellie Lee Hall, or Wesley Taylor) until space becomes available in Residence Towers. When a space does become available, you will be contacted by email or by Residence Life Staff notifying you of your status and provide a time frame in which you are to check into Residence Towers.

If you do not move within the time frame established, or opt to stay in a traditional hall, your name will be passed and the next resident on the waiting list will be notified.

The difference in room cost for Residence Towers must be paid prior to checking in. The Residence Life Office can assist you in determining that cost.

If you prefer to wait off campus instead of being assigned to a traditional hall, please notify the Residence Life Office.

Damages/Alarms

Residents can be charged for individual room damages, community damages, or false fire alarms. Residents can help reduce or eliminate damage costs by locking room and community doors, limiting visitors, and identifying students that may have caused damage.

Refunding

The \$150 reservation deposit reserves a space in a residence hall. If a resident does not check into a hall during scheduled check-in days, deposit will be refunded if:

- Resident cancels on or before July 15 for Fall Semester or December 15 for Spring Semester;
- Resident has not been assigned to campus housing space and asks to be removed from the reservation list.

Reservation deposits are not refunded if reservation is canceled after the deadline dates described above or resident is a no-show for check-in.

Residents can cancel by logging into eac.erezlife.com, click on Housing Overview, then cancel application.

Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a refund of room costs minus reservation deposit. Students who cancel or move out of a residence hall by the close of registration for the current semester will be eligible for a 50 percent refund of room costs minus reservation deposit. There is no refund of housing cost after the end of registration.

Students must check-out with hall staff to be eligible for refund and be released from responsibility for room.

Payment/Check-In

The halls open a few days before classes begin. Residents will be notified of the date in their monster email. Room and meals plan fees must be paid by the date the halls open for check-in or a resident is at risk of reservation being canceled and assigned to another resident. If a resident does not check into a room in person or notify the Housing Office by telephone by 5 p.m. of the first day of classes, a resident's space will be reassigned.

Your housing assignment will be automatically canceled and your bedspace will be given to the next person in line on the waiting list if your housing fees are not paid in full or a payment plan in place by the date the halls open for check-in. If payment is not received by check-in, your housing assignment will be canceled. If your housing assignment is canceled, you may not be able to get back into your selected dorm. Don't let this happen to you! Be sure all financial arrangements are made by the date due.

You must also be registered for a minimum of 6 credit hours to be eligible to live in the dorms. If

you are not registered for at least 6 credit hours by the fourth Monday in July for fall semester and the third Monday in December for spring semester your housing assignment will be automatically canceled and your bedspace will be given to the next person in line on the waiting list.

Hall Closures

On-campus residence halls are closed to all residents during the semester break between the Fall and Spring semesters and during Spring Break. Fall semester student residents returning for the spring semester may leave their personal

possessions in their room they have been assigned. Residents are not required to remove personal possessions from rooms during the Spring Break. Food service/meal plan use will not be available during closure periods and Thanksgiving day. Residents not returning after the Fall or Spring semesters are expected to check-out of the hall by 9am on the closure date for the hall or earlier. Residents who have not checked out by that date/time are subject to a daily-rate charge.

Residence Hall Standards

All hall residents are expected to be knowledgeable of and follow all the guidelines and regulations included in the Residence Life Handbook.* The following text is a summary of regulations you are required to follow immediately upon check-in:

- Smoking and smokeless tobacco use are not permitted in any campus building. No smoking is allowed within 50 feet of any residence hall.
- Possession, consumption, or being in the presence of alcohol is prohibited in all residence halls and all other buildings and areas campus.
- The possession of any type of drug, hallucinogen, narcotic, illegal substance, including marijuana and/or related paraphernalia, or any mind-altering substance, is forbidden on District property. Any student or College employee found possessing, using, under the influence of, or selling controlled substances or related materials as defined above, is subject to loss of campus housing privileges and expulsion from the College, as well as, legal action by local authorities.
- All weapons, simulated weapons, or paint-ball apparatus are prohibited in all campus areas.

- Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms. Keys cost \$50 in traditional halls and \$62.50 in Residence Towers to replace.

- Activating alarm equipped doors during a non-emergency has a fine of \$50. If the culprit is unknown, the fine will be shared as a common damage charge.
- Residents and guests are expected to follow visitation regulations established for each hall. It is a resident's responsibility to read, be knowledgeable of, and abide by posted visitation hours.
- Residents are responsible for the behavior of their guests. A resident must inform guest of Residence Life policies.
- Residents are responsible for the security of their living area and vehicles. Keep room doors locked and belongings secured. The College is not responsible for loss, damage, or theft of personal property.
- Residents are responsible for the loss, damage, or theft of College property in their assigned areas.
- Theft by a resident will result in the loss of campus living privileges, possible expulsion from EAC, and possible legal actions taken.
- Roller blades, skateboards, and bicycles cannot be used in any building on campus.
- Microwave and small refrigerator are allowed in hall rooms.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with Student Code of Conduct and Residence Life policies and regulations at any time.

**For a comprehensive list of Residence Hall policies and regulations, a copy of the Residence Life Handbook can be found on EAC's website at https://eac.edu/Campus_Life/Housing/ResidenceLifeHandbook.pdf*

Residence Hall Cost Information for 2025-2026

- \$150 Reservation Deposit must be submitted with this application. This deposit is NOT paid by most scholarships. If available to student, financial aid funds can be used to pay deposit. The \$150 deposit is applied to room cost when the balance of room fee is paid.
- Room and Meal Plan fees must be paid prior to the first day of hall check-in at the beginning of each semester or your room reservation can be canceled to make space for others. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

Traditional Halls - 2 residents	Fall 2025	Spring 2026
Mark Allen, Wesley Taylor		
Nellie Lee-	\$1,300	\$1,300
Traditional Hall - single room	\$1,300	\$1,300
Residence Towers	\$2,100	\$2,100

- Room scholarship recipients who are assigned to Residence Towers must pay the additional fee amount for the Residence Towers prior to checking into hall. Additional fee amount is generally not included as part of the room scholarship.

Meal Plan Cost Information for 2025/2026

- All residential students are required to purchase a meal plan to live in a residence hall. Plans are placed on an EAC Monster Meal Card or on your smart phone as a Monster Meal E-Card with an option of reloading the card throughout the semester. Plan C is a minimum amount to be eligible to live in a residence hall.

Cafeteria Meal Plans (Please indicate your preference):

Plan A-\$4500 per semester declining balance

Plan B-\$3000 per semester declining balance

Plan C - \$2000 per semester declining balance

Plan C-\$500 per semester declining balance minimum

- If you are participating in summer placement testing or touring campus, you may visit the Residence Life Office located on the west entrance of the Mark Allen Hall. Please stop by and check on your housing status.
- If you have Housing and/or Meal Plan questions, please call 800-678-3808, ext. 8605, or (928) 428-8605.
- Meal plans may be changed through the end of registration for semester attended.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!



Residence Life Office

I received and read this document today.

Print Name _____

Signature _____

Date _____

Hall _____

Rm # _____

Campus Living Privileges

Behaviors and choices you make may result in the loss of your campus living privileges and/or eviction from EAC's residential halls due to the safety and security risks it causes for our communities or yourself. You can lose your privileges and/or removed from the residence halls, **even for a first offense**. Examples include, but are not limited to those listed below:

- Tampering with fire safety equipment or devices. This includes creating false fire alarms, discharging fire extinguishers, and the like.
- Bomb threat
- Possession (including in the body), consumption, or being in the presence of alcohol, whether you are underage OR over 21 years of age.
- Possession, use, or distribution of an illegal drug (including marijuana) or a controlled substance. If it is in your room, your pocket or any other location under your control, it's yours.
- Possession of a weapon. Includes all projectile weapons/firearms, simulated weapons, dangerous chemicals, any explosive device, swords, brass knuckles, butterfly/hunting knives, paintball guns, pellet/bb guns and any other item or material that can be used to threaten or endanger others.
- Sexual harassment or assault, endangering oneself or others, or acts of violence: physically hurting or causing injury to others, fighting, pushing/shoving, etc.
- Theft and/or burglary
- Malicious destruction of property
- Insubordination directed towards Residence Life Staff
- Behavior detrimental to the reputation and best interest of the College
- Violations of Residence Life, Student Life, and/or Student Code of Conduct Probation

Financial Implications!

