



MCC Mohave
Community
College

IMPROVING LIVES. IMPROVING COMMUNITIES.

Residence Life Guide to Good Decision Making

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WELCOME TO THE COMMUNITY!

Residence life at Mohave Community College (MCC) complements and enhances the College academic experience. Students find camaraderie and personal growth opportunities to expand their horizons and further develop leadership skills at MCC through cultural, social, and recreational activities, events, and programs.

MCC Residence Life's (ResLife) mission is to foster an inclusive community which inspires lifelong learning, responsible living, and academic success. Through our mission, and in partnership with the Office of Student and Community Engagement, ResLife cultivates an atmosphere which supports identity development, self-empowerment, and intellectual pursuits that transform lives.

STANDARDS

To create an atmosphere of community and academic excellence, MCC must enroll and retain students who, through ongoing assessment and evaluation, meet or exceed established academic standards. MCC grants degrees and certificates to students who fulfill program requirements and meet or exceed the minimum academic and industry standards established by the College and the State of Arizona.

While in pursuit of their educational goals, students are expected to comply with all college rules, regulations, and procedures, complete all academic requirements, and remain in good standing with the College.

MCC's Student Life Program is administered by the Office of the Dean of Student and Community Engagement at each of the College's four locations. The College reserves the right to modify rules and regulations at its discretion, when such action serves the best interest of the College, its students, or the community at large.

In addition to the requirements imposed for all students by the MCC Student Code of, some students may be subject to additional rules and regulations imposed by the College's academic departments, outside agency partners, and/or student athletics program. Students residing on campus will additionally be subject to ResLife rules and regulations, as may reasonably be adopted or modified from time to time.

Examples of such situations include:

- Students living within college owned and/or managed apartments or resident facilities.
- Students participating in extracurricular activities - including Athletics. Students participating in extracurricular activities will additionally be subject to rules and regulations set forth in any club, team, or organization handbooks or otherwise established by the applicable departments. Students determined to be in violation of such rules may be sanctioned by the appropriate staff or administrator, which may include probation, suspension, or withdrawal from the privilege of extracurricular activity participation.

Student Qualifications

Being a student and getting a high-quality education can be a full-time job. When you choose to attend MCC, you are investing a large amount of time and money in yourself and your future, and MCC is investing its resources in you.

Good Attendance and Participation in College

A college education is more than what happens in the classroom, and at MCC, students are encouraged to participate in activities both in and outside of the classroom that create a well-rounded holistic educational experience.

You are here for an education and MCC is here to provide it. For this to be possible, students must demonstrate they are qualified for ongoing enrollment by remaining in good academic standing, actively engaging, and demonstrating good decision making. To reach their academic goals, students must regularly attend and participate in class.

There are many things for students to do on and off campus and being involved in college sponsored clubs, sports and student activities is an important part of the holistic co-curricular experience. Taking part in social, cultural, and athletic events provides students with many opportunities to learn about themselves, other people, and the world in which they live. Getting involved on campus gives students the opportunity to develop interpersonal and leadership skills that will serve them throughout their lives.

Academic and Personal Integrity

All members of the MCC community are expected to act with professional, personal, and academic integrity. These simple principles lie at the heart of our community. Academic integrity means honesty and responsibility in scholarship and is essential in the collegiate environment. It is one of our highest ideals and highest standards.

The College and its Faculty are responsible for maintaining academic integrity to protect the quality of education and for those who depend on it. The student is responsible for refraining from violations of academic integrity and conduct that may lead themselves and/or others to suspicion.

All Mohave Village Residents and their guests are expected to be knowledgeable of and follow all the guidelines and regulations included in the Residence Life Guide to Good Decision Making.

Good Decision Making

MCC serves our communities, empowering students to succeed through innovative pathways and quality education. This process of knowledge construction takes place in every aspect of the student's college experience, inside and outside the classroom; it is a dynamic, imprecise, and "messy" process.

To facilitate this learning, students, who are residents of Mohave Village are expected to reflect upon MCC's Educational Mission, Vision, and Values (Create the Future, Engage Fearlessly, Build Together, and Live Authentically). And as residents are expected to integrate these ideas and aspirations into their daily decision-making processes. In accordance with this premise, MCC aims to provide an inspiring education exemplified by clear pathways as a steppingstone to completion, transfer, or post college success. All residents should expect to be supported when they make educationally purposeful choices and challenged when the choices are incongruent with their academic success.

To be successful at MCC, residents are expected to explore and exercise their rights, and it is understood that in this process some errors in judgment will occur. This is a natural part of the learning process. Each resident is expected to reflect upon these choices in the context of responsible decision making, honest discourse, and the appropriate use of college resources. Residents who fail to fully embrace their responsibilities during this period of personal exploration may face consequences that are designed to guide them toward a more responsible decision-making framework. Residents should learn from this process and make wiser, more informed decisions in the future. Actions and decisions that threaten the safety of others or compromise the integrity of the educational environment cannot be tolerated, and residents who repeatedly ignore their responsibilities may lose the opportunity to live within college housing or to be an MCC student.

The Guide to Good Decision Making was created to support a high-quality ResLife program and adapted from several other appropriate universal guidebooks to assist Mohave Village Residents as they explore their rights and responsibilities; it is intended as an educational document not as a legal document. The resident experience will be characterized by a welcoming community that promotes discovery, confidence, and belonging; with relevant programs and services that ensure preparation for the real world and the future; and offer personalized and inviting services that support resident students in person or online; and include rewarding relationships with knowledgeable and committed faculty and staff.

While it is important to know the basics, it is also important to know that in partnership with MCC Student Leaders and the college's Offices of Student and Community Engagement, this document will evolve and be reviewed prior to the start of every academic year. Stay informed, it is common for someone to ask, "Do you really expect us to read all this?" The answer is "Yes, we do; it's all important."

The rules and regulations within the following publications apply to all residents, guests, and visitors in and around the college community. Residents are required to abide by all rule and regulation changes. Violation of such may be subject to an MCC student conduct procedures and prosecution under the laws of the State of Arizona.

A Community that is Conducive to Learning

The College has a direct educational interest in how one conducts oneself as a student. This concern extends beyond the classroom and is not restricted to formal educational experiences or the boundaries of the college campus. Student conduct refers to all the choices one makes in the learning landscape.

Student conduct expectations at MCC are based on the firmly held belief that students, faculty, and staff must constructively collaborate to create an environment that fosters, encourages, and supports the educational mission of the institution. Students have a unique and integral role in creating the educational environment. They are challenged to identify and pursue their personal educational objectives while simultaneously sharing responsibility for constructing the learning and living landscape in which that learning occurs.

MCC's student conduct expectations are based on the precepts of personal responsibility, educational purposefulness, and community accountability. Appropriate student conduct is a condition of program participation.

