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# AWC Residential Guidebook

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## 2024 – 2025



Residential Life



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*Title IX of the Education Amendments Act of 1972 provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title IX - 20 U.S.C. § 1681 In compliance with Title IX, Arizona Western College prohibits discrimination on the basis of sex in admissions, recruitment, education, employment, enrollment, as well as in the provision of all services, programs and activities. Questions about Title IX, and information about how someone may report or file a formal complaint about an alleged violation of Title IX is encouraged to visit Arizona Western College’s Title IX webpage at: [azwestern.edu/titleix](http://azwestern.edu/titleix)*

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# Welcome Statement

## Dear Matador,

Welcome future and current on-campus housing residents! You have taken the one of many steps in making a successful transition to college. Your decision to live on campus is an important one, and our staff strives to provide you with the support, services, and facilities that will help you make the most of your experience living at AWC.

Our focus is your academic success and personal development by providing a safe, living and learning environment. Aside from being steps away from faculty, staff and classrooms, your choice to live on Campus will give you quick and convenient access to Campus activities, athletic events, the fitness center, pool and Eatery!

The Residence Life Office oversees three residence halls on the Arizona Western College Yuma campus. While living in DeAnza, Garces and Kino you will have the opportunity to join our Residence Hall Association (RHA) and many other clubs & organizations offered.

### Things to keep in mind:

Hall Meetings- Held monthly (or when necessary) to inform residents of procedures, events and other important information. These meetings are Mandatory!

Rights and Responsibilities-Become familiar with Policies and Procedures to better understand our community living standards!

Weekly Health & Safety Checks- conducted by staff to ensure a healthy environment for the community.

Intramural Competitions/Matador Cup-Different sports and activities held throughout the year to encourage friendly competition between the three residence halls!

Find a Resident Assistant-Any questions or concerns about anything contact your RA. RAs are great resources! There is one for every wing! Get to know ALL ten! Enjoy your time at Arizona Western College...and as always...

***It is a Great Day to Be a Matador!***

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# Mission and Vision Statement

## Our Mission

The mission of Residential life is to provide a self-supporting program that exists as an integral part of the educational experience of Arizona Western College Students. Residential life was developed to create positive safe, clean living and learning environments, which promote academic success, cultivate personal development, and provide a comprehensive collegiate experience for a diverse population through effective management in order to meet student needs.

## Our Vision

AWC Residential Life strives to develop and provide quality services through an interactive residential community marked by student engagement in learning and leadership opportunities. We seek to foster collaborative partnerships with students, staff, faculty and our community, to engage all AWC students.

Each resident at Arizona Western College has an opportunity to contribute to the residence hall community and to the College in general. As you live, work, study, and socialize, we hope that you will learn to appreciate other people for their unique qualities and abilities. In addition to the following information, you should be familiar with Arizona Western College Student Code of Conduct for which all AWC/NAU/JA/ASU students are held accountable. It not only defines campus expectations regarding student behavior, but also summarizes student rights regarding their relationship to the College. Please contact any hall staff member or the Residential Life Office if you have any questions or concerns regarding the information in this guidebook.

*Important Note: This publication serves as official notification of Residential Life Policies and Community Standards. It is each resident's responsibility to know and abide by these expectations and those outlined in the Residence Hall License Agreement/Contract, and the Arizona Western College Student Code of Conduct: Policies and Procedures. Arizona Western College (AWC) reserves the right to modify or change the content listed herein. The provisions of this Code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.*

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## Residential Life Staff

**Dr. Nikki Hage** – Dean of Students

(928) 344-7593

**Cindy Zavala** – Director of Housing and Residence Life

(928) 344-7578

**cris ayala** – Residential Life Manager

(928) 344-7636

**Zeke Mitchem** – Hall Director

(Kino Hall)

**Bello Alhassan** – Hall Director

(Garces Hall)

10 RAs

## **Contact Information**

Residential Life Office.....	(928) 344-7578
	(928) 317-6057
Campus Life.....	(928) 344-7576
Campus Police .....	(928) 314-9500
Garces Desk .....	(928) 344-7717
Garces – RA Duty Phone (M-Th after 5pm, Fri-Sun 24 hrs) ....	(928) 304-9500
Kino Desk.....	(928) 344-7799
Kino – RA Duty Phone (M-Th after 5pm, Fri-Sun 24 hrs).....	(928) 304-9501
Director of Housing & Residential Life.....	(928) 344-7621
Fitness Center .....	(928) 344-7508
Student Success Center.....	(928) 317-6029
Health and Wellness Services.....	(928) 344-7602
Academic Library.....	(928) 344-7773
Financial Aid .....	(928) 344-7634
Career Development.....	(928) 317-6070
Business Services.....	(928) 317-7666

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# Residence Hall Staff Roles and Responsibilities

## Hall Directors

Residence Hall Directors (RDs) are live-in professionals who facilitate, create, maintain and promote a safe and secure residential community supporting the mission of AWC and enhancing residents' academic and personal development. RDs have overall responsibility for the hall and directly supervise the Resident Assistants and Front Desk Attendants.

