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 and to Act Accordingly
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
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- Section 10- Travel Dates and Sample Forms
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Section 1
Arrival Information
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 bulletin boards, posters and electronic signs
- Put your name on personal items. Engravers available in the Housing and Student Life Offices
- 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.
- Land telephone connections are available in halls. Inquire in Housing Office for information on setting up service/billing. Cell phones are welcome at any time.
- 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**  
Student Life Office rm 114  
Activities Center  
Phone: 928-428-8354  
e-mail: gary.sorensen@eac.edu

**Danny Battraw**  
Director of Student Life  
Housing Office, 2nd fl. RT Lobby  
Phone: 928-428-8605  
e-mail: danny.battraw@eac.edu

**Candee Skousen**  
Residence Towers Office, 1st fl. RT Lobby  
Hall Telephone: 428-8606  
e-mail: candee.skousen@eac.edu

**Dean of Students**  
Gary Sorensen  
Student Life Office rm 114  
Activities Center  
Phone: 928-428-8354  
e-mail: gary.sorensen@eac.edu

**Student Administrator**  
Candee Skousen  
Residence Towers Office, 1st fl. RT Lobby  
Hall Telephone: 428-8606  
e-mail: candee.skousen@eac.edu
Official Notices – Please be aware of all posted hall information:

- On Hall bulletin boards and doors
- In the Hall office area

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

1. **Returning residential students** with full deposits on account and a completed “Returning Student Room Reservation Form” on file in the Housing Office. See “Sample Forms” in Section 10 of this Handbook.

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 (https://gilahank.eac.edu/GilaHank/SignIn), and reservation deposit. NOTE: There are no reserved scholarship spaces in Residence Towers (RT). RT assignments are determined by date of receipt of Returning Student 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 Housing Office or Fiscal Control/Cashier.

4. **Part-time residential student applicants**- Assigned only when space is available. Part-time students must register in a minimum of 6 academic hours.

Hall Assignment/Room Changes –

Roommates are encouraged to work with their Head Resident to achieve compatibility. The Housing Office makes all **Hall assignments**. Hall Head Resident makes **Room changes**. Head Resident approves a room change following these considerations:

- No room changes are made within the first two or final two weeks of the semester, unless circumstances necessitate the change as determined by Residence Life Staff.

- Requests must be put in writing and include:
  - The reason for the desired change
  - The desired room for relocation
  - The desired relocation move date

- Assignment changes are made based on space-availability.
Room Decoration:

- May include pictures, posters, etc. which are not considered offensive to your roommate or any visitors; including parents and potential students. Residence Life staff may ask you to remove material deemed offensive.
- 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” 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).
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, VCR/DVD players, electric blanket or heating pad, ac adaptors/charges, water warmer, small crock pot. Appliances must be an AL-approved electrical device.

- **Refrigerators/microwaves** - Students in Residence Towers and Traditional halls will be allowed to have 1 refrigerator/microwave per room/2 per suite. The maximum size of a refrigerator is **4.3 cubic ft**. (small apt size), and Microwave **1100w**. The College/Hall 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 item is unlisted above, please check with the Head Resident and get approval before using. If you need an item for medical reasons, you must submit a current medical prescription stating the required item, medical condition, and length of time the item is used. The Housing/Counseling Office will validate the prescription and notify you of approved use.

**Prohibited Items include:**

- Toasters, air conditioners, evaporative coolers, hotplates, popcorn poppers, woks, space heaters, any type of stove used for cooking or produces heat by element/burners.

**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.
**Furniture in your room/suite:**

- **Is your responsibility.** Missing or damaged furniture, beyond normal wear and tear, must be replace or repaired. Related, assessed costs are 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.

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**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.
You are responsible for:

- Cleaning your own room / suite / community area.
- Taking your trash to an appropriate, outside dumpster / receptacle.
- Cleaning up your discarded trash or any other messes you make in the bathroom, corridors, common 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 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 to the Head Resident as soon as possible. Maintenance staff upon request make repairs.
- Do not unassembled any plumbing equipment / hardware
Section 3
Behavior Expectations
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
- 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
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 Head Resident 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 Student Life or Dean of Students. Once referred, you will be contacted and scheduled to attend a conduct hearing at an appointed time in the Housing Office, located in the lobby of Residence Towers, 2nd floor. 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 Counseling Office to be eligible to continue living in on-campus housing.
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 Housing Office.
- Repetitive Noise violations in residence halls not 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. Discourage incoming calls after 10 PM. 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 Head Resident/Hall Staff. Hall staffs are 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 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 and Nellie Lee 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.
- After 10pm, Sunday through Thursday, and 12am on Fri and Sat nights, there will be no gathering / loitering of residents, students or visitors in established Quiet Zones.
- 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.
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.
What you can expect from your Hall Assistant (HA):

- 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 Hall Assistant (HA):

- 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 HA.
- 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 – Hall 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
Visitation Policies

- 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.

- Unlike Residence Towers, Nellie Lee, Mark Allen and Wesley Taylor Halls do not have designated visiting areas in the wings that are separate from the hallway area leading to common bathroom areas from resident’s rooms. Therefore, visitation hours are more limited in Traditional Halls in comparison to Residence Towers. The privacy and security of all residents takes precedence over the rights of any visitor(s).

- Established Visitation Hours are posted in each hall by the Residence Life Staff. Non-residents and all others in violation of established hours are 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. After first notification of trespass, Campus Police is contacted.

Visitation Regulations for Traditional Halls, Lounges and Common Areas

- Visitation Hours posted in each residence hall by Hall Staff. Residents and visitors are expected to follow these hours. The Head Resident in advance of a visit must clear exceptions to 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 after:
  - 8 AM Monday – Friday
  - 10 AM Saturday and Sunday

- All Non-residents of a hall must be out of the Residence Halls entirely by:
  - Time established for visitation end or as directed by Hall Staff
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-in to visit until ready to leave or visitation hours end.
- **If you are hosting a visitor, your room door must remain open at all times.** Your roommate should always have the freedom to enter the room during Visitation Hours. **Sexual contact/activity not permitted.**
- 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.

