Dear Students,

Welcome to Mesa Community College!

At MCC, we are dedicated to your success. In addition to comprehensive, high-quality general education and career and technical education programs, MCC offers a multitude of services to support your education. Among those services are online student support, advisement, counseling, financial aid and career advisement.

We have many initiatives designed to support and enhance your learning experience at MCC.

- **Online degrees** – In March 2013 MCC received formal approval from its accrediting agency to begin offering online degrees and certificates. The college now offers more than 20 different degrees and certificates that can be taken completely online, providing students convenient and flexible options to advance their education.

- **Computing Commons** – A new Computing Commons offers students broad-access to a long list of "in-demand" academic applications for a variety of courses across MCC. More than 300 computers at the Southern and Dobson campus and 74 computers at the Red Mountain campus were upgraded. In addition, dual-boot Macintosh computers have been added to the Computing Commons at both campuses. These new 27-inch Apple iMac systems are capable of running both the Macintosh and Windows operating systems.

- **Campus Construction** – Several construction projects are currently taking place at MCC's Southern and Dobson campus. Upon completion, a remodeled Student Center, a new Student Enrollment Center, Performing Arts Center and Art Gallery will create state-of-the-art learning spaces.

- **Tutoring** – In addition to face-to-face tutoring offered through the Learning Enhancement Center, MCC has extensive online tutoring available 24/7 through Smart Thinking. A link to Smart Thinking is available in our course management system, Canvas, or by visiting www.mesacc.edu/students/tutoring.

- **Social Media** – Find out what is happening at MCC by visiting our calendar, Facebook, Twitter, and other social media pages. Research has long shown that students who stay on campus between classes and become part of the campus life have higher success rates.

MCC has much more to offer than I can include in a single letter. We are dedicated to helping you achieve your goals. Take advantage of the many resources available to help you succeed, get to know your classmates and your professors, and, most of all, get involved!

I wish you all the best in your academic endeavors.

Shouan Pan, Ph.D.

President, Mesa Community College
### MARICOPA COMMUNITY COLLEGE
### DISTRICT
### 2013-2014 ACADEMIC CALENDAR

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

**FALL SEMESTER – 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Sat</strong></td>
<td>Aug 17 Registration*</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Sept 2 Classes Begin</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Nov 11 Observance of Labor Day</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Nov 11 Application for December 2013 Graduation*</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Nov 11 Last Day for Withdrawal without Instructor's Signature</td>
</tr>
<tr>
<td><strong>Thu-Sun</strong></td>
<td>Nov 28-Dec 1 Thanksgiving Holiday</td>
</tr>
<tr>
<td>++</td>
<td>Nov 28-Dec 1 Last Day Student Initiated Withdrawal Accepted</td>
</tr>
<tr>
<td><strong>Sun</strong></td>
<td>Dec 8 Last Day of Regular Classes</td>
</tr>
<tr>
<td><strong>Mon-Thu</strong></td>
<td>Dec 9-12 <strong>Final Exams</strong></td>
</tr>
<tr>
<td><strong>Fri</strong></td>
<td>Dec 13 Mid-Year Recess Begins for Students</td>
</tr>
<tr>
<td><strong>Fri</strong></td>
<td>Dec 13 Fall Semester Ends.</td>
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Winter Break (Campus Closed) Dec 25 through Jan 1

**SPRING SEMESTER - 2014**

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<tr>
<td><strong>Sat</strong></td>
<td>Jan 11 Registration*</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Jan 20 Classes Begin</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Feb 17 Observance of ML King Birthday</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>Feb 17 Observance of Presidents' Day</td>
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<tr>
<td><strong>Mon</strong></td>
<td>Feb 17 Application for May 2014 Graduation*</td>
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<tr>
<td><strong>Mon-Sun</strong></td>
<td>Mar 10-16 Spring Break</td>
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<td>++</td>
<td>Mar 10-16 Last Day Student Initiated Withdrawal Accepted</td>
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<tr>
<td><strong>Sun</strong></td>
<td>May 04 Last Day of Regular Classes</td>
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<tr>
<td><strong>Mon-Thu</strong></td>
<td>May 5-8 <strong>Final Exams</strong></td>
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<tr>
<td><strong>Fri</strong></td>
<td>May 9 Commencements</td>
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<tr>
<td><strong>Fri</strong></td>
<td>May 9 Spring Semester Ends</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>May 26 Observance of Memorial Day</td>
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</table>
* For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule for the college of intended enrollment.

** Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.

+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.

++ Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

**SUMMER SEMESTER – 2014**

<p>| | | |</p>
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<tr>
<td>Tues</td>
<td>May 27</td>
<td>First 5-Week/8-Week Sessions Begin</td>
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<tr>
<td>Thur</td>
<td>Jun 26</td>
<td>First 5-Week Session Ends</td>
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<tr>
<td>Tues</td>
<td>Jul 1</td>
<td>Second 5-Week Session Begins</td>
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<tr>
<td>Thur</td>
<td>Jul 3</td>
<td>Observance of Independence Day</td>
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<tr>
<td>Thur</td>
<td>Jul 17</td>
<td>8-Week Session Ends</td>
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<tr>
<td>Thur</td>
<td>Jul 31</td>
<td>Second 5-Week Session Ends</td>
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</table>
MESA COMMUNITY COLLEGE

VISION
MCC – Leading the way to success in our local and global community.

MISSION
MCC excels in teaching, learning, and empowering individuals to succeed in our local and global community. We serve as resource for college and career readiness, transfer education, workforce development, and life-long learning.

VALUES
LEARNING – MCC champions individual student success that reflects the highest academic standards.

INNOVATION – MCC delivers cutting-edge instruction and service.

SERVICE EXCELLENCE – MCC makes a positive difference in the lives of our students, community members, and each through meaningful relationships.

INTEGRITY – MCC upholds the highest standards of ethics and public stewardship.

INDIVIDUALS AND COMMUNITY – MCC encourages active citizenship and embraces the diversity of people and ideas.

STUDENT AFFAIRS STATEMENT

MISSION
Student Affairs is dedicated to Student Success. As leaders, we commit to attracting, engaging, and supporting life-long learning – one person at a time.

VALUES
We infuse these core values into our success-focused learning and relationships:

- Self-empowerment
- Achievement
- Diversity and inclusiveness
- Collaboration
- Community involvement
- Ongoing improvement and development
- Integrity
- Excellence in service

Student Affairs at Mesa Community College offers comprehensive support for the community and students. Our services at both the Southern and Dobson and Red Mountain campuses partner with the community we serve and the institution to provide student-centered programs and services that value learning, diversity and citizenship.
My.maricopa.edu is an exciting, 24/7 web based resource that allows you to:

- Quickly navigate course selections and descriptions
- Register for classes
- Check financial aid and scholarships award status
- Manage your class schedule
- Pay tuition and fees
- Print unofficial transcripts or request official transcripts
- Check grades

**To Login:**

- Click Login on my.maricopa.edu
- Enter your Maricopa Enterprise ID (MEID)
- Enter Password
- Click Sign in
- Click Student Center

If you need assistance with my.maricopa.edu, click the Help Link or call 1-888-994-4433
# MCC RED MOUNTAIN CAMPUS
7110 East McKellips Road  
Mesa, AZ  85207-1908  
(480) 654-7200

## DEPARTMENTS, LOCATIONS, AND PHONE NUMBERS

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<td>M112</td>
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## MCC SOUTHERN & DOBSON CAMPUS

1833 West Southern Avenue  
Mesa, AZ 85202  
(480) 461-7000

### DEPARTMENTS AND PHONE NUMBERS

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<td>Administration of Justice Studies</td>
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<td>Athletics</td>
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<td>Children’s Center</td>
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<td>Institutional Advancement</td>
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***Please contact specific department for location***
MESA COMMUNITY COLLEGE
www.mesacc.edu
(480) 461-7000

MCC ONLINE
www.mesacc.edu/mcconline
(480) 461-7928

PHOENIX-MESA GATEWAY CENTER
7440 East Tahoe Avenue
Mesa, AZ 85212
Mortuary Science: (480) 988-8501

MCC DOWNTOWN CENTER
145 North Centennial Way
Mesa, AZ 85201
(480) 461-6100

BANNER BOSWELL
10484 West Thunderbird Boulevard
Sun City, AZ 85351
Nursing Education: (623) 974-7835
The Office of Admissions provides informational services to students, processes applications for admission to the college, determines residency for tuition purposes, processes name changes, evaluates transcripts from other colleges and posts received transcripts, processes and verifies credit by exam and credit by evaluation, and assists students through the enrollment process.