There are several implications of losing your campus living privileges. Most obviously, you **move out of on-campus housing** and **need to arrange for off-campus housing**. Perhaps not so obvious, you **cannot visit and/or enter any EAC residence hall** on campus. Finally, **housing costs not refunded after the end of registration** for the current semester, and meal plans refunded only if you completely withdraw from EAC, deposit (minus any damage costs) refunded after the end of registration for the current semester.

As a Residence Life Staff, we want you to succeed. We want your experience here at Eastern Arizona College to be everything you want – within limits. We have defined those limits in your Residence Life Handbook, Student Handbook/planner, and various other publications, which you will receive and have agreed to read when you applied for on-campus housing and when you signed your Check-in sheet. Please read them. And then, as you go about your life in what will be your new home, consider the consequences of your actions. For the most part, it is that simple. Please do not make decisions that require loss of your campus living privileges. Have a great semester!



COLLEGE AVENUE



ADDITIONAL READING



Section 11

Assistance and Service Animals



Title : Service and Assistance Animals

Number :

2075.03

Approved :

08/11/22

Reference : Americans with Disabilities Act Amendments Act (ADAAA); A.R.S. §11-1024; Fair Housing Act; Section 504 of the Rehabilitation Act of 1973; U.S. Department of Housing and Urban Affairs Service and Assistance Animals Notice

The Graham County Community College District (GCCCCD or the College) is committed to providing accommodations to persons with disabilities and to fulfilling its responsibilities under federal and state laws and regulations. The purpose of this policy is to provide rules regarding individuals bringing animals onto College property. In addition, the College aims to foster a healthy, safe, and supportive environment that respects the rights of all individuals while enhancing their educational experience. Finally, the College strives to maintain the integrity and cleanliness of its property and campus environment. EAC reserves the right to amend this policy as circumstances require.

Students and visitors with disabilities may be accompanied by Service Animals in the College's public areas and where fellow participants in College programs or activities are allowed. Service Animals may be excluded from a limited number of areas under certain circumstances. Employees may seek an accommodation to have a Service Animal in the workplace through the College's Section 504/ADA Coordinator.

Students or employees with disabilities wishing to have an Assistance Animal on campus may request an accommodation through the College's Section 504/ADA Coordinator. However, no Assistance Animal may be permitted on College property or in College housing at any time prior to the individual receiving approval for an accommodation. Proper documentation of an individual's disability will be required. With limited exceptions, animals other than Service Animals are not permitted in non-residential College buildings or facilities.

DEFINITIONS

Assistance Animal: any animal that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that is directly related to and alleviates one or more identified symptoms or effects of an individual's disability. Assistance Animals are sometimes informally referred to as therapy or emotional support animals (ESA). Assistance Animals may have but do not require formal training or certification, are not required to wear any type of identification, and are not considered to be pets for purposes of this regulation. Assistance Animals are not capable of serving as Service Animals, may not accompany a person with a disability at all times, and are generally not allowed in non-residential College spaces such as classrooms, libraries, or dining facilities.

College Property: all property controlled, owned, operated, or leased by the College.

Section 504/ADA Coordinator: collaborates with individuals, faculty, and staff to assure compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities to ensure individuals with disabilities have equal access to all EAC programs and activities.

Handler: the student who is utilizing a service animal or an approved assistance animal.