Student Rights and Responsibilities

At MCC, student rights and responsibilities are deeply and purposefully interconnected. To help facilitate student growth and development, MCC has outlined key student rights and their corresponding responsibilities. The following is not all inclusive, but instead provides a framework for understanding certain student expectations as they relate to educational conduct. In reviewing this framework, residents are advised to reflect on the "spirit of the rule" and not just the "letter of the rule." Our rules reflect our deepest values and goals, and we ask you to do more than just comply with them—embrace them.

As responsible community members, students are expected to comply with all local, tri-state, and federal policies, statutes, laws, and ordinances. MCC also has an obligation to comply with the law, and we have written our policies to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery) Act, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Educational Amendments of 1972, the Drug Free Schools and Communities Act (EDGAR Part 86), the Campus Sexual Violence Elimination Act, (SaVE) 2013, and other federal and state statutes and regulations.

When anyone, regardless of age, becomes a student at any college, all rights afforded to parents under FERPA transfer to the student. Students are considered adults upon registration at Mohave Community College and as such, are responsible for their actions, agreements, and correspondence with the Residence Life Office. In some instances, due to health and safety, parents may be contacted. According to FERPA, its amendments, and the final rule of the U.S. Department of Education, the only information which may be released without the student's written consent is directory information.

At MCC, directory information includes name, address, e-mail address, phone numbers, photographs, most recent previous school attended, MCC ID number, major field of study, campus attended, status (e.g., in-state/out-of-state status, current enrollment, dates of attendance, full-time/part-time, withdrawn, degrees awarded), honors received (e.g., Dean's List, Honors List, PTK (Phi Theta Kappa)), participation in activities and sports, and weight and height of athletic team members.

Specific Regulations and Practices

The preceding focuses on the concept of student development, integrity, and ethical decision making. This is intended to help students develop a personal and purposeful decision-making model that will help them excel in the college environment. It is also intended to provide a framework for outlining how MCC will respond to incidents of poor judgment.

The following section describes several important college rules and regulations including ones that are unique to certain environments (college owned and/or managed housing). These descriptions should not be construed to be comprehensive. The absence of a clear rule does not necessarily justify a poor decision.

In all cases, students are advised again to reflect on "the spirit of the rule" and not just "the letter of the rule." If a student finds themselves in the position of arguing about the wording of a rule, they may well have violated the spirit of the practice, and they can expect to be held accountable for that decision. If students feel like a rule or regulation can be improved, they are encouraged to contact the Office of Student and Community Engagement to provide feedback and suggestions.

The College recognizes that from a practical standpoint, it is helpful for students to know these specific rules and the consequences of violating them. The drawback to this approach is the tendency for students to make decisions based solely on the severity of the consequence. The conduct process is designed to help individuals examine violations through the lens of good decision making. The consequences for poor decision making may vary from student to student depending upon the degree to which they understand and act to rectify poor choices. Students who recognize their mistakes and take responsibility for their choices are generally demonstrating greater self-reflection and understanding than those who blame others for their own choices. Consequently, two individuals may make the same poor choice but face vastly different outcomes from the conduct process.

The following specific rules and regulations are provided as a guide to good decision making, but this should not be interpreted as an all-inclusive list of inappropriate behavior.

A Community that is Respectful of Others

Campus housing brings together students from all walks of life. It is likely that you will have a roommate and you will certainly have neighbors. You will almost certainly be exposed to students from other cultures, international students, and students with very different life experiences than your own. This exciting assemblage of individuals provides tremendous opportunity for learning, but for the group to successfully transform into a community there must be a foundation of respect among its members.

Respect Your Roommates and Other Community Members

Some residents have grown up sharing rooms with their siblings while others have always had their own room. Some residents like to go to sleep early while others stay up quite late. Some residents study in their rooms while others prefer to go to the library. Slight differences like these can become big challenges if you do not enjoy mutual respect with your roommates.

As a member of the residential community, you are expected to show respect to others; this is particularly important with those who share your space. Remember, your roommates are also making this important transition to college life. Discuss expectations, develop roommate agreements, and talk openly and honestly with each other. For example, cleaning is the equal responsibility of all persons living in the apartment. Bathrooms should be cleaned regularly with a schedule agreed to by all residents living in the apartment. You and your roommates should discuss this and other issues. If you have trouble starting this discussion, ask your Coordinator for help. Roommate Agreements are available to facilitate discussion and agreements. Please understand that only residents assigned to an apartment are permitted to live there and keep belongings in the bedroom/bathroom.

Respect Your New Home

Residents will spend a significant amount of time in their new home, and they are expected to take care of this space. All residents will be responsible for any damage to their apartment unit or furniture. No large nails or permanent mounting devices can be used on walls, doors, or furniture. Damage done to doors or residue left on apartment walls and/or closet doors as a result of decorations may result in charges to the residents assigned to that unit.

Respect Your Community

All residents are responsible for maintaining and caring for the space they share with each other. Public area damage (vandalism) is the responsibility of the community where it occurs. Residents may be held responsible for public area damage that occurs to the complex's courtyards, entry-gates, vending room, or college's mailroom. Residence Life has created a Resident Damage Review Board comprising of residents. This group will make recommendations as to when it is appropriate to charge some or all members of a community for public area damage.

Respect Guests (Rules and Regulations Regarding Guests)

Residents are encouraged to have guests visit. A guest is anyone not officially assigned to live in the apartment or room regardless of their gender. Any guest staying in the room past midnight must have permission from their host's roommates prior to the guest staying. Also, at a certain point, a guest must leave. Guests may not spend more than 3 days, 2 consecutive nights or no more than 4 nights per month in the apartment and never within the first month of the semester. The maximum occupancy of a space is two guests per apartment unit, per night. The host should always escort their guest and is responsible for their behavior within the apartment complex.

Guests under 18 must be accompanied by a legal guardian during their stay. Exceptions to this policy must be approved in advance through the Dean of Student and Community Engagement and only after a Minor Consent Form (MCF) is filled out and submitted by the host.

A Community that is Responsibly Regulated

As discussed earlier, college housing provides a fantastic opportunity to participate in a unique and important college experience - the apartment community. In this community you can learn about cultural differences, socialize with your peers, relax, celebrate, be a leader, and form friendships that last a lifetime. It is dynamic and exciting, and it can, at times, be a bit overwhelming - especially for staff who are trying to help you make the most of this experience.

Residence Life Specific Practices Responsible Regulations

Students who live in college owned and/or managed apartments have a unique and exciting opportunity to directly engage with other students in a vibrant and dynamic learning community. Compared to students who live off campus, students who live in college housing have higher grade point averages, higher retention rates, and report greater overall satisfaction. Living in this environment includes responsibilities that are unique to residential life. The following applies to students who live in campus housing and to their guests.