Federal regulations regarding Alcohol and Other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse/misuse of alcohol, illegal, and legal drug uses and misuses. Additionally, the Federal regulations require that the students read and acknowledge the receipt of this information. For more information regarding this regulation and an abuse-free environment, please visit: maricopa.edu/publicstewardship/governance/adminregs/students/2_4.php#tobacco, or higheredcenter.org/services

For information regarding counseling services for individuals who suffer from alcohol or drug abuse, please stop by the Counseling department or call 480-461-7588. (See Counseling)

The MCC Alumni Association (MCCAA) is committed to serving and uniting alumni to promote the interests of MCC, its alumni, current and future students, and the community. The Office of Alumni Relations collaborates with members of the Association’s board and other MCC departments to keep alumni apprised of campus and association news, provide fellowship and networking opportunities, recognize the accomplishments of MCC’s alumni, and identify opportunities for alumni to reconnect with the college and get involved. All students who earn an associate’s degree, certificate of completion, or complete 48 credit hours or more at MCC are considered alumni and members of the MCCAA.

The American Indian Institute (formerly the American Indian Center) was established to address the needs of American Indian students and to serve as a resource on campus and within the community to promote inter-group awareness and understanding. The Institute’s personnel encourage a strong working relationship between Mesa Community College and Tribes groups in order to minimize transition difficulties a student may encounter when leaving his/her home area. Services provided include: academic advisement, educational planning, career advisement, enrollment, retention, club advisement, peer support, individual counseling, personal growth experiences, study groups, and participation in cultural events. The center also assists with Tribal scholarships to ensure funding sources for the student. Support is offered to encourage students to complete an associate’s degree program and also to continue to pursue higher educational goals.
ATHLETICS
480-461-7542 | www.athletics.mesacc.edu

Intercollegiate Athletics at Mesa Community College is an integral part of the total student activity program. MCC is a member of the Arizona Community College Athletic Conference (ACCAC) and the National Junior College Athletic Association (NJCAA). Athletic programs include basketball, cross country, football, soccer, baseball, golf, tennis, track and field, volleyball, softball, and tennis. Students desiring to participate in athletics should contact the head coach or the athletic director prior to the start of the season. Student athletes must conform to the eligibility rules established by the NJCAA, ACCAC, and the Maricopa County Community College District.

BOOKSTORE

The Bookstore carries everything to make the most of your college experience: used and new textbooks, school supplies, reference books, general reading books, MCC apparel and gifts, and academically priced software. Shop in store and online.

The MCC Bookstore also offers a textbook rental program as well as digital textbooks. Visit www.rent-a-text.com for more details on our rental program. Visit www.cafescribe.com for more details on our digital textbook program.

BUS SERVICES
602-253-5000 | www.maricopa.edu/trip/busticket.php

Bus passes are available at the MCC bookstore. Through the MCCD Travel Reduction Program, bus subsidies are offered to students in the Office of Student Life and Leadership. To qualify for a student discount, the student must be enrolled in 12 or more credit hours at the time of purchase. Semester passes are sold during the first few weeks prior to the start of the semester. The availability of passes is limited.

CAREER SERVICES
480-461-7592 | www.mesacc.edu/students/career

Career Services offers a variety of resources and assistance to those making decisions related to career and educational planning as well as employment and job searches. Services include computerized career guidance, a virtual Career Center at www.mesacc.edu/students/career, current labor market information, guidance on resume preparation, interviewing techniques, internship opportunities, and job search strategies. In addition, job listings are available online through the Maricopa Career Network at www.maricopa.edu/careers.

CASHIER SERVICES
Red Mountain: 654-7755 | Southern and Dobson 480-461-7400
www.mesacc.edu/students/cashiers/index.html

The Cashier/Bursar Office is responsible for collecting and posting payments on students’ accounts. The Cashier/Bursar Office oversees monthly tuition payment plans, financial aid disbursement, and the collection of past-due debts. It is important for students to know their payment deadline dates and to familiarize themselves with the refund policy. The refund policy can be found by visiting www.maricopa.edu/publicstewardship/governance/adminregs/studenys/2_2php#refund.
CHILDREN’S CENTER
480-461-7082 | www.mesacc.edu/children

The Children’s Center at Southern and Dobson provides quality childcare for the children of MCC students and employees. The Center is licensed by the Arizona Department of Health Services to provide care for children three years (must be potty-trained) to twelve years of age. The Children’s Center offers a variety of experiences in a fun environment for preschool and older children. The center has a contract with the Department of Economic Security (DES) for students who are DES-eligible for a childcare subsidy. The Children’s Center is accredited by the National Association for the Education of Young Children.

CLUBS AND ORGANIZATIONS
(See Student Life and Leadership)

COUNSELING
Red Mountain: 480-654-7210 | Southern and Dobson: 480-461-7588
www.mesacc.edu/dept/d09

The Counseling Department offers students a variety of services to help them address personal, social, educational, and career concerns. Through the department’s support and guidance, students are empowered to complete educational and personal endeavors successfully. Students are invited to take advantage of free, confidential services offered to help them achieve their full potential. Students are best served through an appointment system to arrange for quality personalized sessions. In crisis situations, no appointment is necessary.