Reliable Third-Party: a trained professional, including but not limited to a doctor, nurse practitioner, physician assistant, psychiatrist, psychologist, or social worker who provides medical care, therapy, or counseling services to persons with disabilities, who by virtue of their expertise and familiarity with a person with a disability is able to verify the accommodation request is directly related to the disability, that it would alleviate one or more of the identified symptoms or effects of the disability, and the accommodation is necessary to provide the individual with an equal opportunity to use and enjoy campus housing or to perform essential job functions.

Service Animal: by law, any dog individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the individual's disability. Animals other than dogs are not Service Animals, with the exception that on a case-by-case basis, the College may permit miniature horses on campus that have been individually



Title : Service and Assistance Animals

Number :

2075.03

Approved :

08/11/22

Reference : Americans with Disabilities Act Amendments Act (ADAAA); A.R.S. §11-1024; Fair Housing Act; Section 504 of the Rehabilitation Act of 1973; U.S. Department of Housing and Urban Affairs Service and Assistance Animals Notice

trained to serve as Service Animals. Service Animals are not required to wear any type of identification and may accompany a person with a disability anywhere the individual is allowed to go, including work, class, eating establishments, and public transportation. A Service Animal may provide therapeutic support or may otherwise perform like an Assistance Animal, but a Service Animal, unlike an Assistance Animal, is individually trained to take specific action when recognizing the need to assist the individual with a disability. The crime deterrent effects of an animal's presence or the provision of emotional support, comfort, or companionship do not constitute a Service Animal's work or tasks.

Section I. Service Animals

A. Students, Employees and Visitors

Students, employees, and visitors with disabilities may be accompanied by Service Animals in all public areas on all property owned, leased, or otherwise under the College's control. Students, employees, and visitors may be accompanied by Service Animals in all locations where fellow participants in College programs, activities, or services are allowed, except where the presence of a Service Animal would fundamentally alter a program or activity. A Service Animal's work or task must be directly related to its handler's disability.

Examples of Service Animal work or tasks include, without limitation to, assisting individuals with low vision or hearing to navigate or become aware of the presence of objects or people; pulling a wheelchair; performing medical alerts of various types such as the onset of seizures, high or low blood sugar, or the presence of an allergen; turning lights on or off; retrieving items; opening and closing cabinets or drawers; or providing physical support and assistance with balance and stability to individuals with mobility disabilities. Service Animals can also support persons with psychiatric and neurological disabilities by helping to prevent or interrupt impulsive or self-destructive behaviors.

Animals other than dogs are not Service Animals, with the exception that on a case-by-case basis, the College may permit miniature horses on campus that have been individually trained to serve as Service Animals.

In considering such miniature horse requests, the College will assess:

- i) whether the miniature horse is housebroken.
- ii) whether the miniature horse is under the handler's control.
- iii) whether the facilities the individual wishes to access can accommodate the miniature horse's type, size, and weight.
- iv) and whether the miniature horse's presence will compromise legitimate requirements for the safe operation of the facility.

Persons with disabilities may contact the Section 504/ADA Coordinator for more information about miniature horse Service Animal approval.

1. Service Animal Verification, Documentation, Identification, and Permitted Inquiries

An individual with a disability is not required to provide documentation their dog (or in limited cases a miniature horse) has been individually trained as a Service Animal. Student or visitor handlers are not required to have an accommodation on file with the Section 504/ADA Coordinator, however it is encouraged the student notify the Section 504/ADA Coordinator of the Service Animal on campus. Employees must request the Service Animal be present as an accommodation for their disability.

The College will not ask about the nature or extent of an individual's disability. However, when it is not readily apparent the animal identified by the individual with a disability is trained to do work or perform tasks for him or her, the following two questions may be asked:

- i) Is the animal required because of a disability?



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2075.03

Approved :

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- ii) What work or task has the animal been trained to perform?

No other questions about the Service Animal are allowed. If the handler answers no to the first question or is unable to answer either question, the animal may not be a Service Animal. The animal may fall within one of the other definitions found within this policy. College employees should make every effort not to repeatedly ask an individual the questions listed. Please contact and refer the student to the Section 504/ADA Coordinator.