**Overnight Guests**

- **A resident must get approval for an overnight guest from Housing Office or Head Resident first,** then pay the overnight fee at Fiscal Control, bring receipt back to Housing Office/Head Resident, 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 Head Resident 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 Head Resident must seek approval from the Housing 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 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.
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, (E-)cigarettes, 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.
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 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 Housing Office.
- Replaced, if lost during the semester, after paying for a replacement key at the Fiscal Control Office (Cashier) and bringing your receipt to the Housing Office. The Housing 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 Head Resident/hall staff will come to the room to unlock it.
- Repetitive lockouts (after 2) 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 Hall Head Resident or authorized hall staff.
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 or (928)235-7976
- Thatcher Police 24-Hour Dispatch: (928)428-3141 (County Sheriff Dispatch)
- Housing Office, M-F 8AM – 4PM (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 or (928)235-7976
- Thatcher Police 24-Hour Dispatch: (928)428-3141
- Housing Office, M-F 8AM – 4PM (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/TitleIX/
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 electronic form.

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.
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.
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 Housing 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 Head Resident and Campus Police. The **Lost and Found Office** is in the Dean of Students Office, rm. 114, in the Activities Center at 428-8354.

**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 Housing 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!**
Residence Hall Policy update, effective 12/29/2015:

"The use, possession, or storage of Hoverboards, Swagways, 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 Residents 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 Head Resident and/or Resident Director
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 Student Life.
3. Notify the Hall Head Resident and/or Resident Director.
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 (Housing Office) and law enforcement (EACCP) records pertaining to a missing resident student report or investigation.
Section 6
Deposits and 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 after the close of registration for the current 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 Fiscal Control 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

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 disbursed 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 Plan Costs-

- Students, who cancel their meal plan prior to the 60% point (around end of Oct/Mar.) of the campus food service period for the current semester, will be eligible for a pro-rata refund if they completely withdraw from Eastern Arizona College.

- A student is not eligible for a meal plan refund if they continue as an EAC student, even if they have checked out of a residence hall.

- There is no refund of meal plan after 60% of the semester is complete.

- Students living in the residence halls are required to have an approved meal plan active at all times while living in on-campus housing. Exceptions/special dietary needs must be approved by the Dean of Students/ Food Service Dir.
Section 7
Services
• Prior to checking into a hall for a semester, all residential students are required to have purchased one of the three meal plans: 10, 14, or 19 meals per week, 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 enter cafeteria. 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) 428-1481 or in person. The Dean of Students can also help with your needs.

• Going to miss a meal time? Contact Food Service 24 hrs. in advance to place an order for a Brown Bag Meal. Call (928) 428-1481 or meet with Food Service representative.

• Backpacks, bags, and books not allowed in the Cafeteria Dining/Serving Area. To avoid theft of personal items, do not leave in areas outside the entry of cafeteria.

• Not paying and/or checking into cafeteria to eat, carrying food out for yourself or someone else, or removing condiments and serving line items prohibited.

• 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 Head Resident when a machine does not work properly. Head Resident 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 per wash; Dry: $1 for 45 minutes. All laundry equipment equipped with laundry card readers. Cash or coin not accepted. Prices are subject to change by Vendor.

- LAUNDRY CARDS are available from a dispensing machine located IN THE LOBBY AREA OF RESIDENCE TOWERS. You will initially need a $5 bill to purchase laundry card. Value added to laundry card in increments of $5, $10, $20 bills only.

- 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

- 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.

- Private telephone “land line” connections are available in your room. Installation instructions are available from Hall Staff. Please follow procedures carefully to avoid additional charges assessed by Phone Company provider, currently Century Link.
**Lost and Found**

- Report lost items to the Student Life Office in Activities Center
- Bring found items to the Student Life Office
- 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 Student Life Office. 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.

**Television**

- Basic cable service connections provided in each room/suite via a cable port. Students must provide their own coaxial cable for hookup to their own TV.
- Digital box to operate cable service available in hall offices for checkout. If you are unsure how to operate digital box, please refer to hall staff.
- TVs provided in common areas of each hall for use of all residents. Please use with care.
- Service upgrades such as Internet/phone/movies are available from service provider (Sparklight) at student’s expense.
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 Head Resident 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 Housing/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/
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.
Medical Service Information*
*For general student reference only

**Hospital**

- **Mount Graham Regional Medical Center**
  1600 S. 20th Avenue
  Safford, Arizona  85546
  928-348-4000

**Clinics**

- **AZ Family Health Care**
  2241 W. 16th Street
  Safford, AZ 85546
  928-348-1600

- **Family Medical Center**
  1492 S. 20th Avenue
  Safford, AZ  85546
  928-348-2151

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

- **Gila Heath Resources**
  118 5th Street
  Safford, AZ  85546
  928-424-2110

- **Gila Valley Clinic**
  1680 S. 20th Avenue
  Safford, AZ  85546
  928-428-1377

- **Graham County Health Dept.**
  826 W. Main Street
  Safford, AZ  85546
  928-428-0110

- **Main St. Family Medical**
  500 W. Main Street
  Safford, AZ  85546
  928-348-7100

- **Mt Graham Family Medicine**
  1300 S. 20th Street
  Safford, AZ  85546
  928-428-3122

**Pharmacies**

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

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

- **Thriftee Food & Drug**
  755 S. Central Avenue
  Safford, AZ  85546
  928-428-1156

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

- **Wal-Mart**
  755 S. 20th Avenue
  Safford, AZ  85546
  928-428-2291
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
residents 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**
(http://www.eac.edu/Student_Services/Computer_Services/Student_Network/default.shtm)

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.