These responsibilities are codified into rules and regulations designed to help create a community that is:

- conducive to learning
- safety conscious
- respectful of others
- responsibly regulated

Some address how you should interact with others (roommate disagreements, cohabitation, use of shared resources, actions that disrupt the educational atmosphere, etc.) while others address environmental matters directly related to safety (fire safety concerns, creating hazards). You are encouraged to reflect on these responsibilities and ask ResLife Staff for clarification if you do not understand the purpose of the rules and regulations. The residential community is a learning community. MCC wants students as residents of Mohave Village Apartments to develop important communication and social skills through their shared experiences in the college's apartment program. Residents will learn lifelong skills of living cooperatively with others, being an active member of a community, respecting others' space, and property, and how to appropriately confront and work through conflicts.

Occasionally there are competing interests in a living learning environment. For example, one student may desire a celebrative environment where they can share their personal musical tastes with others, while another student in that same community may desire a quiet study environment so they can prepare for a test or exam. The following will help you navigate these competing interests. Students are encouraged to communicate and enjoy their experience while recognizing and balancing the needs of others for a quiet study environment.

In all cases, students will be held accountable for the actions of their guests, so it is important that students make responsible choices about who they invite into this community. Students living in campus housing are responsible for discussing these responsibilities with guests.

Move-In Day

(Check-In) All residents must complete the official check-in process along with the Apartment Condition Report (ACR) form upon moving into the unit. Residents are responsible for thoroughly reviewing the ACR and notifying ResLife staff within 48 hours (about 2 days) after moving in of any discrepancies.

Failure to report damage at check-in grants the Office of Student and Community Engagement | Residence Life Team permission to assume no damage was found in the unit at the time of move-in.

Move-Out Day

(Check-Out) All residents are required to check-out of the apartments within 24 hours of their last scheduled final exam. All apartments must be returned to the order in which they were arranged at check-in. Upon moving out of the unit, residents must complete all move-out instructions and cleaning expectations as communicated. When completing the official check-out process and the ACR, the resident should report any new damage to the room that occurred during their occupancy. Improper check-out may result in additional charges, the forfeit of the housing deposit, or both. All damage charges are assessed to the students account for immediate payment.

At the end of each semester residents must vacate their apartment by the designated date and time. Residents can be asked to vacate their apartment within 24 hours of their last final if the individual's behavior warrants such.

Courtesy and Quiet Hours (Noise)

Residents should be able to study and sleep without undue disturbance. Apartment residents and guests should refrain from running, horseplay, and other activities or loud communications in doorways, courtyards, and public areas, and avoid slamming of doors or gates. These hours are enforced within the apartment community. No noise should be heard in the courtyards or by neighbors including those to your left or to your right during Quiet Hours.

Courtesy Hours:

- Are in effect 24 hours a day

Quiet Hours:

- Sunday through Thursday, 10:00 p.m. to 10:00 a.m.
- Friday and Saturday, 12:00 a.m. to 10:00 a.m.

Community Safety and Security

The Office of Student and Community Engagement expects all community members to take reasonable action to prevent harassment, discrimination, and sexual violence and violation of this MCC Residence Life Guide to Good Decision Making or Student Code of Conduct. Action may include direct intervention, a call to the Community Coordinator, a call to Campus Safety - Risk Management, or a report to a person in authority.

Notice of Filming

- The campus building exteriors are equipped with video surveillance cameras in select areas. Cameras record area happenings 24 hours a day but is no guarantee of safety. Further, by your attendance in campus activities, both in and out of the classroom you grant your irrevocable permission for MCC to photograph

To report a crime in progress or an emergency, call 911. To report suspicious activity or a non-emergency, contact the (On-Call) MCC Residence Life Team Member at 928.704.7797 or the Campus Emergency Line, 928.505.3399. *If you see something, say something!*

Missing Student Notification Policy and Procedures

This policy is established by Mohave Community College in compliance with the Higher Education Opportunity Act of 2008 and applies to residential students at the college. For this policy's purposes, a student may be considered a "missing person" if their absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Designation of Emergency Contact Information:

- a. Students age 18 and above and emancipated minors
 - Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.
- b. Students under the age of 18
 - If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.
- c. All residential students (both a and b above)

- If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

Missing Student Procedure

- a. Any individual on campus who has information that a residential student may be a missing person must notify the Vice President of Student and Community Engagement, or SCE Dean immediately.
- b. The Office of Student and Community Engagement will gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, a class schedule, when last attended class, etc.
- c. Appropriate campus staff including the Residence Life Coordinator on Duty and other ResLife Staff will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messaging, cellular phone calls and e-mail.
- d. If search efforts are unsuccessful in locating the student in a reasonable amount of time or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), or it has been determined that the student has been missing for more than 24 hours, the Dean of Student and Community Engagement will contact the Bullhead City Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Bullhead City Police Department will take charge of the investigation with assistance from college officials.
- e. No later than 24 hours after determining that a residential student is missing, the SCE Dean will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

Communications About Missing Students

- a. In accordance with established college emergency guidelines procedures, the Directors of Risk Management and College Communications will be part of the college administrative response team and are the designated spokespersons to handle media inquiries concerning a missing student.
- b. The local law enforcement agency in charge of the investigation and the city public information officer (PIO) will be consulted by the Directors prior to any information release from the college so as not to jeopardize any investigation.
- c. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

*Please keep in mind due to FERPA regulations the College is not allowed to give out any personal information regarding our residents (including apartment/room numbers, phone numbers, or class schedules). If you are a parent or another family member looking for a student/resident, please contact the Dean of Student and Community Engagement so that we may attempt to deliver a message on your behalf.

Recovery from Self-Harm: A Caring Approach

If a resident has attempted self-harm, expressed intent to harm oneself, or has caused a significant disruption to the campus community in relation to a mental health concern, they are required to meet with the Dean of Student and Community Engagement before returning to class and/or the apartment community. This mandatory meeting is an opportunity to explore resources and develop strategies for success. This is a wellness follow-up, and is a critical, educationally purposeful meeting; residents who do not fulfill this requirement may not be allowed to continue their coursework and/or return to a Residence Life environment.

Involving Families and Others

The Office of Student and Community Engagement will facilitate communication between the College and families in support of student resident success. This communication mobilizes resources to support them as they strive to reach their potential.

MCC believes strongly that families can best contribute to student success when they are fully aware of the challenges and opportunities facing today's college students, including academic and co-curricular expectations. MCC strongly encourages family members to learn about student support services and understand how their students can access these resources (for example: tutoring programs and the many resources available in the Student Success Center).

As a part of this partnership, families are encouraged to discuss and embrace MCC's values. We know it may be hard for a parent or guardian to know when to step in and when to empower. It is MCC's hope that family members will promote self-advocacy by allowing the student to make decisions independently and demonstrate responsibility when those choices result in negative outcomes.