**The RD in each hall is responsible for:**

- Working with the maintenance/custodial staff in the hall.
- Overseeing the coordination of all residence hall programs and services.
- Supporting the student conduct process by meeting with students to resolve violations.
- Implementing administrative policies and procedures.
- Serving in a campus-wide on-call duty rotation.
- Providing Supervision to Resident Assistants.
- Overseeing the overall safety and integrity of AWC Housing.

## Resident Assistants (RAs)

Resident Assistants (RAs) are committed to fostering safe and healthy environments for residents at AWC. RAs are assigned to a specific community and work with support from the Residence Hall Director to plan events, address concerning behavior and provide support to residents. RAs participate in a duty rotation in order to provide a safe and secure living community and preserve a living environment conducive to academic and personal development.

**RA's in addition to the RD's is responsible for:**

- Enforcing all conduct policies and procedures.
- Overseeing the coordination of all residence hall/floor programs and services.
- Supporting conflict resolutions and support.
- Serving in a residence life wide on-call duty rotation.

## Front Desk Attendants/Clerks

Front Desk Attendants are responsible for fostering a safe and healthy environment for all residential life students and staff. Front Desk Attendants work with support from the Residence Assistants and Hall Directors to address safety and health issues. Front Desk Attendants are professional staff whom at any time may request a guest to vacate the premises for violation of Hall Polices or Procedures.

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# General Residential Life Information

## Check-In

During the initial check-in process, students will receive emails with a checklist that they will need to complete online. Students will receive a room code during check in. All residential life students should review the Room Condition Report (RCR) immediately at check-in, noting any damage to their rooms. Each room is checked by a residential life staff member prior to check-in, and while the Staff works diligently to ensure each room is in the best possible condition upon arrival, it is possible we missed something! Please be sure to complete a thorough assessment of the room to ensure all damages/concerns are listed. Each resident is responsible for ensuring the condition of the room remains throughout the year. Students may be financially responsible for any damages not listed on the RCR upon checkout at the end of their stay. Failure to remit any damages within 24 hours of check-in grants residential life staff permission to assume no damage was found in the room.

## Check-Out

Students will be expected to check-out of their residence hall within 24 hours after their last scheduled final exam. Residence halls officially close at 5:00 p.m. the Thursday of Finals Week. Graduates walking in commencement are permitted to stay in the residence halls until 12pm the day following commencement with a written exception form submitted to the Residential Life Office the Thursday prior to Finals Week.

When you move out of the residence halls at any time during the year or at the end of either the fall or spring semester, you should be aware of the checkout procedures. Improper check-outs will result in additional fees to your student account. Additionally, you may be responsible for cleaning fees and any non-college property still in your room. Any items left behind will be discarded within 5 days as the College does not provide storage of any kind for residents. No refund will be credited for discipline removal or violation of housing requirements.

### Checkout-Procedures

- Schedule a check-out time with your RA.
- Room must be cleaned (to avoid additional charges)
  - a. Unplug and defrost refrigerator
  - b. Remove all trash and carry out to dumpsters
  - c. Wipe down all countertops and desk surfaces
  - d. Check all drawers and cabinets to remove personal belongings
  - e. Scrub the sink, toilet, and shower
  - f. Sweep and mop floors

## Hall/Room Change Process and Procedure

Room changes may take place between the second and fourth week of class. Residents requesting a room change must first speak with a Resident Assistant, then the Hall Director. If applicable the RA/Hall Director will attempt to resolve any issues between roommates or a particular living environment prior to a room change. All residents requesting a room change will need to complete the "Residence Hall Room Change Form." Room changes will be made only if all parties agree to the change, provided the change is approved by the Hall Director or Director of Housing and Residential Life. All room changes should take place within 24 hours of approval or picking up your new code, whichever comes first, (unless specified by the RD/HRA). No student will be allowed to move until appropriate approval has been granted. Residents who change his/her housing assignment without permission of the Hall Director or Coordinator of Housing and Residence Life are subject to disciplinary action.

## Health and Safety Checks

The College reserves the right to take inventory and inspect rooms at reasonable, announced times. Residential Life Staff conducts room checks on a regularly scheduled basis to inspect rooms for cleanliness, sanitation, safety and maintenance. The health and safety check standards are for the benefit of the entire residential life community.

### **Things we check for include, but are not limited to:**

- Smoke detector intact and functioning properly.
- The floors are clean and free of debris such as food, sticky substances, or any other items that may attract bugs or rodents.
- Visible damages such as holes in the wall, broken locks, or broken windows.
- Sink and bathroom/shower areas for plumbing leaks, mildew issues or anything else that may contribute to sanitation concerns.
- Refrigerator for sanitation issues that may attract bugs or rodents.
- Excessive debris or trash that may contribute to safety/fire hazards.