**EAC Acceptable Use Policy** -
http://www.eac.edu/Student_Services/Computer_Services/policy.shtm

**EAC Network Access Standards** -
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/standards.shtm

**Peer-to-peer Networking Standards**-
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/P2P.shtm

**Minimum Computer Requirements**-
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/Minimums.pdf

**Connecting to Residence Hall Networks** –
http://eac.edu/Student_Services/Computer_Services/Student_Network/AddWirelessDevice.pdf

**Connecting to On-Campus Wireless Hotspots**
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/AddWirelessDevice.pdf

**Instructions for Common Operating Systems**
Windows XP | Windows Vista | Windows 7 | Macintosh | iPad | Android

**Hotspots:**

**Current North Campus Locations:**
GLH Jr. Activities Center
Math-Science Building (MS)
Wayne M. McGrath High Tech Center (HTC)
North Campus Classrooms (NC)
Alumni Library
Mark Allen Hall
Nellie Lee Hall
Residence Towers
Maintenance

**Current Middle Campus Locations:**
Academic Programs Building & NAU Extension (AP)
EacMonsterNet Technical Support
Troubleshooting Guide
FAQ's

**Current South Campus Locations:**
Student Services Building
ASPIRE Den
Nursing Education Building (under construction)

**Industrial Technology Building (ITB)**
Fine Arts Auditorium (FA) - Green Room
Fine Arts Auditorium (FA) - Piano Lab
South Campus Classrooms (SC)
Student Services Building
Guitteau Gymnasium (Gym) & Wellness Center
Section 8
General Hall Regulations
Area Restrictions:

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

Closure of Residence Halls:

- During the Semester (holiday) Break, Spring Break, and during the summer, all halls close to student residents. At times, residents are participating members of an EAC group may be required to stay on campus during established breaks. Students do not have to check out of 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.
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.

Eastern Arizona College
Residence Life Handbook
Section 8 Page 2
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 Counseling Office and Housing Office for approval procedures.
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

- Smoking and/or use of smokeless tobacco, E-cigarettes, or related tobacco products not permitted in any building or structure, near the entryways of those buildings or structures, at any time on the EAC campus. This restriction also includes any matter/substance that is smoked.

- All EAC residence halls prohibit smoking, use of E-cigarettes, and/or the use of smokeless tobacco at all times. Smoking not allowed at any time near the entries of residence halls or near the windows of any hall rooms/suites. Smoking is prohibited at all times within a 50 foot perimeter of the roof line of any residence hall, under any overhangs or covered walkways/stairwells/seating areas connected to, or adjacent to a resident hall.

- Smokers should use appropriate ash cans when disposing of their cigarette butts and ashes. Ash cans are located outside several buildings on campus for that purpose. Please do not discard butts into trashcans or on the ground. In addition to being a severe fire hazard, thoughtless discarding of butts is unsightly and takes away from the beauty of the campus.

- E-cigarettes- Recent problems with these products exploding/catching on fire pose an extreme fire risk for all residents. E-cigarettes may not be stored in any residence hall on campus.

If you feel the need to smoke/use tobacco products, please be considerate of others that may not smoke. Smoking and its lingering odor is offensive to some and might be an allergy source for others. Please use appropriate locations for smoking at all times. Likewise, smokeless tobacco use can leave an unsightly mess when users spit on EAC’s campus. Please be considerate of the Campus Community.
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 Status, “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 statues.

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
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 the 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 cancelled and deposit forfeited. Please notify the Housing Office if you are arriving to check in hall after the first day of classes.

Returning Student Reservations
- Complete a “Returning Student Room Reservation Form” that is distributed by Residence Life Staff near the end of each semester.
- On the form, 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 on form. 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, indicate that you want a refund of your deposit on the reverse of the “Returning Student Room Reservation Form” and provide your current mailing address for processing. You may also have refund put our Bank Mobile account
- Please complete the short satisfaction survey on the form.
Check-Out Procedures:

Note: Check Out Procedures to complete with Head Resident of the hall 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 Head Resident to check out. Inspect the room with the Head Resident 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 Head Resident**.

5. **Sign and date your Residence Hall Checklist with Head Resident** to avoid any continuing damage charges and/or responsibility for contents of room. Damages assessed are included on the checkout form.

6. **Return your room key**. A non-returned key charged to student. $50 for Traditional Halls; $62.50 for Residence Towers.

7. 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.

8. 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 Head Resident 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.
- Disconnect telephone service and special cable services if applicable.
- Leave a forwarding address with the U.S. Post Office if you rented a PO box.
**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 **Head Resident**.

**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 Head Resident/Housing Office identify the responsible party causing damage. Appropriate parties charged for damage once identified.

- Damage payments, when necessary, are made to the Fiscal Control Office (Cashier’s counter) located in the Student Service Building.
Section 10
Travel Dates and Sample Forms
RESIDENCE HALL CHECK-IN INFORMATION FOR FALL 2019

* Volleyball Camp Participants will report to a pre-determined residence hall during pre-season camp as directed by coach. Some VB room assignments may be temporary to facilitate other camps/cleaning that will take place in other halls. All camp participants must be invited to camp and listed on camp roster to check-in.

• Hall Check-In begins at 9am-1pm, Thursday, August 15. “Monster Bridge 2019” New Student Orientation session will begin at 1pm that day.
• Returning student check-in for all halls will also begin at 9am on Thursday, August 15.
• Food Service in cafeteria will begin at Noon on Aug. 15 for students with paid meal plans

ROOM AND MEAL PLAN are to be paid prior to Hall open date of Aug. 15

If not paid by that date, your reservation can be forfeited and your space passed to next student on a wait list. If you are expecting financial aid or scholarship(s) to assist with your fees, please call the Fiscal Control Office (ext. 8221) to check your account status as soon as you can to finalize payments. You may need to coordinate your check-in time with Financial Aid and Fiscal Office hours listed below.

• Step 1 – If you haven’t already paid for room and meal plan, visit the Fiscal Office/Cashier's Window in the Student Service Building to finalize payment and arrange to pick up your Student ID card.