2. Exclusion or Removal of a Service Animal

The College may exclude or ask the individual with a disability to remove a Service Animal if the Service Animal:

- i) causes a potential fundamental alteration of a program or activity
- ii) poses a direct threat to the health or safety of others.
- iii) causes substantial damage to College property or the private property of a College community member.
- iv) causes excessive disruption.
- v) is out of control, aggressive or creates an unmanageable disturbance or interference with the College community.
- vi) or if the handler refuses to comply with their responsibilities as outlined in this policy and applicable law.

At any time, the College may remove a Service Animal that is mistreated or appears to be suffering from a health issue or injury. If abuse is suspected, the proper authorities will be notified. The College may also require an unclean or unkept Service Animal to be removed until the issue is resolved.

Students with a Service Animal will be housed in the Residence Towers.

The handler may request reconsideration of a decision to remove a Service Animal from College property as outlined in Section III(D).

B. Service Animals in Training

A Service Animal trainer or an individual with a disability who is training an animal to perform as a Service Animal may take the animal into the same public spaces that Service Animals may access for the purpose of training. This policy applies to animals being trained as Service Animals and their trainers or handlers in the same manner as it applies to Service Animals and their handlers.

C. Misrepresentation

Arizona law prohibits fraudulently misrepresenting a pet or other animal as a Service Animal or a Service Animal in training. Persons committing this violation may be subject to a civil fine of up to \$250. If a handler is found to be falsely characterizing their animal as a Service Animal, the animal will be immediately removed at the handler's expense. Should the College require that a Service Animal be removed from College property for any reason, the handler remains bound by and responsible for fulfilling their housing contract obligations.

Section II. Assistance Animals

A. Students

1. Student Assistance Animal Accommodation Requests



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An approved accommodation, granted in advance, through the Section 504/ADA Coordinator is required before a handler is permitted to bring an Assistance Animal onto College property, including College housing. If an animal is brought onto College property before the accommodation is approved, the student will be asked to immediately remove the animal and will be responsible to arrange for housing for the animal at the student's personal expense. Students with disabilities who wish to live with an Assistance Animal in campus housing must contact the Section 504/ADA Coordinator to request an accommodation. Proper documentation of the individual's disability and the directly related need for the Assistance Animal, completion of all required forms, and accommodation approval is required at the beginning of each school year or the beginning of a new student's enrollment. During the first term of occupancy, the College cannot guarantee it will be possible to meet new student accommodation requests submitted less than 30 days prior to moving into campus housing. Therefore, new students are strongly encouraged to submit an accommodation request as early as possible.

Approved Assistance Animals must be contained within the student's privately assigned individual living accommodations except to the extent necessary to access or traverse hallways, corridors, elevators, stairwells, and central lobbies and only for purposes of entry, exit and taking the animal out for natural relief. Students with an Assistance Animal accommodation will be housed in the Residence Towers. Assistance Animals are not permitted in other facilities on campus such as academic spaces or dining facilities.

2. Verification, Documentation and Criteria

When considering Assistance Animal accommodation requests, the Section 504/ADA Coordinator will only require information necessary to verify whether an individual has a disability and that the use of an Assistance Animal is directly related to and alleviates one or more identified symptoms or effects of an individual's disability. The Section 504/ADA Coordinator will evaluate whether the requested accommodation may be necessary to afford the individual an equal opportunity to use and enjoy campus housing.

EAC may consider the following factors, among others, as evidence when determining the appropriateness of housing arrangements:

- i) the size of the animal is too large for available assigned housing space.
- ii) the animal's presence would force another individual from individual housing (e.g., serious allergies).
- iii) the animal's presence otherwise violates individuals' right to peace and quiet enjoyment.
- iv) the animal is not housebroken
- v) the animal is unable to live with others in a reasonable manner.
- vi) the animal's vaccinations are not up to date.
- vii) the animal's spay/neuter status has not been confirmed.
- viii) or the animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others.