If you are concerned about your, or another student's physical or mental health, please contact appropriate campus or community authorities immediately.

Bullhead City Campus - Office of Student and Community Engagement:
928.758.3401

MCC Emergency Line and Action Team: 928.505.3399

In the event of an emergency, always Dial 911, then call the MCC Emergency Line.

Please be aware that Mohave Community College may contact and involve families in order to gain assistance when students under the age of 21 have an alcohol or drug violation or if they are engaged in other behaviors that pose health or safety risks to themselves or other MCC community members.

MCC also wants to remind families that there are federal laws (for example the Federal Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996) that place limitations on parents' ability to access student records. Please contact the MCC Registrar's Office if you have questions about these limitations and how we can still partner and appropriately communicate to promote the success of your student.

Regulations Conducive to Learning and Safety Consciousness

When students live in a close-knit community, as residents of the community, poor decisions or careless choices can impact the safety of others. For example, a candle left burning in a room after residents have gone to class could result in a fire that harms or displaces other members of the community. For this reason, we are very restrictive with personal items that could pose a risk to others or that pose even a small risk of fire.

ResLife staff members strive to create a vibrant and dynamic community while preserving a learning atmosphere. This is a difficult balance. Residents should be able to study and sleep without undue disturbance. Specific courtesy and quiet hours have been developed for your community, and you are expected to honor these covenants.

To maintain an environment conducive to learning, MCC's apartments have specific regulations, restrictions, and expectations.

Alcohol on Campus

Mohave Community College (MCC) is a "dry" campus meaning that an individual regardless of age is prohibited from hosting, possessing, consuming, and/or being in the presence of others consuming alcoholic beverages within Mohave Village Apartments or on MCC grounds.

Additionally, an individual shall not possess, sell, offer to sell, purchase, offer to purchase, use, or transfer alcohol, or be under the influence of alcohol or furnish alcohol to a minor. The following is a general list of local, state, and federal laws to be aware of.

It is illegal:

- to purchase or consume alcohol if you are under the age of 21
- to provide alcohol to those under the age of 21
- to sell alcohol without a liquor license provided by the city and state. This includes charging admission to an event to cover the cost of the alcohol. If the alcohol cannot be consumed without money being provided, the law views this as selling alcohol
- to possess an open container of alcohol in public within the city of Bullhead, including the MCC campus
- to possess, sell or use a fictitious or altered identification, or identification belonging to another
- to drive under the influence of alcohol or other drugs
- to possess, sell or use any controlled substance or paraphernalia used with a controlled substance
- to possess, sell or use prescription drugs without a prescription

Smoking Policy

Effective July 1, 2023, all MCC campus locations adhere to Policy 7.140, which regulates a smoke-free environment in accordance with state guidelines.

General Overview:

Smoke-Free Arizona Act § 36-601.01: Smoking is not allowed in most enclosed public places and places of employment including (but not limited to):

- Restaurants, bars, grocery stores, or any establishment that serves food
- Employee lounges, training rooms, and private offices in your bar or restaurant
- Company-owned or employer-owned vehicles when operated during working hours if the vehicle is occupied by more than one person
- Enclosed common areas such as restrooms, hallways, event rooms, stairways, or elevators in your establishment

Arizona law prohibits smoking within 20 feet of a building's doors, open windows, and ventilation systems. When smoking anywhere outdoors, the smoke should not enter any area where smoking is prohibited. In accordance with the above, smoking, and smokeless tobacco use is not permitted in any campus building, apartment or within Mohave Village's courtyard area.

MCC encourages tobacco cessation assistance for students and employees who would like to stop using tobacco. For more information visit: www.zdhs.gov

Marijuana and Other Drugs

MCC's expectation is that your decisions about alcohol, tobacco or other drug use will be guided by the law (local, state and federal), college policies, common sense, and by information about how these substances may impact your ability to be successful as a student and by an understanding of the potential impact your use may have on those in the college community. All students, employees and visitors are expected to comply with local, state, and federal laws that govern the possession, use, distribution, and sale of alcohol, tobacco, or other drugs.

The misuse of alcohol or other mind or body-altering substances can negatively affect cognitive processes and may limit your ability to exercise good judgment and to learn effectively. This is contrary to the educational purposefulness described earlier and is cause for concern by the College. In addition, all alcohol and other drug use carries with it some inherent risks. These include addiction, accidents, or injury due to impairment, overdose, damage to internal organs or a developing fetus, and unpredictable or violent behavior.

Though marijuana is legal in the State of Arizona for those 21+, it is still not legal on campus, even if you have a medical marijuana card.

Federal law and college regulations prohibit possessing, using, and distributing illegal drugs, drug paraphernalia, and/or controlled substances (including, but not limited to, marijuana, narcotics, or prescription drugs intended for use by another individual) in any College owned or managed apartment, residence life facility or anywhere on college owned or managed property. Using or possessing marijuana in any form, including tinctures, edibles and topicals, is prohibited on all MCC property, and students who use or possess marijuana are subject to disciplinary action. Additionally, an individual shall not possess, sell, offer to sell, purchase, offer to purchase, use, or transfer illegal drugs, drug paraphernalia, or be under the influence of drugs or medication (except as prescribed by a physician and used in accordance with the prescription).

The term “drugs” includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term “medication” means any substance that is available legally by prescription only, but does not apply to marijuana, which for the purpose of this policy is considered a drug.

The passage of Arizona Proposition 203, commonly known as the Medical Marijuana Law, notwithstanding, Mohave Community College prohibits the possession, use or transfer of marijuana and or associated paraphernalia on any or in any college owned or leased property or vehicle and/or at any college event or activity.

Students who misuse prescription drugs, use illegal drugs, distribute drugs, or otherwise compromise the safety of themselves or others due to intoxication or drug use should also expect to discuss how their decision-making process is impacting their success and the integrity of the academic environment. In each of these cases, poor decision-making will result in a referral to the Dean of Student and Community Engagement for an assessment, motivational interview, or mandatory educational program. Students may be financially responsible for these referrals.

MCC’s concern regarding mind-altering and body altering substances is not limited by the current legality of those substances. This concern extends to include all known illegal drugs but also includes the misuse of prescription and non-prescription drugs, misuse of new and emerging drugs, and/or misuse of other substances not intended for human consumption.

Firearms, Ammunition and Weapons

The MCC Student Code of Conduct prohibits explosives (including fireworks), firearms, black or smokeless powder ammunition, and/or weapons of any type within the apartment community, resident apartments, or on campus grounds. Possession of firearms, weapons, and/or ammunition in the residence halls could be grounds for the immediate termination of the Housing Agreement.