The Cashier's/Fiscal Control and Financial Aid Offices in the Student Services Building are open:

• Monday through Friday, 8:30 a.m. – 4:30 p.m.

Note! Students who check-in when the Cashier's Window is closed, will not be able to pick up their Student ID until the next day, if card is ready (or Monday if during weekend). Only students with their ID/meal ticket (or receipt) or cash will be allowed to dine at Sodexho Food Service if not on current paid list. Other arrangements must be made in advance of meal times with Food Service Director/staff.

• Step 2 - Report to your assigned hall to complete check in, get your room/suite assignment, and key.

• Step 3 – If you haven’t already, read the information in the Residence Life Handbook. (Available on EAC website) As you check-in, you become responsible for the information provided in the handbook, as well information listed on your Hall Check-in form and other check-in documents.

Please notify the Housing Office at 1-800-678-3808 Ext. 8605 if you will be arriving after 5 p.m. on Monday, August 19.
## Important/Travel Dates for Fall Semester 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Tuition Payments must be made by</td>
<td>Monday, July 22</td>
</tr>
<tr>
<td>Room and Board Payments must be made PRIOR TO</td>
<td>Thursday, August 15</td>
</tr>
<tr>
<td>Food Service Open at noon beginning</td>
<td>Thursday, August 15</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, August 19</td>
</tr>
</tbody>
</table>

All Students are **REQUIRED to leave** the Residence Halls during the following time periods:

(Unless **required** to stay for an EAC sponsored activity)

**Thanksgiving:**
- Wednesday, November 27, at 6 pm, **Food Service closes**
- Thursday, November 28, at 9am, **Residence Halls Close**.
- Sunday, December 1, at 5pm, **Residence Halls & Food Service open**.

**Semester Break:**
- Thursday, December 12, at 6pm, **Food Service closes**
- Friday, December 13, at 9am, **Residence Halls Close**
- Saturday, January 11, at 10am, **Residence Halls open for the semester**
- Saturday, January 11, at noon, **Food Service open for the semester**
- Monday, January 13, **Spring 2020 Classes begin**

### 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](http://www.ejsmith.com). Theft/fire policy plans can be found in National Student Services web site: [www.nssi.com](http://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 the first ASEAC Activity or other notified dates through the fall and 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.
Room Availability
The 370 spaces in Campus Housing are at a premium, especially during Fall Semester. There is typically a waiting list for the Traditional Halls in the Fall and both semesters for 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 deposit
4. All academically-active 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 because your place on the Housing Assignment List is based on the date of receipt of the completed application and $150 deposit. Attach a check or money order made out to Eastern Arizona College. You may also pay with a credit card by calling the Housing Office at 1-800-678-3808, ext. 8605.
2. Within two weeks of submission, you should receive an email acknowledging receipt.
3. By mid-May (December for Spring Semester housing), our returning students will have completed their reservation process and the Housing Office can determine the number of spaces available for new students.
4. In early June (early-December for Spring Semester housing), a housing assignment email along with roommate preference questionnaire will be emailed to applicant. From that point on, assignment letters are emailed to new applicants to fill spaces as they may come available throughout the reservation period.
5. In early July, check-in informational packets will be sent to assigned applicants. If you do not want your room, you have until July 15 (December 15 for Spring Semester housing) to request a refund of your $150 deposit.
6. Communication will be by email or U.S. mail, and occasionally by telephone. It is your responsibility to access these communications in a timely manner. The Housing Office is available throughout the year 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, please call the Housing Office at 1-800-678-3808 Ext. 8605 to determine your current status. College students’ plans change constantly and the waiting list can change from moment to moment. Residence hall spaces become available continually throughout the process.

Residence Towers Waiting List
If you are on a waiting list for Residence Towers, you may be assigned to a Traditional Hall (Mark Allen, Nellie Lee, Wesley Taylor) until a space becomes available in Residence Towers. When a space becomes available, you will be contacted by email or by Residence Life Staff notifying you of your status and a time frame in which you are to move 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 student on the waiting list will be notified.

The difference in room cost for Residence Towers must be paid before checking in. The Housing 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 Housing Office.

Damages/Alarms
You will be charged for individual damages/false fire alarms and/or community damages for which the responsible party remains unidentified. You can help reduce your costs by locking room and hall/community doors, limiting visitors, and identifying students causing damage.

Refunds
The $150 deposit is your reservation deposit. If you do not move into campus housing, it will be refunded if:
• You cancel on or before July 15 for Fall Semester or December 15 for Spring Semester; or
• Cancel link: www.eac.edu/campus_life/housing/confirmcancel.shtml
• You have not been assigned to campus housing and ask to be removed from the list.
As you check into campus housing, the $150 converts to your damage deposit. It will be refunded minus any individual or community damages if you move out of campus housing after the end of the late registration period for that semester. The damage deposit carries over from semester-to-semester when you reserve your room as a returning student. You will be required to pay any damage costs incurred so that the deposit remains at $150 at all times. It takes three to four weeks after check-out to process a refund. You should not expect the refund to be available at departure.
• Students who cancel a residence hall reservation on or before the day the residence hall opens 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 percent refund of room costs. There is no refund of housing cost after the end of registration.

• Students must check-out with head resident to be eligible for refund and be released from responsibility for room.

Payment/Check-In
The halls open a few days before classes begin. You will be notified of the date by email. Your room and meals must be paid for by this date or you will lose your reservation. If you do not claim your room in person or by telephone by 5 p.m. of the first day of classes, your space will be reassigned.

Hall Closures
All halls close for Thanksgiving weekend. The halls are also closed at the end of each semester and during Spring Break. They are not open during the summer. Students are required to be out of the hall on or before the date of each closure. All personal belongings must be completely removed over the summer. There is no access to the halls during closures. Exceptions must be cleared with the Housing Office two weeks prior to hall closures.