DISABILITY RESOURCES AND SERVICES
Red Mountain: 480-654-7771 | Southern and Dobson: 480-461-7447
www.mesacc.edu/students/disability

The Office of Disability Resources and Services (DRS) provide assistance to students with disabilities, including those with learning, physical, psychological, and other disabilities. Services include advisement, registration, academic accommodations, and coordination with campus and community services.

The Adaptive Lab, located on the first floor of the Paul A. Elsner Library on the Southern and Dobson campus, is a unit of the MCC Disability Resources & Services Department. The Lab provides ADA-compliant computers for access to information and resources needed by students with disabilities. The area’s equipment and software includes screen magnification on large-screen monitors, voice recognition software, synthesized voice screen readers, software and equipment to convert text to electronic formats and Braille. In addition to the workstations in this lab, several workstations throughout the building are adjustable height workstations.

Disability parking spaces are available and designated in all parking lots on campus. In addition, wider spaces for loading and unloading from vans are available in several parking lots. Please note that students with disabilities with a properly identified vehicle may park in any faculty or staff space as well as in those designated as handicapped areas. Temporary parking permits and information on location of special parking areas are available through Disability Resources and Services. Students whose impairments are not obvious may be required to provide substantiation from a physician of the need for disabled parking privileges.

ENROLLMENT SERVICES AT RED MOUNTAIN
480-654-7600 | www.mesacc.edu/redmountain/

Enrollment Services at the Red Mountain campus provides students the opportunity to complete essential enrollment functions – admission, placement testing, academic advising, registration, and tuition payment – all in a one-stop environment. Enrollment Services at Red Mountain also provides Student Support Services in the areas of: veterans, financial aid, career and disability resources.
FINANCIAL AID SERVICES
480-461-7441 | www.mesacc.edu/finaid

Students who are attending Mesa Community College and who meet the federal requirements of an eligible student for financial aid may apply for the following types of financial assistance: grants, loans, and work-study. To apply for financial aid, students must complete a FREE Application for Federal Student Aid available at www.fafsa.gov.

FOOD SERVICES
Red Mountain: 480-654-7805 | Southern and Dobson: 480-461-7275

Red Mountain
Chartwells provides food service in the Mesquite Grill located in the lower level of the Mesquite building. They also serve specialty coffee drinks. Hours vary at different times throughout the year.

Southern & Dobson
Chartwells serves breakfast, lunch, and dinner at the Thunderbird Grill in the Kirk Student Center, Bldg. #35. Grounds for Thought Coffee Shop is located in the breezeway adjacent to the Library and in the Kirk Student Center. Hours vary at different times throughout the year.

HONORS
Red Mountain: 480-654-7820 | Southern and Dobson: 480-461-7079 | www.mesacc.edu/honors

The Honors Program at Mesa Community College offers a unique and challenging educational opportunity for our gifted and talented students. Honors courses are offered in more than 20 curriculum areas on over 85 sections per semester. MCC’s Honors Program provides an increasing opportunity for our students to participate in a challenging environment with small classes, one-on-one mentoring from faculty, and increased interaction with other gifted students.

The Honors Program provides funds to help defray the costs of attending college. The Presidential Scholarship currently provides funds to cover 15 credit hours of tuition per semester to the top 15% of the graduating class from any Maricopa County high school, for up to four consecutive semesters. This is an opportunity for recent high school graduates who are willing to make a commitment to their community and their own future.

HOUSING/LIVING ACCOMMODATIONS
Red Mountain: 480-654-7759 | Southern and Dobson: 480-461-7285

Mesa Community College has no on-campus housing. All housing arrangements are the responsibility of the individual student. The Office of Student Life and Leadership provides a free housing directory of local apartments and also provides a listing of roommates. The Housing Guide and Directory are available only to current Mesa Community College students. To view the Housing Guide, please visit www.collegeapartmentguides.com/mesa/

Students can also view current listings for rentals and roommates posted by other students. Listings are available in the Office of Student Life and Leadership in the Kirk Student Center at the Southern and Dobson location or in the Mesquite Building at the Red Mountain campus.