For the definition of “weapon,” please see the [MCC Student Code of Conduct - Weapons Policy](#). Weapons may include, but are not limited to swords, knives, paint guns, air guns, CO2 guns, stun guns, tasers, martial arts weapons, laser pointers, tear gas, sling shots, darts, and pellet and spring guns.

All weapons, simulated weapons, or paintball apparatus are prohibited on campus.

Fire, Emergency and Safety

Mohave Village residents and their guests are expected to promptly evacuate the apartment unit/complex whenever a fire alarm sounds and to observe all fire/emergency guidelines. Community specific fire evacuation procedures are outlined within your apartment and/or the Residence Life Office.

Evacuations/Drills

- While MCC strives to create a safe environment, some emergencies may occur. Drills will also be conducted regularly. In an emergency or emergency drill, all residents and guests must comply with the directions of residence life and college officials. For fire alarms everyone is expected to exit the building and gather at a designated and safe distance. No one may return to their apartment until instructed by a ResLife Staff member or College Official.

- Evacuation routes (sidewalks, courtyards, and entry gates) must remain clear of obstructions. Failing to evacuate or go to the appropriate location will lead to the conduct process and may result in a disciplinary action or fine being assessed to the resident's account.

Do not reenter any building or area until it is cleared by the Emergency Operations Center, Law Enforcement, Fire, or Campus Facilities personnel.

Tampering with Life Safety Equipment

Whether accidental or intentional, the misuse, damage and/or tampering with fire/emergency equipment (such as fire pull boxes, fire extinguishers, fire doors, fire hoses, smoke detectors, and sprinkler systems) anywhere on the MCC campus is prohibited and will result in behavioral, student conduct and/or criminal action. Tampering with or disabling fire equipment and smoke detectors is a felony in the State of Arizona. A charge of \$225.00 for tampering with life safety equipment will be assessed.

Hanging items from, covering, or disabling smoke detectors and/or sprinkler heads, removing emergency evacuation signs and/or postings, and discharging of fire extinguishers for non-fire reasons is considered tampering with fire safety equipment.

All residents are encouraged to confront individuals disregarding this policy and to report the incident to the Community Coordinator or to the Dean of Student and Community Engagement.

Additional fire safety guidelines:

- Combustible materials cannot be used on campus. Such items can only be used if the item bears a "flame-proof" label on the wrapper. All extension cords must be at least a minimum of 16 gauge or heavier with a grounded three-prong plug, cannot run in series, and must not cause a safety hazard. Surge protectors should be used with items that require a large amount of electricity (i.e., televisions, refrigerators, and computers, etc.) and should never be plugged into another surge protector.
- Live trees and cut vegetation are prohibited (exception: cut flowers and/or (legal) house plants are acceptable for temporary display in an apartment as long as it does not create a fire, safety, or health hazard).

Over-All Community Safety

- No interior or exterior exits, including windows, and doors, sidewalks or courtyards can be blocked; all exit lighting must be visible
- Clothing, banners, flags, blankets, lights, or messages may not be displayed in apartment windows or on interior or exterior apartment walls
- Apartment courtyards must be clear of obstruction. No decorations outside of the apartment are permitted
- Lofting your bed is not permitted (unless the furniture provided by the college permits)
- Painting your room/door or furniture is not permitted
- Paper products should be fire retardant and decorations must be limited to no more than 25% of the wall space (including interior room door)

- Plugging any electrical cords, devices, appliances, lighting, etc. into anything but the wall directly or into a surge protector. Apartment electrical outlets or lighting fixtures are not to be removed, adapted, or tampered with
- Extension cords may not be taped, tacked, or stapled to any surface
- No extension or wire is allowed to go from one room to another or from apartment to apartment, including through a doorway, window, floor, or ceiling
- You may not have heavy or oversized furniture in your room. This includes a waterbed, a wood platform structure or cocktail bar
- You may not have any college furnishings in your room other than the furniture provided upon checking in. This includes furniture from the apartment office, conference room, and/or any other college building or exterior space
- Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with fire alarms and/or smoke detectors

Health and Safety | Routine Inspections

Inspection of apartment units will be conducted throughout the academic year and may occur at any time to ensure that the living space is secure, healthy, and comfortable.

A team of Residence Life and College Maintenance staff will look for the following during an inspection:

- Cleanliness: A healthy living environment
- Prohibited items
- Safety violations
- Items in need of immediate repair

Any individual property stored in an apartment or resident's room must not interfere with the health and safety of the residents and must not damage college property. Objects must not block or obstruct an exit or passageway.

Residents may not keep excessive trash in their apartments, bedrooms, or public areas. When a trash can is full, it must be taken to the outside trash dumpster for the apartment complex.

If an apartment or room fails a health and safety inspection and the violation does not pose an immediate threat, the apartment residents will be warned and re-inspected within 48 hours (about 2 days). Failure to pass a second inspection may result in disciplinary action and a cleaning/correction fee.

Best Practices Concerning Safety, Respect, Prohibited Items and Activities

Safety

- [MCC Emergency Action Guide](#)

Emergencies can occur at any time with little or no warning. The purpose is to provide instructions for people to use in case of specific emergency situations. This is only a reference guide and cannot provide direction for every emergency, but it can help you act and be ready. The guidelines provide information and instructions on how to report an emergency and how to obtain assistance, no matter your location on campus. They also provide information on the steps to take to keep yourself and those around you safe.

General Rules:

- Notify 911 first, in case of ANY **emergency** on campus
 - Reslife Staff should be contacted for all other concerns
- Always follow the instructions of any person of authority, police, emergency personnel or college staff member
- Be aware of helping those with access and functional needs around you
- Call the campus emergency line at 928.505.3399 from any phone or extension 3399 from an 8x8 line as soon as it is safe to do so

Respect

- **Invasion of Privacy**

Everyone in the college environment should expect a reasonable level of privacy and no one should be subjected to eavesdropping, surveillance, or other intrusions by means of bugging devices, concealed recorders, magnifying optics, webcams, etc. Knowingly viewing, photographing, or filming another person in a state of full or partial nudity without that person's knowledge and consent is unethical and illegal. Personal security cameras and video recording devices are not permitted.

- **Implied Consent**

Residents are responsible for all activities that occur in their apartment. By allowing the existence of behaviors or items that violate residence Life or college policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the apartment unit. Residents should report behaviors or items that violate college policies to the Community Coordinator or a Student and Community Engagement staff member. Passive participation in events that violate the Student Code of Conduct or the rules and regulations in this Guide to Good Decision Making will be viewed as a direct violation.

- **Littering and Vandalism**

Careless littering is harmful to this environment and disrespectful of the hard work performed by college maintenance and custodial staff. Destroying, damaging, or vandalizing college property or the property of another person is harmful to the community and will not be tolerated.