While the primary purpose of Health and Safety checks is to ensure that the facilities are maintained in a manner that promotes a safe living and learning environment, any violations of the AWC Student Code of Conduct or Residential Life Guidebook will be noted accordingly and may be subject to disciplinary action.

## Entering Rooms

The College reserves the right for its authorized personnel to enter rooms to, protect and maintain College property, to inspect the contents of student packages, room furnishings, handbags or backpacks when violations of College policy, State or Federal laws are suspected. In non-emergency situations, a Residential Life staff member may conduct a student room search in a Residence Hall without prior notification. Such a search can occur when there is probable cause to believe that a violation of College regulations has occurred or is occurring. "Probable cause" exists when a member of the Residential Life staff has reasonably trustworthy information that would warrant a person of reasonable caution to believe that an offense has been or is being committed. Contraband or evidence of a violation of a College policy will be seized by the persons making the search.

Police officers desiring to conduct a search of a student's possessions in the residence hall must present the Dean of Students or designee with a valid search warrant authorizing their search before they proceed. Students may give permission to Police officers to conduct a search. Police officers may assist Residential Life staff with a search.

*Note: Custodial and maintenance personnel may enter student rooms as maintenance requests by students shall be considered as permission to enter. In such cases, Residential Life Staff will try to contact students but no notification of entry will be required.*

## Personal Property

AWC does not carry liability insurance for the personal property of residents living in the residence halls. While the College does not endorse any specific provider, we encourage all residents to review their (or parent's) insurance policy or acquire a plan appropriate to your specific needs. The College is not responsible for any lost, stolen or damaged personal property.

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# Services

## Television and Gaming

All residence hall rooms are equipped with a Smart Television. Residents must bring their own cables necessary to connect other devices. Arizona Western College does not endorse or permit video games on campus that replicate school shootings and/or student suicide as they do not contribute to a safe and healthy learning environment. If such video games are discovered on college property Arizona Western College personnel reserves the right to direct that such games be removed from campus or be confiscated for non-compliance with such directive.

## Campus Alert Messaging System

AWC Alert is a messaging service that allows registered users to receive emergency alert messages on their text-capable cell phones or other mobile devices and via email. We provide this service at no cost to registered users; however, standard text messaging fees charged by your cell phone provider may still apply.

Campus Alert Messaging system registration form is available at [azwestern.edu/support/topics/awc-alert-system](http://azwestern.edu/support/topics/awc-alert-system). If you have questions about the registration process, call the Service Desk at (928) 317-5892 or email [helpdesk@azwestern.edu](mailto:helpdesk@azwestern.edu)

## Campus Police and Security

Arizona Western College (AWC) Police Department is a 24-hour full-service police department. AWC residence halls are equipped with video surveillance cameras in public spaces. They are monitored and recorded 24 hours a day, seven days a week. The Campus Awareness and Campus Security Act of 1991 (Clery Act) requires the College to report on the occurrence of specific criminal offenses that happen on-campus, in the residence halls, on campus affiliated property and on public property sharing contiguous boundaries with campus property. The AWC Campus Police Department gathers, compiles and reports this data to the College community annually. You may view this information at [http://www.azwestern.edu/student\\_services/campus\\_police/index.html](http://www.azwestern.edu/student_services/campus_police/index.html). Hard copies may be obtained from the AWC Campus Police Department.

***For your community safety:***

- Do not give out your room code
- Lock your window and doors
- Do not prop open entry doors

***Please report suspicious behavior to any staff member as soon as possible.***

***General Procedures for Reporting Suspicious Behavior, a Crime, or Emergency:***

To report a crime, an emergency, non-emergency security, or public safety related matter on the AWC campus or other campus center call Campus Police at extension **4-9500** or from outside the College phone system and/or a cell phone at **(928) 314-9500**. Campus Police incident reports involving students are forwarded to the Conduct Office for review and potential student disciplinary action. An Incident Report may also be submitted directly to the Conduct Office by submitting an incident report on-line at <https://www.azwestern.edu/conduct>. Please ensure the appropriate incident report is completed based on the nature of the incident.

## **Computer/Internet Connection**

Resident rooms are equipped with two data connections to provide residents with direct access to internet at no additional cost. You are responsible for furnishing your own personal computers and Ethernet cord. The main lounge and hallways in each residence hall has Wi-Fi access.

Routers are strictly prohibited; refer to the ResNet Policy for further details. The Service Desk's regular, semester hours of operation are Monday through Thursday from 7:00 a.m. to 9:00 p.m. and on Fridays from 8:00 a.m. - 12:00 p.m. Arizona time. Please e-mail AWC service desk at [servicedesk@azwestern.edu](mailto:servicedesk@azwestern.edu) OR by call (928) 317-5892 for holiday, break, and summer hours as these do vary.