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 is a summary of regulations you are required to follow immediately upon check-in:

• Smoking and 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 the residence halls and on the entire campus.
• Possession, sale, or distribution of illegal drugs or using controlled substances/ prescriptions in excess of prescribe use is against the law and a violation of Student Code of Conduct. Residents may not have drug and/or related paraphernalia in the halls or on campus.
• All weapons, simulated weapons, or paintball apparatus are prohibited in all campus areas. Possession and/or use on campus will result in immediate expulsion.
• Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms.
• You will be charged $50 for each lost key in Traditional Halls and $62.50 in Residence Towers.
• You will be charged $50 for activating the alarm equipped doors during a non-emergency. If the culprit is unknown, the charge will be shared as a community damage charge.
• You are expected to follow the visitation regulations established for each hall. It is your responsibility to read and be knowledgeable of the posted hours.
• You are responsible for the behavior of your guests. You must inform them of Residence Life policies.
• You are responsible for the security of your living area and vehicles. Keep your doors locked and belongings secured. The College is not responsible for loss, damage, or theft of personal property.
• You are responsible for the loss, damage, or theft of College property in your assigned areas.
• Theft will result in the loss of campus living privileges, possible expulsion from EAC, and possible legal actions taken against you.
• Roller blades, skateboards, and bicycles cannot be used on campus sidewalks or in any building on campus.
• Microwaves are NOT allowed in any residence hall room. Microwaves are provided in common areas of the hall for resident use.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with policies and rules at any time.

*For a comprehensive list of Residence Hall regulations and policy, a copy of the Residence Life Handbook can be found online on EAC’s website at www.eac.edu/campus_life/housing/residencelifehandbook.pdf

Residence Hall Cost Information for 2019-2020

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Halls—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Allen and Nellie Lee</td>
<td>$1,660</td>
<td>$1,125</td>
</tr>
<tr>
<td>Residence Towers</td>
<td>$2,220</td>
<td>$1,475</td>
</tr>
<tr>
<td>Cost difference for Residence Towers</td>
<td>$560</td>
<td>$350</td>
</tr>
</tbody>
</table>

• Room scholarship recipients who are assigned to Residence Towers must pay the additional cost for the Residence Towers before checking in. It is not included in the room scholarship.

Board Cost Information for 2019-2020

• All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with “unlimited seconds.” Unused meals do not carry over to subsequent mealtimes, days, or weeks.

**Cafeteria Meal Plans (Please indicate your preference):**
Plan A—19 meals per week $2,070 per semester
Plan B—14 meals per week $1,920 per semester
Plan C—10 meals per week $1,815 per semester

• If you are participating in summer placement testing, you may visit the Housing Office located in the lobby of Residence Towers. 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 that semester.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!
Residence Hall Application and License Agreement

Use this form to apply for Eastern Arizona College Thatcher Campus housing. Please complete both sides of this form, sign, and return with $150 deposit. Tear off the attached information sheet and retain for your reference. You may also apply online at www.eac.edu/campus_life/housing/formchoice.shtm

Please reserve EAC Campus housing for □ Fall Semester 20   □ Spring Semester 20 

Name ___________________________ EAC ID # ___________________________

Mailing Address ___________________________ Telephone (           ) ___________ Email Address ___________________________

Date of Birth ___________ How old will you be when you arrive at EAC*? ___________ Gender: □ Male □ Female

*Students must be 18 by the 45th day of the semester to live in a residence hall.

If you have any physical disability which would require special assistance in housing, please contact the Counseling Office at 1-800-678-3808, ext. 8253 or (928) 428-8253.

Room Scholarship Recipients Only:
Please check the area for which you are receiving a room scholarship:

□ Baseball □ Football □ Men's Basketball □ Softball □ Men's Golf
□ Volleyball □ Women's Basketball □ Women's Tennis □ Presidential Preferential □ Presidential Award of Excellence

Please attach a $150 deposit. Cost for a Traditional Hall will be paid by a scholarship from one of the areas checked above. You will automatically be assigned to a Traditional Hall. If requesting Residence Towers, you will be assigned a space if available, and will need to pay the additional cost. Please note that scholarships do not cover additional cost for Residence Towers or the $150 deposit.

Reservation Information
Please refer to www.eac.edu/campus_life/housing/h_optcost.shtm for room descriptions.

Please indicate your EAC Residence Hall preference:

TRADITIONAL HALLS (Microwaves are NOT allowed.)
□ Mark Allen North (Male) □ Mark Allen South (Female) □ Nellie Lee Hall (Male)

RESIDENCE TOWERS COMMUNITIES (A refrigerator is supplied in each community; microwaves are not allowed.)
□ Male Residence Towers Community □ Female Residence Towers Community

Roommate Preference(s)
If you list specific people, they must complete the application process and be on the Housing Assignment List before they can be considered as your roommate. Please indicate your roommate preference below (list up to 3 for Residence Towers):

□ New Resident □ Returning Resident

□ New Resident □ Returning Resident

□ New Resident □ Returning Resident

All students applying for campus housing will also be requested to complete the Roommate Preference Survey. This form is mailed to applicants once a hall is assigned.
EAC Room Cost Information for 2019-2020
(Prices subject to change. For most current costs go to www.eac.edu)

- The refundable $150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid. Application is "not active" without submission of deposit.
- Room and Meal Plan costs must be paid by the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. 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.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Halls—Mark Allen and Nellie Lee</td>
<td>$1,660</td>
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</tr>
<tr>
<td>Residence Towers</td>
<td>$2,220</td>
<td>$1,475</td>
</tr>
<tr>
<td><strong>Cost Difference Between Traditional and Towers</strong></td>
<td><strong>$560</strong></td>
<td><strong>$350</strong></td>
</tr>
</tbody>
</table>

☐ I am receiving a room scholarship to live in a Traditional Hall as indicated on the reverse side of this form. I will pay the difference in cost to live in Residence Towers, if assigned.