- **Trespassing, Authorized, and Unauthorized Campus Access**

Trespassing, entering, or encroaching upon, or using restricted college facilities (for example unauthorized access to building roofs, maintenance rooms, classrooms, labs, and/or apartments) can be dangerous, cause harm to you and/or others, or lead to property damage. This includes but is not limited to access gained by unauthorized or duplicate access fobs, keys or the propping of apartment doors and courtyard gates, bugging devices, computer passwords or other methods and/or devices used to gain unauthorized access to restricted areas, information or the operation of equipment or college vehicles.

- **Apartment / Room Entry:**

- College officials and the Community Coordinator reserve the right to enter an apartment for health and well-being checks (Health and Safety Inspections) and for all required maintenance and repairs. ResLife Staff will enter and inspect every unit prior to Winter Break, all other scheduled closings

- **Unauthorized Entry or Access:**

- To maintain the privacy and security of everyone in or around the apartments, residents and/or their guests are not permitted to enter the apartment unit of other residents or their bedrooms without permission or invitation
- Residents are prohibited from entering the apartment illegally, improperly, without authorization, or during non-agreement periods without proper permission

- **Unoccupied Rooms:**

- Unoccupied apartment bedrooms/units are to remain unused by other residents

Prohibited Items and Activities

For reasons of safety, security, and the overall well-being of MCC's apartment community, the following items are prohibited in the apartment complex or on campus due to their association as a hazard.

Please note this is not a complete and/or exhaustive list:

- Any appliance with a heated coil (if you are unsure whether your equipment has a heated coil, please ask ResLife staff to verify before bringing item on to campus) open heating element hot plates, and electric space heaters of any type
- Barbecue grills (gas, electric, or charcoal)
- Candles and Incense (burnt or unburnt) or candle warmers are not permitted inside or outside apartments. Candles may be used as decorations only if the wicks have been removed.
- Combustion engines (including motors for bicycles, scooters, motorcycles, etc.)
 - Car maintenance is not permitted on college property, unless pre-approved by the Dean of Student and Community Engagement
- Drugs and alcohol associated paraphernalia
- Hazardous materials, any form of hazardous material and containers
- Flammable materials such as paint thinner, gasoline, motor oil, etc.

- Fireworks
- Gasoline, electric, or battery powered vehicles or engines regardless of their state of dismantlement or long-term use
- Halogen lamps/or bulbs over 100 watts
- Holiday/string lights (unless low wattage, less than 12 watts)
- Hookahs
- Hoverboards
- Microwaves, over 700-watt usage (unless provided by MCC Residence Life)
- Non-UL (Underwriters Laboratories) approved items. Ex: Decorative lighting, small appliances, surge protectors. All Underwriters Laboratories (UL) approved electrical appliances (hair dryer, curling/straightening irons, irons, etc.) are permitted to be used in apartments only when the resident is present
- Neon signs or lava lamps
- Personal routers, wireless access points, and wireless hotspots
- Refrigerators larger than 4.0 cubic ft. (unless provided by MCC Residence Life)

Additionally,

- **Air Conditioners**

Central heating and air conditioning is provided in every apartment unit. In the winter months and in the summer/warmer months the air conditioners should not be used when outside temperatures are below 50 degrees. Running air conditioners in low outside temperatures can damage the unit and the student may be responsible for the cost of repair/replacement. If you are having trouble regulating the temperature in your apartment, please contact your Community Coordinator for assistance.

Residents are not allowed to install window air conditioning units. Non-window air conditioning units may be allowed pending approval of the Community Coordinator and must use 1000 watts or less of power and should have an energy rating of 10 or more. These portable AC units should never be left unattended for prolonged periods of time.

- **Apartment Cleaning and Basic Supplies**

All apartments, including bathrooms, should be cleaned regularly. All residents assigned to the apartment are responsible for always keeping the unit reasonably clean within safe sanitary conditions with the use of a schedule agreed to by all residents living in the unit.

Residents may check out basic cleaning supplies, when available, from the Residence Life Office for limited time use. Residents are responsible for the replacement cost of the supply if damaged or broken when checked out to them.

Time Limits are:

- Cleaning Supplies, (vacuum, brooms, and dust pans, etc.) 1-hour
- Board games and other items, 24 hours

Be respectful if you are not using it, return it, so others can.

- **Apartment Decorating and Décor**

Personalizing your living space is an important part of making your room your home. Please be advised that you may not make any permanent alterations to your assigned apartment and/or individual room. Damages not listed on the Apartment Condition Report form (ACR) will be billed to your account.

Residents are not permitted to paint their rooms/doors or furniture. Residents should not put nails, staples, duct tape or holes in the walls (see ResLife staff for recommendations on appropriate methods to hang items on walls). Decorations cannot be displayed in exterior, public-facing windows.

Residents and guests are required to comply with the room decoration policy. Rearranging college owned apartment furniture in your room must not interfere with safety and regulations or code compliance.

All equipment, materials, decorations, etc., must be made of noncombustible materials and used in accordance with manufacturer recommendations. Decorations connected to or obstructing the operation of any smoke detectors, thermostat, fire sprinkler heads, pipes, light fixture, or ceiling fan is not permitted.

Holiday decorations should be agreed upon by all residents and removed prior to any scheduled apartment closings. You may not use any sort of weapon (real, toy, or artificial) to decorate your room.

To create a safe and healthy environment the collection of cans and bottles for display or recycling is not permitted. All cans and plastic bottles should be disposed of via the College's recycling program, glass bottles are disposed with the trash.

- **Apartment Fixtures and College Furniture**

Students are responsible for the furniture in their apartment when they check-in. This furniture must always remain in the assigned apartment/room. Furniture cannot be moved to other parts of the unit without permission granted in advance by the Community Coordinator. All college owned furniture and other common area furniture must remain in its designated place. Moving college owned common area furniture into a student apartment/room may result in a fine of \$25.00 per day.

Residents may not alter any college property and/or equipment (such as thermostats, faucets, light fixtures, appliances, etc.). Doing so will result in residents being assessed the charge for college personnel to correct the alteration or for safety reasons, replace the altered item.

- **Appliance Use and Cooking**

All apartment appliances may be used following appliance instructions and proper safety measures taken. Appliances in use should not be left unattended.

Here are 15 ways to control cooking odors within the apartment. First and foremost, all cooking must be monitored at all times. Avoid cooking items that their fumes might disrupt your roommate's enjoyment of living.