## **Custodial Service**

Custodians clean all public and common areas generally between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, with no service on the weekends. Custodians do not provide any personal services to resident rooms (with the exception of toilet paper supplied bi-weekly) and are not expected to clean excessive messes created by residents or guests.

## Dining Services

Dining on campus is an essential part of the campus experience. Dining services at AWC are provided by Sodexo. The AWC Eatery is located on the lower level of the College Community Center (3C). Meal Plans are required as a part of the residence hall agreement. You must present your ID card at every meal to be charged appropriately. Any attempt to use someone else's ID card may result in disciplinary action to all parties involved. Sick trays are available for Residents who are ill. Please contact the Resident Assistant on duty for assistance with a sick tray. Taking food, dishes, silverware, or other college property from dining areas is regarded as theft. Individuals found responsible for taking these items may be subject to disciplinary action. Please report all lost or stolen ID's to the Campus Life Office immediately. Replacement charges will be assessed according to the current fee schedule for lost/stolen IDs.

## Eatery Hours (SUBJECT TO CHANGE)

### Monday-Thursday

Breakfast 8:00 – 9:00 AM

Lunch 11:00 AM – 2:00 PM

Dinner 5:00 – 6:30 PM

### Friday-Sunday /Holiday

Brunch 11:00 AM – Noon

Dinner 5:00 – 6:00 PM

## Simply to Go (pre-packet Grab-n-Go)

### Monday-Thursday

8:00 AM – 8:00 PM

### Friday-Sunday

11:00 AM – 1:00 PM

5:00 – 6:00 PM

## Starbucks

### Monday-Thursday

6:45AM – 6:00 PM

### Friday

7:00 AM – 2:00 PM

Saturday, Sunday,  
& Holidays

*Closed*

## La Tiendita (C.Store)

### Monday-Thursday

7:00AM – 11:00 PM

### Friday

7:00 AM – 2:00 PM

## Front Desks

Each residence hall has a front desk, which is traditionally open and staffed 24 hours each day throughout the academic year. Residents can go to the front desks if they need assistance (locked out, maintenance emergency, etc.) or if they need a particular piece of equipment (recreational, cleaning, etc.).

The front desks can be reached via telephone:

Garces – (928) 344-7717

Kino – (928) 344-7799

DeAnza – (---)

## Health and Wellness Services

Residents can visit the College's Health and Wellness office located in 3C on the second floor in the One Stop Shop. Health and Wellness offers information for family planning, pregnancy and other health related issues. Students are encouraged to carry personal medical insurance, as AWC does not provide any plans.

## Housing Accommodations for Students with Accessibility Needs

The College strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations due to an Accessibility need must contact Accessibility Services located on the second floor of the 3C building or call (928) 344-7674. The website is: [azwestern.edu/student-support](http://azwestern.edu/student-support). Once all necessary information is received,

The AccessABILITY Resource Services Coordinator will communicate the appropriate housing accommodation needs to the Residential Life Office. Generally, housing accommodations are based on information and documentation provided to Services for Students with Accessibility needs and the availability of appropriate space.

University Students need to go through the university accommodations office to provide documentation.

## Laundry Facilities

Each residence hall has multiple laundry areas consisting of washers and dryers. Washers and dryers are located at the end of each wing for resident use. Neither cash nor coin are needed to operate the washers and dryers as the laundry cost are available to students at no cost. However, students must furnish their own laundry supplies (detergent, fabric softener, etc.). For the protection of your personal belongings, it is strongly recommended that you remain with your laundry at all times to decrease the chances of theft. Please ensure these areas are kept clean and free of debris. Abuse of these facilities may result in community loss of this privilege.

## Mail

Post Office boxes will be located in the front desk of Garces and Kino. You will receive a mail key if you live in DeAnza. US postal mail will be delivered twice a week (Monday, Wednesday). Packages (i.e. Amazon, Fed-EX, UPS) will be delivered daily (Mon – Thurs). Any time mail is picked up by a resident **THEY MUST SHOW ID**. Students will **ONLY** be allowed to retrieve mail from their assigned box/room. Residents who receive packages will be **REQUIRED** to sign for their package. This will allow us to correctly track packages.

### US Postal mail or Amazon packages

Arizona Western College  
(name of resident)  
PO Box 929  
KI 100 (hall abbreviation room #)  
Yuma, AZ 85366

### UPS and Fed-Ex packages **ONLY**

Arizona Western College  
(name of resident)  
2020 S. Ave 8E  
GA 100 (hall abbreviation room #)  
Yuma, AZ 85365

## Parking Permits

Parking facilities for residents are provided in the lots adjacent to each residence hall. All vehicles must display a current AWC parking permit. Parking permits for residential lots are available to current residential students at the Campus Police station at no charge. Fees may be assessed for replacement permits according to the current fee schedule. Parking is prohibited in designated parking areas without a permit. Violators will be subject to law enforcement action.