Assistance Animal accommodation requests may also be denied if, in the opinion of the Section 504/ADA Coordinator, the documentation is inadequate, or the presence of the animal would impose an undue financial or administrative burden on the College, would fundamentally alter the residential or professional environment or related services or programs, would pose an undue threat to personal or public health or safety, or would generate substantial risk to College property or the personal property of others.

B. Misrepresentation



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If a handler is found to be falsely characterizing their animal as an Assistance Animal, the animal will be immediately removed at the handler's expense. Should the college require that an Assistance Animal be removed from College property for any reason, the handler remains bound by and responsible for fulfilling their housing contract obligations.

C. Student Campus Housing Rules, Restrictions and Responsibilities

The following rules, restrictions and responsibilities apply to Assistance Animals:

- i) An Assistance Animal must be contained within the privately assigned individual living accommodations except to the extent necessary to access or traverse hallways, corridors, elevators, stairwells, and central lobbies and only for purposes of entry, exit and taking the animal out for natural relief.
- ii) Assistance Animals are not permitted in other facilities on campus such as academic spaces or dining facilities.
- iii) When away from their residence during the day, the handler must ensure the Assistance Animal is properly contained in a kennel.
- iv) Assistance Animals may not be left unattended in a vehicle.
- v) If an Assistance Animal's handler is to be absent overnight or longer from their campus residence, the animal must accompany the handler. Assistance Animals may not be left unattended overnight in campus housing, nor may they be cared for overnight or longer in campus housing by any individual other than the animal's handler. If a handler must be absent overnight and cannot take the animal with them, the handler must arrange for off-campus accommodations at his/her own expense. Assistance animals will not be allowed to travel on college-sponsored trips for liability reasons.
- vi) Assistance Animals may not interfere with routine residence facility operations or activities, or cause difficulties or disturbances for other residents.
- vii) Assistance Animals are only allowed in campus housing for as long as they are necessary to help alleviate or mitigate specific symptoms of their handler's disability.
- viii) If a handler wishes to replace an approved Assistance Animal with a new Assistance Animal, a new accommodation is required.

The following responsibilities apply to handlers. The handler must:

- i) properly clean and dispose of discharged animal waste in an appropriate manner in garbage receptacles located in outdoor areas away from building entrances and exits.
- ii) clean, groom and maintain the animal's physical condition and living environment in a manner that minimizes nuisances such as fleas, ticks, foul odors, and related hygiene concerns and mitigates health risks associated with animal-born allergens and disease.
- iii) prevent and/or promptly and fully address behavioral nuisances such as excessive or uncontrolled barking, meowing, growling, hissing, snarling, aggressive posturing, snapping, scratching, or related behaviors that generate trepidation or alarm among other persons in relation to the animal.
- iv) and maintain appropriate and regular proximity and supervision and perform checks on the welfare of Assistance Animals at regular time intervals throughout each day.

If rules, restrictions, and responsibilities are not adhered to, the College reserves the right, depending on the severity of the incident, to immediately exclude and/or remove the animal without permitting steps 1 or 2 listed below:



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2075.03

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1. Verbal Warning
2. Written Warning
3. Removal of Assistance Animal

Housing and other College staff members are required to notify the Section 504/ADA Coordinator if they witness rules, restrictions and/or responsibilities not being adhered to or if an incident is reported to them. Verbal and written warnings will be placed in the student's file.

If abuse is suspected, the proper authorities will be notified. The 504/ADA Coordinator, Director of Residence Life and Dean of Student Life will collaborate to investigate the infraction. The Section 504/ADA Coordinator will make the final decision on the incident. A student may also be removed from campus housing. The Director of Residence Life will make the final decision on student removal. If a student's animal is removed, the student may not reapply for another animal accommodation.