- use smaller amounts of garlic, onions, spice
- cook less smelly varieties of fish

- cut out the stinky parts of fresh fish
- soak the fish for 20 minutes ("America's Test Kitchen recommends soaking the fish in milk for 20 minutes and patting it dry to remove any fishy odors. The casein protein in the milk binds to the trimethylamine, so the offending compound is drained away with the milk" - from thekitchn.com)
- do not cook with large amounts of olive oil
- do not burn your bacon or hamburger
- cook slower, and at lower, but still at a safe temperature
- use a spatter control screen
- avoid over steaming stinky vegetables
- avoid boiling food
- use a range fan on high setting even if it is noisy
- open windows and use a fan to push the exhaust air outside
- use a large electronic air filter
- bake food instead of frying
- put out a few bowls of white vinegar or baking soda to draw odor from the air

Composting of any type is not permitted anywhere on campus.

- **Automobiles, Bicycles and Motorcycles (Parking and Storage)**

Residents who wish to park their automobiles (Cars and Trucks) over-night in one of the college's designated residential parking lots must acquire a \$25.00 parking permit (per registered vehicle) from the Parking Services Coordinator in the Office of Student and Community Engagement.

Bicycles, motorcycles, and motor scooters should be registered with the college (no charge) and always parked responsibly in designated areas and never stored within the apartment community. All are to be removed from the apartment complex/campus at the conclusion of the Residential Agreement.

No motorized vehicle or engine (operable or not) is allowed within the courtyard of the apartment complex or inside an apartment.

Violations of the College's Parking and Traffic Regulations include (but not limited to) violations of bicycle regulations, campus speed limit, etc. Habitual parking violations or any violation that may be hazardous to life or property maybe cause to revoke above privileges.

- **Bunk Beds**

Students who wish to bunk their beds are expected to get preapproval and the required, i.e., extenders and safety rails (if available), from ResLife staff to elevate the bed for storage purposes.

- **Gambling**

Residents and guests are prohibited from gambling in the apartments or anywhere on college owned property. Refer to the [Student Code of Conduct](#) - Gambling for more information.

- **Hazardous - Strong Odor Products**

Products that produce strong odors that may be considered hazardous or create discomfort to the apartment community (paints, acrylic nail products, and chlorine bleach products, etc.) are not allowed to be used within the apartment complex. They must be used outside and away from all college buildings and vehicles and should not be stored inside if they are odor producing, flammable or the seal is broken.

- **Key Fobs, Room Keys, Campus Mailbox Keys, and Door Access**

It is highly recommended that residents keep their apartment and bedroom doors locked. In addition to their apartment key fob, residents are at all times responsible for their individual room and campus mailbox keys. The loaning, borrowing, and/or duplicating of a key fobs, keys or student IDs is not allowed. There is a charge for the lock re-core for all lost key fobs and keys. The charge is approximately \$100.00 or the cost of core replacement. The propping or disabling of apartment entry doors and courtyard gates is strictly prohibited.

- **Lock Outs**

- Students will receive 3 free lockouts for the academic year. A charge of \$15.00 will be assessed for each lock out after the third and will be billed at the end of each semester

- **Needles and Syringes**

Residents using legal medications which require injections should not dispose of needles or syringes in the trash. The College's Dean of Student and Community Engagement can provide containers for disposal at no charge.

- **Personal Businesses, Postings, and Garage Sales**

Most businesses in the State of Arizona fall under state regulations and must follow all regulations and licenses/certifications required by the State. College apartments are a residential facility and not approved for operating a business that requires a state license/certificate of any kind.

The Dean of Student and Community Engagement's office must approve all postings on bulletin boards and public areas prior to the information being posted.

Garage/Yard sales are not permitted within the apartment complex. However, such an opportunity may be offered from time to time and coordinated by ResLife Staff with the pre-approval of the Dean of Student and Community Engagement.

- **Pets and Other Animals**

No Pets, Service or Emotional Support animals are permitted in the apartments. This includes all non-human mammals, reptiles, amphibians, fish, and birds.

Guests are not permitted to bring the above into the apartments at any time. Please note that failure in the timely removal of an animal from the apartment (as determined by Community Coordinator or College Official) may result in the enlisting of Bullhead City Animal Control services. "Pet sitting" is not permitted on college property.

- **Roofs and Building Ledges**

For safety and security reasons, no student is allowed on any campus roof or ledge for any purpose.

- **Solicitation**

Door to door solicitation, as well as hanging advertisements and other material on doors, is unwelcome by all and is prohibited unless conducted by authorized college personnel such as in the performance of their job. Solicitors should be immediately reported to the Community Coordinator.

Under the State of Arizona, College apartments are a residential facility and not approved for operating a business that requires a state license/certificate of any kind. MCC Students and Mohave Village Residents are not allowed to use their rooms, college computer labs, or student mailboxes for commercial or business purposes.

- **Trash Collection, Removal and Recycling**

Residents are responsible for any trash or waste that they create. Each apartment unit contains a bin for collecting trash. Residents are encouraged to participate in the MCC "Cardboard" Recycling Program and to use dumpsters accordingly. Designated dumpsters for cardboard recycling are clearly labeled and residents are asked to not contaminate them with non-recyclable materials.

All residents are required to dispose of their own trash and cardboard recycling by taking it to the designated disposal locations. Sweeping trash into the courtyard, placing trash next to dumpster when not full or in use, or placing trash in other public areas, or throwing trash from windows/doors is not allowed. All unwanted food and supplies must be disposed of in the trash, not sinks, tubs, and/or toilets. Residents who dispose of food in the sink, tub, or toilet will be charged for the cost of plumbing repairs.

- **Window, Window Screens and Doors**

For safety and security measures, the screens must always remain securely fastened on windows. All permanently sealed windows must remain closed to regulate the air conditioning and ensure safety. Any damage will result in a replacement fee. All normal entry and exit is to be performed through the main access gates of the apartment complex, and/or the doors of each apartment unit.

Devices to ensure this happens may be installed on some windows. Tampering with the window opening device can lead to a \$225.00 fee assessed to the resident(s).

- **Window and Entryway Safety**

- Throwing any items, solid or liquid, from a window or a doorway is dangerous and prohibited
- Speakers and other noise devices are not permitted in windows or doorways or to be placed facing out of the apartment unit
- Leaning out, and entering or existing an apartment via a window is prohibited

- It is not permitted to tamper with, remove, or install additional locks/locking mechanisms on any apartment, bedroom, bathroom, closet, utility, or apartment complex door, etc.
- Duplication of keys, cards or fobs or the misuse of combinations to any buildings, rooms, closet, or office alarm code is prohibited
- Allowing another person or persons to enter the apartment complex by holding the gate/door for them (tailgating) is not permitted

Other Considerations and Assistance

Residents should know the sanctions for violating these laws may be significant, including fines, community service, or jail time. Also, a violation like this can have a long-term impact on meeting your educational and career goals. For example, using a fake ID to purchase alcohol is not only unlawful but is also viewed very negatively by many employers, particularly those associated with educational agencies, safety and criminal justice programs, government agencies, etc. This is an example of a poor choice that can have long term negative effects.