AWC Parking Permits may be obtained at Campus Police at any time.

### To obtain a permit you must provide:

- Valid Driver's License
- Vehicle Registration
- Proof of insurance

## Recreation

The campus has a large Game Room in the 3C building on the 2nd floor and in the MAC building. All students are encouraged to take advantage of the gaming spaces. In addition to this, each of the three residence halls have recreation rooms for use. Ping-pong and some gaming equipment are available for checkout to all residents at the front desks. There is no charge for checkout, but you will be asked for a student ID. Any damage or loss of residence hall recreation equipment is charged to the person(s) responsible, if identified. Otherwise, all residents are collectively charged.

## TV and Study Lounges

Each residence halls have TV and study lounge facilities for students' convenience. Also, there are Multi-Purpose Rooms and White Board Rooms in each hall, which provide additional TV and study room space. These rooms can be reserved via the Resident Assistant or Front Desk Attendant. They can only be reserved for College Related functions, and may not be reserved for recurring events/meetings. Failure to clean the area(s), return the furniture and fixtures to their original location, and take trash and recycling to the outside disposal receptacles will result in an excessive housekeeping charge for which the sponsoring organization will be responsible. Damage/and or excessive housekeeping charges will be billed directly to the organization involved.

## Vending Machines for Drinks/Snacks

Vending machines are located near the front desk of Kino and Garces residence hall.

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# Health and Safety

## Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. The threat is not contained and there is immediate risk of death and injury. In most cases there is no pattern to their selection of victims but some do have intended victims such as a spouse, significant other, or supervisor.

Active shooter situations are unpredictable and evolve quickly. They're very dynamic taking only split seconds to begin and typically only 3-5 mins to end. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because approximately 70% of active shooter situations are over in less than 5 minutes, oftentimes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (active shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "RUN, HIDE, or FIGHT" protocol.

## Bomb Threats

All bomb threats will be treated as real threats. Suspicious packages or boxes potentially containing possible explosive devices should not be tampered with or handled by students. In such cases the area should be kept clear and Campus Police should be immediately contacted by calling **(928) 314-9500**. Residents should evacuate the building immediately (if instructed to do so) and return only when instructed to do so by official College personnel. If a bomb threat is made over the phone, have someone else contact AWCPD and follow the directions received.

## Communicable Diseases

Students living in the residence halls who are diagnosed with a communicable disease such as chicken pox, measles, mumps, mononucleosis, Ebola, SARS, COVID-19 or any other communicable disease which proves to be a health threat to other residents may be asked to relocate to alternative housing arrangements until such a time when it is determined to no longer be contagious. The residence hall staff will maintain the privacy of any student who has knowledge of testing positive for any communicable diseases. To decide to temporarily relocate due to having a communicable disease, contact your residence hall staff.

## Fire Safety

Participation in fire/evacuation/emergency drills is required by College policy and Arizona State Law. Failure to evacuate or follow instructions of College or fire safety personnel; false report of fire or other dangerous conditions (bomb threats, etc.) activating false alarms is a violation of state law. Any student who fails to leave the building after the alarm has sounded will be subject to disciplinary action including a \$20.00 fine. Multiple occurrences will lead to additional sanctions including but not limited to dismissal from AWC housing without refund.

**The following are prohibited in the halls:** Halogen lamps; overloaded, damaged or non-UL approved electrical cords, unsafe placement of cords or improper use of electrical items; obstruction of sprinklers; obstruction of room door or windows; ceiling hangings or other decorations which are flammable or otherwise could contribute to fire spread; use of any flame device (candles, incense, lighters, matches, etc.), open coil appliance; possession/use of fireworks or other explosive; possession/storage of gasoline or other fuels/flammable chemicals.

Damaging or tampering with fire safety equipment (smoke detectors, extinguishers, sprinklers, etc); dismantling or otherwise interfering with exit signs; propping open or otherwise interfering with the intended smoke barrier purpose of fire doors; blocking the hallway or building exits is an illegal offense. Violators may be subject to legal prosecution and a fine.

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## Procedures

### Repairs

If you need a repair in your room please let the RA on duty know. For emergency repair issues: floods, power outages, electrical issues, or heating/air conditioning issues, residents should seek support from the on-duty Front Desk Staff/Hall Director. Only in the event of emergencies will Front desk staff contact facilities to complete a service request or submit a service request.

### Codes, Keys, and Lock-Outs

Residents are required to report lost, missing or stolen codes/keys to Residential Life Staff within 24 hours. To initiate the lost, stolen, or lock-out procedure, please contact the on-duty Front Desk Attendant so they may contact the on-duty RA. Lock/code change fees for lost keys/codes and excessive lock-outs (more than 2 within a calendar year) are applied to student accounts according to current fee schedules.