EAC Meal Plan Cost Information for 2019-2020

- All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with "unlimited seconds." Unused meals do not carry over to subsequent mealtimes, days, or weeks.

**Cafeteria Meal Plans for 2019-2020 (Please indicate your preference):**

- ☐ Plan A—19 meals per week  $2,070 per semester
- ☐ Plan B—14 meals per week  $1,920 per semester
- ☐ Plan C—10 meals per week  $1,815 per semester

Signature
I have received, read, and agree to abide by the provisions included in this Application and License Agreement. I understand that my failure to abide by these provisions may result in the loss of my housing reservation deposit, meal plan, or campus housing privileges.

Signature of Applicant ___________________________ Date ______________
Signature of Applicant’s Parent or Legal Guardian (if Applicant is under 18 years of age)* ___________________________ Date ______________

*Students must be 18 by the 45th day of the semester to live in a residence hall.

Mail Completed Application and Deposit to:

Eastern Arizona College
Housing Office
615 N. Stadium Ave
PO Box 769
Thatcher, Arizona 85552-0769

For EAC Office Use Only:
☐ Deposit Paid ______________ Date ______________
## Eastern Arizona College
### Residence Towers Checklist and Regulations
- All student residents must have a $150 damage deposit on file at the beginning of each semester or they will not be assigned to a room.
- All student residents must pay for their room and meal plan prior to check-in each semester.
- All student residents must agree to comply with the regulations described on the reverse of this form and in the Residence Life Handbook.
- All student residents, along with other members of their community, must be willing to establish and abide by a “Community Living Contract”.

### Hall _______ Room_______ Fall ___ Spring ___ Student EAC ID # ___________-________-________

<table>
<thead>
<tr>
<th>Item</th>
<th>Check-in</th>
<th>Check-out</th>
<th>Charges</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bed</td>
<td></td>
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<tr>
<td>2. Mattress</td>
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<tr>
<td>3. Mattress Cover</td>
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<tr>
<td>4. Desk</td>
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<tr>
<td>5. Dressers</td>
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<tr>
<td>6. Wardrobe/closet</td>
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<tr>
<td>7. Padded bench</td>
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<tr>
<td>8. Desk Chair</td>
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<tr>
<td>9. Wastebasket (7gal)</td>
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<tr>
<td>10. Electrical:</td>
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<tr>
<td>a) Switches</td>
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<tr>
<td>b) Outlets</td>
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<tr>
<td>c) Light Fixtures</td>
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<tr>
<td>d) Desk Lamp/Outlet/outlet</td>
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<tr>
<td>11. Windows:</td>
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<tr>
<td>a) Glass</td>
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<tr>
<td>b) Mechanical</td>
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<tr>
<td>c) Screens</td>
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<tr>
<td>d) Blinds</td>
<td></td>
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<tr>
<td>12. Walls / Ceilings / Carpet</td>
<td></td>
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<tr>
<td>13. Cable Ports:</td>
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</tr>
<tr>
<td>a) Network</td>
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<tr>
<td>b) Phone</td>
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<tr>
<td>c) Television</td>
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<tr>
<td>14. Smoke Detection/protection equipment</td>
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<tr>
<td>15. Suite/RR Doors and Door Hardware</td>
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<tr>
<td>16. Restroom:</td>
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<td></td>
</tr>
<tr>
<td>a) Sinks</td>
<td></td>
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<tr>
<td>b) Mirrors</td>
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<tr>
<td>c) Cabinets / Cabinet Doors</td>
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<tr>
<td>d) Shower Fixtures / Curtain</td>
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<tr>
<td>e) Commode</td>
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<tr>
<td>f) TP Dispenser</td>
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<tr>
<td>g) Flooring / Tile</td>
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<tr>
<td>h) Towel Racks</td>
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<tr>
<td>17. Kitchenette:</td>
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<tr>
<td>a) Sink / Fixtures</td>
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<tr>
<td>b) Cabinets / Doors / Hardware</td>
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<tr>
<td>c) Countertops</td>
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<tr>
<td>e) Refrigerator</td>
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<tr>
<td>f) Wastebasket (10 gal)</td>
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<tr>
<td>18. Dining Area:</td>
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</tr>
<tr>
<td>a) Table</td>
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<tr>
<td>b) Chairs (8)</td>
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<tr>
<td>19. Community Area:</td>
<td></td>
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</tr>
<tr>
<td>a) Sofa</td>
<td></td>
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<tr>
<td>b) Lounge Chairs</td>
<td></td>
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<tr>
<td>c) End Tables / Sofa table</td>
<td></td>
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<tr>
<td>d) TV Stand / Cabinet</td>
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<tr>
<td>f) Television</td>
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<tr>
<td>g) Lamps</td>
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<tr>
<td>h) Walls / Ceiling / Carpet</td>
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<tr>
<td>i) Light Fixtures / Smoke Alarm</td>
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<tr>
<td>j) Cleaning Equipment</td>
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<tr>
<td>k) Door and Door Hardware</td>
<td></td>
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</tbody>
</table>

### KEYS issue/return
- **Issued**
- **Return**

### CHECK-IN Date: _______________

Signatures:  
- Resident ____________________________________  
- RT Staff ____________________________________

### CHECK-OUT Date: _______________

Signatures:  
- Resident Signature ____________________________________  
- RT Staff ____________________________________

Room inspection with Head Resident must be made prior to checkout being complete and student’s responsibility for room ends.