D. Exclusion or Removal

The College may ask the individual with a disability to remove an Assistance Animal if the Assistance Animal:

- i) causes a potential fundamental alteration of a program or activity.
- ii) poses a direct threat to the health or safety of others.
- iii) causes substantial damage to College property or the private property of a College community member.
- iv) causes excessive disruption.
- v) is out of control, aggressive or creates an unmanageable disturbance or interference with the College community.
- vi) or if the handler refuses to comply with their responsibilities as outlined in this policy, including campus housing rules and restrictions, as well as applicable law.

At any time, the College may remove an Assistance Animal that is mistreated or appears to be suffering from a health issue or injury. The College may also require an unclean or unkept Assistance Animal to be removed until the issue is resolved. If abuse is suspected, the proper authorities will be notified. Should the College require that an Assistance Animal be removed from College property for any reason, the handler remains bound by and responsible for fulfilling their housing contract obligations.

The handler may request reconsideration of a decision to remove an Assistance Animal from College property as outlined in Section III(D).

Section III. Service and Assistance Animal General Requirements

A. Handler Responsibilities

Handlers are responsible at all times for the proper control and care of their Service or Assistance Animals, for any damage or injury they may cause, and must know and comply with College policy, as well as all applicable laws and regulations including licensure, vaccination, and leash requirements. Service and Assistance Animals shall be restrained with a harness, leash, or other tether unless an individual's disability precludes the use of such devices or if such devices would unreasonably hinder or interfere with the animal's safe and effective performance of its work or tasks. If not tethered, a Service or Assistance Animal must otherwise be under the control of its handler, whether by voice, signals, or other effective means. The College may request documentation that confirms an animal is properly licensed. Handlers must direct their animals to designated animal relief areas and must ensure the removal and proper disposal of their animal's waste. While the College



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does not charge any type of Service or Assistance Animal fee, all costs or other liabilities associated with any damage or harm caused by Service or Assistance Animals are the handler's responsibility.

B. Conflicting Disabilities or Health Conditions

Students or employees with a health condition (e.g., allergies, asthma), phobia, or disability that conflicts with or is adversely affected by exposure to a Service or Assistance Animal should contact the Section 504/ADA Coordinator to resolve the matter. The individual raising the concern may be asked to provide documentation that identifies the impacts of their condition to allow the Section 504/ADA Coordinator to determine if there is a need for an accommodation. The College will make a reasonable effort to resolve any conflicts that arise due to the presence of a Service or Assistance Animal by considering the needs or accommodations of all persons involved.

C. Interference

Intentionally or maliciously disrupting or distracting a Service Animal's work or task, attempting to, or separating a Service or Assistance Animal from its handler, or petting, feeding, deliberately startling, or otherwise interfering with a Service or Assistance Animal after being directed not to do so by its handler is considered misconduct subject to appropriate disciplinary action.

D. Complaints and Dispute Resolution

Students, employees, and visitors may contact the Section 504/ADA Coordinator located in the College's Counseling Department in the Student Services Building on the Thatcher Campus to request assistance with resolving disputes or complaints involving the presence of a Service or Assistance Animal on College property. In particular, discriminatory behavior involving, or related to, or stemming from the presence of a Service or Assistance Animal is a violation of College policy and should be immediately reported. The Section 504/ADA Coordinator will assist with informal or formal complaint investigation and resolution in this regard. For issues related to Service or Assistance Animal accommodations, or to request reconsideration of a denial or scope of an approved accommodation, students and employees may contact the Section 504/ADA Coordinator to request informal assistance or to initiate the formal Section 504/ADA (Civil Rights) Complaint Process.

PROCEDURES

To request a disability accommodation or file a complaint or dispute, please find contact information below:

Candace Lines
Section 504/ADA Coordinator
(928) 428-8335 (voice)
(928) 428-2074 (fax)
candace.lines@eac.edu

Eastern Arizona College - Thatcher Campus
Student Services Building - Counseling Department
Disability Resource Services, Room 139
615 N. Stadium Avenue
Thatcher, Arizona 85552