- Lock-Out: \$30.00USD

Under no circumstances should a resident give, duplicate, sell, or lend his/her key or code to another individual, regardless of their relationship. Residents using or allowing others to use a room code (or key) for purpose of improperly gaining access to a residence hall or room is prohibited and will be subject to disciplinary action. Installation of any additional locks or doors not provided by the College is prohibited.

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## Residence Hall Policies

### Abandoned Property

Students are obligated to remove all personal property upon departure. If personal property remains in any suite/room after the students leave, then the College may remove the property in order to restore the space. Any property removed by the College may be treated as abandoned property and disposed of accordingly. The College shall not be liable for any damage to or loss of such property that occurs during the course of removal or disposal. The student shall pay all costs (minimum of \$100.00) incurred by the College in effecting such removal or disposal, and in restoring the space.

In addition to abiding by applicable federal, state and local laws, residents are expected to understand, support and live by the policies and living standards as well as the rules and regulations established for the residence halls. Residents are also responsible for understanding and abiding by all rules and regulations set out in the Student Code of

Conduct. Violators may be subject to prosecution, applicable charges and disciplinary action including, but not limited to, removal from the residence hall system, and/or the college campus. Residents removed from the residence hall system for reasons of conduct will be held financially responsible for the ENTIRE balance due on account. Students will receive a prorated refund on their meal plan according to the current fee schedule (no refund past after the 10th week of the semester).

## **Bicycles**

AWC does not permit bicycle storage in the hallways, locked bicycles to stair rails or bicycles blocking fire escapes, or in rooms where safe passage is obstructed. Students are advised to lock bicycles to the racks located adjacent to each residence hall.

## **Chronic Misbehavior**

Residents are prohibited from establishing an unacceptable pattern of misconduct. An unacceptable pattern of misconduct occurs when he/she is frequently documented for violations of Residential Life or Student Code of Conduct policies, including multiple minor violations. Once charged with chronic misbehavior your case could be subject to more severe sanctions including removal from the residence halls.

## **Cleanliness/Noxious Odor**

Residents must ensure that the facilities are maintained in a manner that promotes a safe living and learning environment which includes, routine cleaning of room, refrigerator, and bathroom facilities, trash maintenance, proper food storage, clean floor and clear of debris and excessive laundry, and does not contribute to a noxious odor that may affect the comfort or health of other residents. Residents are responsible for cleaning up after themselves in common areas (laundry rooms, hallways, lounges) and are to remove room trash to the designated trash area outside.

Residents may be billed individually or collectively for any excessive cleaning as a result of student behavior.

## **Cohabitation**

Cohabitation is prohibited. Cohabitation exists when a person who is not assigned to a particular residence hall, room, or suite uses that room or suite as if he or she were living there. Examples of this may include, but are not limited to, accessing the room or suite while the assigned occupants are not present, utilizing a code/key to enter a room or suite to which one is not assigned, keeping clothing and other personal belongings in the room or suite (including restrooms), sleeping overnight in the room/suite, and using the bathroom and shower facilities as if they lived in that room/suite. A “guest’s” continual presence may not hinder a roommate/suitemate’s ability to study, sleep, and/or occupy their room.

## **College Property/Furniture**

Public area furnishings are for the use of all residents and are not to be removed from the public areas or to be used in resident's rooms. Any unauthorized removal of public furniture from lounges, classrooms, game room, or offices is considered theft of state property and individual or community damage charges may result. Assigned room furniture inventory may not be stored or removed from the room (refrigerator removal exception by service request only).

## **Cooking/Appliances**

A small refrigerator is provided in each room. Students will be allowed to have only one (1) refrigerator per room. If a student chooses to provide his/her own appliance, the refrigerator must be 4.0 cubic ft. or smaller, be rated energy star efficient, and the College issued appliance will be removed (must submit a service request for removal). Students may bring and use one (1) small microwave (maximum 700 watts) per room, hot pot, coffee maker, rice cooker, blender, or iron. Appliances having a visible heating element or use hot oil are prohibited (George Foreman grills, hot plates, toaster oven, candle warmers, etc). Residential Life staff reserves the right to confiscate or ask for the removal of, appliances if they exceed the size limitations, create a hazard, or overload the circuits in the residence halls.

## **Damages**

Residents will be held financially responsible for any damages to or loss of property attributable to his/her individual behavior or participation in group activities. Damage charges are added to the resident's College account and must be paid through the Cashier.

## **Decorations**

Residents may not make any permanent alterations to the room or furniture. Decorations, including pictures and posters, are not to be hung with glue, large nails, or other means that will deface the walls or woodwork. Tacks, straight pins or small nails are permissible. All decorations should be in good taste and not of a nature that may offend roommates, other members of the College community, visitors or family members. Students may be asked to remove any items that may be considered offensive. Residents may only decorate within the room and no objects should be placed on the floor or in the hallway outside of the student's room (which includes door mats or any object that would create a trip hazard).