Damage Costs:  
- Personal $_________  
- Suite Common $_________  
- Community Common $_________  
- Common $_________  

**Total** $_________

*This amount must be paid prior to subsequent semester*
RESIDENCE LIFE REGULATIONS (not all inclusive; see Residence Life Handbook)

1. KEYS for residence hall entries and rooms are distributed by the Head Resident at check-in. Keys are the sole responsibility of the student. Keys are not to be transferred or copied. There is a $62.50 replacement fee for a lost key.
2. FIRE SAFETY – Students should expect to practice building evacuation during fire drills. Additional safety training and information given at mandatory hall meetings. Smoke detectors in Residence Towers are very sensitive to various changes in the air. Dust, fluorescent lights, steam, finger nail polish, air fresheners, chemical vapors, candles/incense, vibrations, etc., can set off an alarm. Student should be cautious of those items and activities while in community/suite.
3. MAIL– Student mail can send to the College Mailroom. Students can opt to rent a U.S. Post Office box to receive their personal mail.
4. PERSONAL PROPERTY should be marked with your name or driver's license number. Report all losses to the Residence Life staff/Campus Police immediately. The leave suite undisturbed until Campus Police can investigate.
5. MONEY– checks, debit and credit cards-keep locked up! It is a good idea to open up a local bank account for excess funds.
6. PARKING is free on all campus lots and on the street. Do not park in spaces marked yellow, red, or blue (unless you have a permit for handicapped parking). Do not double-park. Keep fire access lanes open.
8. VISITATION guidelines established for each hall. Students expected to follow visitation guidelines in Residence Life Handbook
9. CARE of the room(s) assigned to you is a major responsibility. Individual damages in your rooms and common damages in communal areas can cost you. Do not use tacks anywhere but in cork bulletin boards. Posters and wall decorations hung by poster adhesive only. Do not store combustible fluids such as gasoline or Coleman fuel in the halls! Students expected to clean in rooms. In Residence Towers, residents expected to clean their suites, bathrooms, and common living areas. Inspections made on a routine basis by hall staff. Empty trash into dumpsters outside of the building!
10. GOOD CONDUCT is an essential part of each student's responsibility and makes a great contribution toward academic success for everyone. All residents will follow Quiet Hours and other courtesy guidelines described in the Residence Life Handbook and at Residence Hall meetings.
11. ALCOHOL and ILLEGAL DRUGS prohibited anywhere on campus. Violations will result in legal consequences, eviction from campus housing, and/or possible dismissal from EAC.
12. ILLNESS – Report to Residence Life staff as soon as possible.
13. FURNITURE do not transfer out of any room to any other location at any time.
14. ROOM OR HALL CHANGE requests made to the Residence Life Staff/Housing Office prior to the move. The College reserves the right to change resident of any student or to deny or cancel residence accommodations of any student where such action advisable for the best interest of all residents.
15. RESIDENCE HALL MEETINGS are mandatory for all residents. Meeting times posted prior to meetings.
16. MEAL PLANS are required for all residential students. There is no meal service during hall closure periods. Sick trays and sack lunches are available if you are unable to make it to cafeteria during mealtime. .
17. FIREARMS or any devices that eject a projectile prohibited on campus at all time. Any item, construed as a weapon not allowed in any of the residence halls.
18. CHECKING-OUT of the residence halls requires a number of steps, which you are responsible to initiate. Room deposit may be forfeited if check out process incomplete. You will be responsible for contents of room until inspected by Head Resident. You must:
   - 1. Remove all personal items, papers, trash, etc. from the room. (s). Empty the wastebasket (s).
   - 2. Clean all furniture and fixtures thoroughly.
   - 3. Mop and/or vacuum floors.
   - 4. Close windows and open blinds.
   - 5. Make an appointment with the Head Resident for a room/damage inspection.
   - 6. Turn in your key, Residence Life Handbook (if applicable) and sign a copy of this checklist. If you are due a full or partial refund of your deposit, the Fiscal Office sends in approximately 4-6 weeks or placed on your Higher One card.
19. NON-RESIDENTS not allowed in the Residence Towers during non-visititation hours.
20. BICYCLES not allowed in the rooms, interior of building, or blocking doorways or walkways.
21. 12 CREDIT hours or more are required for residents to live in the halls. If space available, part-time students eligible with 6 credits. If the undersigned student withdraws from school, any assessed damages or losses at checkout are the responsibility of the student.

I agree to abide by the regulations described on this form, in the Residence Life Handbook and addressed in Residence Hall meetings. I understand that I am responsible for the any loss or damages to the items/areas listed on the reverse side of this form.

Signature: __________________________ Date: __________________________
This survey is intended to assist Residence Life Staff in making roommate choices and in developing compatible hall communities. Please read questions carefully and answer with as much accuracy as you can. Your actual rooming assignment may be based on your answers. Although answering questions is important in determining resident placement, answers are not mandatory. All answers are kept confidential and can be changed at any time. Please submit changes in writing and direct them to the Housing Office.

Name: ___________________________________________ EAC ID#: ________________________________

1. Did you request a roommate when submitting your Housing application? Yes___No____
   Name requested: ________________________________________________

2. Who would be your second roommate choice? ____________________
   Third? ______________________

3. Do you have a floor preference? (ex. 1st floor; 2nd floor, etc) ________________________________

4. Smoking is not allowed in or around residence halls, as well as, in any building on campus. Do you prefer a roommate who may smoke? Yes___No____ I do not want a roommate who may smoke____

5. Do you consider yourself a person who keeps your space clean and well kept? Yes___No_Sometimes____

6. Does it bother you if your roommate doesn’t keep their clothes and such picked up and put away? Yes___No____

7. Do you have a religious preference when selecting your roommate? Yes__No__ Preference: _____________________________ *(not required, but helpful / confidential)

8. Does it bother you for your roommate to have visitors? Yes___No___
   Common areas only? Yes____No___

9. Would you prefer opposite gender visitors not be allowed in your room? Yes___No__
   Common areas only? Yes____No____

10. On weeknights, I like to be asleep by: Earlier than 11pm___11pm_12pm_1am_2am_Later than 2am___

11. I prefer to be roommates with someone who shares the same extracurricular activity? Yes___No__
   If Yes, I prefer: Sports____Drama____Choir/Band____Student Government/leadership____Multicultural Clubs____ Other____

12. Do you consider yourself tolerant and willing to live cooperatively with cultures other than your own? (optional) Yes___No__

13. Are you attending EAC and receiving any type of scholarship? Yes__No__

14. Do you have any hobbies or activities, which you enjoy, that may be considered offensive to your room mates? Yes___No__
   If yes, list- ____________________________________________________________

15. Do you prefer a specific time set apart for study / sleeping in your room? Yes__No___ Morning___Mid-day____Night____

16. I prefer that my roommate ask to use a personal item of mine before using it. Yes__No__ Don’t care____

17. Do you have trouble expressing your thoughts to others? Yes___No__
   In a larger groups of residents? Yes___No__

18. If selected, do you think you could represent the consensus of your community in a Hall Council? Yes___No__

19. Other Items you would like to list as preferences or living standards for your room /community area or that may assist staff in placing you with a roommate: ________________________________________________________________
YES, I do want to reserve a Campus Housing space for FALL 2019.