If you or someone you know is struggling with their use of alcohol or other drugs, the College has resources that can help. Information on counseling referrals and assistance with alcohol or drug-related problems is available from [BetterMynd](http://BetterMynd.com) at (bettermynd.com).

MCC's Sexual Misconduct Policy and Title IX

Mohave Community College (MCC) is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity. MCC considers sexual discrimination in all its forms to be a serious offense. This resource refers to all forms of sexual discrimination, including sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Title IX and the Sexual Misconduct Policy

The college prohibits all forms of sexual misconduct by students and employees.

[Mohave Community College \(MCC\) Policy #5.112](#)

Who can I contact about Sexual Misconduct?

- Tell a trusted person about the incident. Contact someone from MCC's Title IX Team. You may also contact a ResLife team member, or an Academic Advisor through the Student Services office at (866.664.2832)

Updates regarding the above will be released on or shortly after August 1, 2024

Emergency and Bystander Amnesty Exemption

MCC is committed to the safety and welfare of all students and seeks to facilitate access and remove barriers to students seeking medical assistance for alcohol and/or drug related emergencies and in cases involving sexual assault or sexual misconduct. The Office of Student and Community Engagement recognizes that fear of disciplinary outcomes may hinder reporting or requests for help and has developed a Bystander/Amnesty Intervention process to alleviate such concerns and encourage residents to respond. The Office provides disciplinary amnesty for students, who report the intoxication of others; an act of bias or discrimination; and a sexual assault, another form of gender-based discrimination, or sexual violence.

In such cases, the incident will be documented, and intervention action may be required as a condition of foregoing disciplinary sanction. The reporting student will not receive a violation on their record. This amnesty policy applies to the College's student conduct disciplinary process. Amnesty does not apply to repeated, flagrant, or serious violations or violations that caused harm to another person. Nor does it preclude action by outside legal authorities or law enforcement.

MCC expects students to seek immediate medical or emergency assistance when they are concerned about their own health or that of another resident/student and are asked to either call the police at 911 or the Campus Emergency Line: 928.505.3399 or ask for immediate assistance from a ResLife or Student Services staff member.

For questions about the content of this Guide to Good Decision Making, contact the Dean of Student and Community Engagement at 928.758.3401 or visit the Dean's Office in the Administration Building Bldg. 200.

Resource Guide

Mail and Packages

Located in Building 700, THE HUB, is our centrally located campus mailroom.

All US Mail and Packages MUST be properly addressed with:

Your Name (As it appears on your MyMohave Account)
Mohave Village Apartments - Campus Box # _____
3400 Highway 95
Bullhead City, AZ 86442

When ordering items online, be sure to always include (3400 Highway 95), the actual street address is often required by senders. All packages and deliveries containing perishable items (flowers, baked goods, candy, etc.) must be picked up by the resident within 24 hours or the item will be disposed of. All deliveries to the college for non-residents will NOT be Accepted or Distributed and will be Returned to Sender.

Signs of Alcohol Poisoning or Overdose

Alcohol poisoning can occur when an individual has consumed a large amount of alcohol in a short amount of time. Recognizing the signs of alcohol poisoning or drug overdose is extremely important. It is not necessary that all symptoms are present before you seek help. If you are unsure, it is imperative that you err on the side of caution and get immediate help.

Signs of alcohol poisoning or drug overdose include, but are not limited to:

- vomiting
- confusion
- stupor
- seizures
- slow breathing (less than eight breaths a minute)
- irregular breathing
- blue-fingert skin or pale skin
- low body temperature (feels cold or clammy)
- semi-conscious or unconscious and unresponsive

Amphetamine overdose may include: rapid heartbeat, increased body temperature, and behavior changes.

To seek help, call 911 or Bullhead City Police at 928.763.9200, or 928.704.7797 and ask for immediate assistance from the Community Coordinator. Never leave an unconscious person alone or assume they will sleep it off! While waiting for help, turn the intoxicated person on his or her side. Do not try to make them vomit. Persons with alcohol poisoning have an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.

For more information about signs and symptoms of alcohol poisoning and/or drug overdose, visit the National Institute on Alcohol Abuse and Alcoholism at: www.niaaa.nih.gov/ or Mohave County Department of Public Health at: azkrmc.com. Additionally, within Bullhead City the following recovery and treatment resources are available: Alcoholics Anonymous, 928.763.4499, Southwest Behavioral Health, 928.763.7111 and Rivyve Behavioral Health 928.296.8898.

Reference Guide

Apartment Staff and Resident Leaders

Student staff members (CAs, work-studies and student hourlies) and Campus Student Leaders (Resident Council (RC) and the Student Activities Council (SAC) are given tremendous responsibility in this living and learning environment. These student leaders are trained, charged, and counseled to assist others to make good decisions. They are charged with pursuing their own academic progress while also assisting peers. This can be particularly challenging, and all residents should understand that the College empowers and fully supports these young leaders in their leadership roles.

Community and Student Engagement Coordinator, Live-In, Professional

The Coordinator is a live-in professional position that supervises the Community Advisor staff and other student staff in the complex. Advises the Resident Council and is incredibly involved in helping the apartment complex develop a strong community.

Their role is to help the CA (Community Advisor) staff meet residents' needs and ensure the complex is properly maintained.

The Coordinator is the second person to go to with any issues that arise and any apartment maintenance problems. They are also a community judicial educator, which means if you experience a behavioral challenge, you will meet with them to discuss how to prevent poor choices from harming your success.

Community Advisor, Live-In, Para-Professional (Full-Time Student)

Community Advisors (CAs) are given tremendous responsibility. They are trained, charged, and counseled to assist others to make good decisions for a responsible and respectful living community. The first person you should go to for most non-emergency situations, is your Community Advisor. They assist residents with all move-in and out paperwork, reporting maintenance concerns, and enforcing college and residence Life expectations. The CA is a carefully selected and trained, student staff member who is prepared to help with transition issues, like homesickness, locating things on campus, roommate issues and more. They will plan events and activities for the apartment community and help get residents connected.

CAs will also address and document inappropriate behavior to help the community be an orderly place to live and learn. They are acting as college officials and their instructions should be followed. The most important thing to remember about CAs is they are right there, and they have also been in your shoes as new student. They are great resources, allies, mentors, and friends.

Office Assistants (OA)

Office Assistants (OAs) are MCC students who work in the Residence Life Office, which is regularly staffed during the late afternoon and early evening hours. OAs answer questions, support cleaning supply and equipment check-out, and most importantly, manage apartment complex maintenance requests.

Resident Council (RC)

This group of apartment residents plan and implement programs that support and develop a spirit of community. They also discuss issues and concerns of the complex. The Council purchases supplies for residents to checkout from the office. Officers are elected at the beginning of the academic year. This is a great leadership opportunity!