## **Fighting or Inciting a Riot**

Fighting is not tolerated on the AWC Campus. No wrestling, sparring, or rough play of any kind is permitted in the residence halls, quad, or surrounding areas. Participation, active or passive (being present during) is prohibited.

## **Guest Policies and Visitation**

A guest is defined as a person who does not live in the residence hall room. This includes other students/residents, friends, parents, siblings, or other relatives of the residents of that room. However, violating a roommate's right of entry into the room, or hindering a roommate's ability to study and/or sleep within their room (because of a guest's presence) is considered a violation of guest privileges.

Visitation hours and guidelines are posted in the residence halls and are subject to change. Residents are expected to present a valid AWC/NAU/ASU/UA student ID card if asked by any member of the AWC staff. AWC/NAU/ASU/UA Students must ALWAYS check-in at the front desk with a valid picture ID and be escorted by their host at all times. Any minor (under the age of 18) not presenting a valid AWC ID must be signed in by a parent or legal guardian no exceptions. If a minor (between the ages of 16-17) is not with a parent he/she may fill out an Under-Age Visitation Waiver signed and on file in the Residence Life office PRIOR to visiting the residence halls. Minors are not permitted to stay overnight in any residence hall.

Residents are responsible for the behavior of their guests and for informing visitors of College policies. Visitations are limited to 3 students per room.

## **Hall Recreation**

Rollerblading, roller skating, skateboarding, hover boarding or biking inside the residence halls is not permitted. Playing with, throwing, bouncing, kicking or rolling any ball, or using any sports equipment inside the residence halls is also prohibited. Any type of damages incurred while participating in this type of activity will be assessed to the responsible student's account.

## **Identification**

In order to protect the safety and welfare of residents and the residence hall, any residence hall staff member, may require anyone in the residence halls, at any time, to present an official AWC/NAU/ASU/UA identification card and/or other form of ID. Students should carry their AWC/NAU/ASU/UA Student or Employee ID on their person at all times in order to enjoy the privileges extended to College students. It is a violation of policy to lend, or trade IDs as well as impersonating another. When asked by AWC officials, students must present identification.

## **Internet Connection/Access Points**

Damage to or tampering with internet access points is strictly prohibited and will result in disciplinary action and/or fines. Routers are strictly prohibited; refer to the ResNet Policy for further details.

## Codes and Personal Safety

Residents are responsible for the security of his/her room and are encouraged to keep doors locked at all times. Sharing your personal room code (or duplication/loaning out of you room key) is strictly prohibited. **At no time should a code be shared with any other individual.** Using another resident's code is also strictly prohibited. Contact a staff member if your key/code is lost or stolen. Charges will be assessed for lock/code changes and replacement according to the current fee schedule. \$30 code sharing charge.

## Ledges and Roofs

No person or property is allowed on ledges, fire escapes, roofs, or window frames of College buildings for any reason.

## Quiet Hours

Designated quiet hours are posted in each hall. During quiet hours, residents should keep the level of noise at a point that it cannot be heard in another student's room or hallways. **Quiet Hours are observed between 10:30 p.m.–7:00 a.m.** During this time, stereos, radios, televisions, computer games, musical instruments, and conversations must be kept at levels that will not interfere with study or sleep of other residents. Noise in common areas, including hallways and lobbies, must be kept to a minimum. Noise made inside your room should not be audible outside of your room

## Courtesy Hours

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of the time of day, so as not to interfere with the life-styles of others. If a student or hall staff member asks a student to be quieter, regardless of the time of day, compliance is required. Residents are to respect the requests from others for quiet by lowering the volume when asked **24-hours** a day.

## 24 Hour Quiet Hours

During finals week, 24-hour quiet hours are observed to facilitate a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residence halls immediately.

## Passive Participation/Concealment of Violations

Residents are obligated to remove themselves from any situation where a violation of policy is occurring. Residents present during a violation of hall policy and/or Code of Conduct can be held responsible for that violation. Everyone living in the community has the responsibility to take positive measures if a violation of any policy comes to his/her attention. Concealment of a violation and/or failure to report is considered a violation.

## **Pets**

Pets, including fish, are not permitted in the residence halls. The only animals allowed in residence halls are, service animals (as defined by the Americans with Disabilities Act), and assistance/comfort animals (as defined by the Fair Housing Act). Residents with accessibility needs must contact Accessibility Services located on the second floor of the 3C building or call (928) 344-7674. Once all necessary information is received, The Accessibility Resource Services Coordinator will communicate the appropriate housing accommodation needs to the Residential Life Office. Generally, housing accommodations are based on information and documentation provided to Services for Students with Accessibility needs and the availability of appropriate space.

Service and Emotional Support Animals must remain in control of the owner when not in student's room. Animals may not be left in a student's room unattended unless crated. Seeing Eye dogs and other assistance animals are allowed with proper documentation and permission. Additional pet deposit may be required. University students need to contact university accommodations office to submit a request.