- As a returning resident, I understand that my request will be considered before those of new applicants and that my request is subject to hall/space availability if requesting a transfer to another hall.

- I understand that I will be billed for any communal and/or individual damages that occurred during the SP 2019 Semester. Damage Charges must be paid prior to Fall 2019 check-in (Aug 15, 2019). A full deposit must be maintained at all times while living in a residence hall. Damages can only be deducted from deposit if you are withdrawing your reservation.

- If I change my mind about living in on-campus housing for FALL 2019 I understand that I must cancel my reservation by contacting the Housing Office or cancelling my reservation on the EAC Website Cancellation Page by July 15, 2019 or my deposit will be forfeited. The Cancellation page link is: http://www.eac.edu/Campus_Life/Housing/ConfirmCancel.shtm

- Should I have any changes to this form or follow-up questions, I can contact the Housing Office at (928) 428-8605 or email at danny.battraw@eac.edu

My requests for FALL 2019 are as follows:

- **RETURN TO MY CURRENT HALL** which is: (please check appropriate hall)

  - Mark Allen North- $1660
  - Roommate Preference
  - RM#-________
  - Mark Allen South-$1660
  - Roommate Preference
  - RM#-________
  - Nellie Lee Hall- $1660
  - Roommate Preference
  - RM#-________

  **Residence Towers**- $2220 (Room Scholarship recipients must pay difference in cost for RT, $560)

  **All applications are subject to campus citizenship review prior to assignment to RT.** The high level of community responsibility essential to living in RT precludes an assignment to RT by those with a negative citizenship record.

  - RT Suite
  - Roommate Preferences (up to 3 requests)

- **TRANSFER TO A NEW HALL** if space available: (Please check hall that you are requesting)

  - Mark Allen North- $1660
  - Roommate Preference
  - RM#-________
  - Mark Allen South-$1660
  - Roommate Preference
  - RM#-________
  - Nellie Lee Hall- $1660
  - Roommate Preference
  - RM#-________

  **Residence Towers**- $2220 (Room Scholarship recipients must pay difference in cost for RT, $560)

  **All applications are subject to campus citizenship review prior to assignment to RT.** The high level of community responsibility essential to living in RT precludes an assignment to RT by those with a negative citizenship record.

  - RT Suite
  - Roommate Preferences (up to 3 requests)

Please check the MEAL PLAN you would like to have for FALL 2019 Semester. Please select one of the following:

- A. 19 meals out of the 19 meals served per week for $2070
- B. 14 meals out of the 19 meals served per week for $1920
- C. 10 meals out of the 19 meals served per week for $1815

*If you DO NOT indicate a Meal Plan for Fall 2019, YOU WILL BE BILLED for Plan A.*

*Any changes to Meal Plans must be made prior to the end of the registration period for Fall 2019 semester (August 25, 2019).

Student Signature __________________________ Date __________________________

NOT RETURNING? See Reverse Side.
☐ NO, I DO NOT WANT TO RESERVE A CAMPUS HOUSING SPACE FOR FALL 2019.
I understand that if I receive a room scholarship for Fall 2019, it cannot be applied toward off-campus housing and must be used for a residence hall space on-campus.

☐ Please send my Housing Deposit Refund*, minus damages and/or other charges that are applicable, to the following address  OR  ☐ Deposit my refund into my EAC Bank Mobile account.

Address:  
City:  
State:  
Zip:  
(Mailing address you want deposit sent to)

*Please allow 3-4 weeks after conclusion of semester for processing and delivery of deposit refund.

*REFUNDS ARE NOT AVAILABLE PRIOR TO DEPARTURE

Student Signature  
Date  

Please help us serve you and others better by completing short survey below:

Resident Survey Information

I will live off campus next semester because:

☐ Cheaper/money
☐ Don’t like meal plan
☐ Change of pace
☐ Residence hall too noisy
☐ Want to live by my self
☐ Don’t like sharing living areas
☐ Don’t feel safe
☐ More freedom/less rules
☐ Getting Married
☐ Other____________________________

I will not be attending Eastern Arizona College next Semester.
Reason?:

☐ Graduating
☐ Can’t afford it
☐ Transfer to another 2-year college
☐ Transfer to a University
☐ Going to get a job
☐ Don’t like college and/or classes
☐ Homesick
☐ Getting married
☐ Religious Service
☐ Don’t feel safe
☐ Other____________________________

Please share additional comments about your residential experience at EAC:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
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!
Thatcher Campus Map

**NORTH CAMPUS**

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

**MIDDLE CAMPUS**

13. Art Building B (Bldg B)
14. Layton House
15. Art Building C (Bldg C)
16. Academic Programs Building (AP)
    - Communicative Arts and Social Sciences, NAU Extension
17. Student Services Building
18. Memorial Bell Tower
19. Amphitheatre
20. Student Learning Center (SLC)
21. Family Consumer Resources Building (FCRB)
22. Campus Police
23. Costume Shop (CstmSh)
24. Gila Institute for Technology
25. Nursing Education Center (NEC)

**SOUTH CAMPUS**

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

Parking Lot