## **Room Assignments/Changes/Check-out**

Residents must adhere to the room assignment that is given to them upon check in. Any individual who occupies a room without documentation from the Residential Life Office will be subject to disciplinary action. Failure to check-out properly will result in an improper check-out and the loss to the right to protest billing (any damage charges).

Consolidations may be necessary as determined by Residential Life Staff; residents must adhere to consolidation notifications and comply with the room change process within the set time frame.

## **Student Identification Cards**

The first ID is issued in Campus Life for \$10. Contact a staff member if your ID is lost or stolen. Replacement charges will be assessed according to the current fee schedule. Student ID cards are non-transferable. Use of student ID cards by any person other than the person to whom the card has been issued is strictly prohibited.

## **Tobacco/Smoking**

An individual shall not USE tobacco on all school property. Smoking and the use of smokeless tobacco products are prohibited on campus property to include; all building, owned property, leased property, facilities, grounds, parking structures (including privately owned vehicles), campus-owned vehicles and rented vehicles (including chartered buses or vans). The term "tobacco" includes all tobacco derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, blunts, hookah, pipes and/or oral tobacco, smokeless chew and /or snuff. It also includes any product intended to mimic tobacco products or contain tobacco flavoring.

## Trash and Recycling

All Residents must take trash to the dumpster outside of each residence hall. Any resident that leaves trash in the hallways or lobby area will be charged a fee. If the individual(s) do not take responsibility or individual(s) responsible are not identified the cleaning charge will be divided among all residents residing on the floor/hall.

- Trash Removal Fee: \$100.00USD

Recycling bins are provided in the lobby for plastic items. Efforts should be made to recycle properly and only place clean plastic recyclables in the designated bins. Recycling efforts should not be confined to one's room creating a health hazard; students are expected to use the appropriate available bins.

## Weapons/Firearms/Ammunition

Weapons of any type are not allowed in the residence halls including, but not limited to, firearms or anything resembling a firearm, weapons, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property or that would reasonably create the impression of being able to induce such harm, without express authority from the College administration

## Drugs and Paraphernalia:

Arizona Western College is a “dry” campus meaning that an individual regardless of age are prohibited from hosting, possessing, consuming, and/or being in the presence of others consuming drugs on all AWC grounds and/or at any College Event or Activity. Additionally, an individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer illegal drugs, drug paraphernalia, or be under the influence of drugs or medication (except as prescribed by a physician and used in accordance with the prescription). The term “drugs” includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term “medication” means any substance that is available legally by prescription only, but does not apply to marijuana, which for the purpose of this policy is considered a drug. The passage of Arizona Proposition 203, commonly known as the Medical Marijuana Law, notwithstanding, Arizona Western College prohibits the possession, use or transfer of marijuana on any College property and/or at any College Event or Activity.

For **SANCTIONS** please review the Student Code of Contact at [azwestern.edu/conduct](http://azwestern.edu/conduct).

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## Involvement Opportunities

Historically, the involvement of the student living in the residence halls has played an integral part in maintaining the positive aspects of recognized traditions while upholding the core values of Arizona Western College. You are strongly encouraged to participate in the various opportunities within your hall as well as other areas of Residential Life.

### Resident Assistants

Resident Assistants (RAs) are a highly selective group of individuals that apply for the position each year. Typically, RAs are returning, full-time students carefully selected for their leadership experience, interpersonal skills, and desire to have a positive impact on the residential community. Each staff member participates in an extensive selection process before being hired. Responsibilities of an RA include educational programming, planning community activities, providing individual advisement/referrals, assisting in the general management of the hall, attending staff and training meetings, serving as a role model to residents, and explaining, confronting, and reporting violations of campus and residential policies and regulations. The RA is an AWC official who lives in the hall and reports to the Hall Director (HD). RAs are compensated with a full room scholarship and meals. RA selection takes place in the spring semester for the following academic year. When needed, RA selections do occur during fall semesters for spring vacancies.

### Hall/Floor Meetings

At the beginning and throughout the semester, hall/floor meetings are held by the RAs to let you know about upcoming events, as well as to share the latest information coming from the Campus Life Department. Students are accountable and will be held responsible for all information that is discussed during the meeting. Hall/floor meetings provide excellent opportunities for students to share concerns and ideas with the RA and community members.

### Programming

Residential Life Staff, along with many other AWC areas, offer programs and activities for the floors/halls throughout the year. The goal is to provide students with opportunities to continue to learn outside the classroom and feel more comfortable in their community, to have fun and to develop life skills. The hope is that students get involved by either helping to plan and/or by attending these events. Staff is always looking for ideas for programs, so students are encouraged to talk to staff members.

### Student Clubs & Organizations

Find a group that interests you and get involved today! For more information on the various clubs and organizations, please visit: [www.azwestern.edu/student-life/clubs-and-organizations](http://www.azwestern.edu/student-life/clubs-and-organizations)





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