INTERNATIONAL EDUCATION
480-461-7658 | www.mesacc.edu/international-education

The mission of the International Education (IE) Office is to foster global understanding by providing support services and programming that enhance the international efforts of Mesa Community College. The IE Office offers services for international students and scholars, works with students and faculty to facilitate study abroad programs, works with ESL instructors to support students, provides cross-cultural training, and serves as a resource for campus international and intercultural initiatives.
The IE Office provides the following services to all current and prospective students who need assistance: academic and immigration advising, English as a Second Language courses, health insurance, housing information, on-campus employment opportunities, assistance in securing a social security number, filing income tax, and university transfer. The office provides support to student clubs such as the International Students Association and Asian-Pacific Islander Coalition and organizes cultural activities to enhance cross-cultural understanding among the domestic and international students.

Education abroad programs are developed and led by faculty and provide a great opportunity to learn and travel at the same time. Students can earn transferable college credit while living and experiencing a foreign culture. The Coordinator of the program assists in selecting programs, application processes, scholarship and financial aid, and departure. All programs require applications and have eligibility requirements. For additional information, please call, visit our website, or come to the IE Office.

**LEARNING ENHANCEMENT CENTER/ACADEMIC SUPPORT**

Red Mountain: 480-654-7735 | Southern and Dobson: 480-461-7678
www.mesacc.edu/library

The Learning Enhancement Center (LEC), located on the first floor of the Paul A. Elsner Library, provides free tutoring in most subjects and other academic support services to help MCC students succeed and excel in their coursework. The Learning Enhancement Center provides a one-on-one and group tutoring with professional and peer tutors, online tutoring, computer-assisted instruction, and study groups. Tutoring is available by appointment or on a drop-in basis at several locations, including the Elsner Library; the Music Building (Building 43); the Math/CSC Center (Building 7); the Physical Science Building Center (PS 100); and the PIRC Lab (Building 42). The Academic Skills Center (EF 1) provides tutoring and computer-assisted instruction for students taking Communication, English, English as a Second Language, and Reading courses below the 100-level. The Math Foundation Center (MS 113) provides tutoring and computer-assisted instruction for students taking mathematics courses up through MAT122.

On the Red Mountain Campus, the Learning Enhancement Center is located on the first floor of the Desert Willow Building. The Biology Center is located in building (S 154) at Red Mountain Campus.

**LIBRARY AND HIGH TECHNOLOGY COMPLEX**

Red Mountain: 480-654-7741 | Southern and Dobson: 480-461-7682
www.mesacc.edu/library

The Paul A. Elsner and Red Mountain libraries support research and learning activities on both campuses by providing full service libraries, computer commons, writing centers, and learning enhancement centers that provide tutoring services. The library collections include print and electronic resources. Web-based resources include the Online Public Access Catalog, which lists the holdings of all college libraries in the Maricopa Community Colleges District, electronic books, numerous periodical and reference databases, and online reference assistance.

In-house reference services offer individual, personalized assistance, and classroom instruction in library research skills. Faculty librarians are available for consultation during the libraries’ scheduled hours.

**MULTICULTURAL/ESL AFFAIRS AND STUDENT SUCCESS DEPARTMENT**

480-461-7288 | www.mesacc.edu/students/multicultural

The Multicultural Services office works collaboratively with other support services, academic departments, and community groups to provide retention services and programs for historically under-represented groups. The department provides such services as academic advisement, individual education plans, mentoring, leadership training, and cultural events.
PARKING PERMITS
Red Mountain: 480-654-7759 | Southern and Dobson: 480-461-7222

Free parking permits may be obtained in the Office of Advisement/Registration located in the building 38 or Enrollment services at the Red Mountain campus. A student must have their enrollment verified and produce a valid photo ID, such as a valid driver’s license or other school ID. There is no charge for the permit.

PUBLIC SAFETY

Non-Emergency:
Red Mountain: 480-654-7257
Southern and Dobson: 480-461-7046

Emergency:
Red Mountain: 480-654-7444
Southern and Dobson: 480-461-7777

www.mesacc.edu/collegesafety

The Public Safety Department facilitates the college mission of promoting excellence in teaching and learning by providing a safe and secure campus environment. In compliance with federal law, MCC Public Safety compiles and reports annual crime statistics to the US Department of Education. Those statistics are available at any time from our office or may be accessed on our website. Public Safety is staffed by state-accredited police officers and civilian security personnel. The office is open 24 hours a day, seven days a week. All emergency matters should be directed to the Public Safety Department.

The campuses are normally closed between 11PM and 6AM daily. The Public Safety Office should be notified of any planned activity during those hours.

Alcohol and illegal drugs are prohibited on campus. Prescription marijuana is considered an illegal drug on college campuses and anyone possessing marijuana in any form is subject to arrest and Student Code of Conduct sanctions.

Any accidents on campus should be reported to the Public Safety Office. Students can obtain an accident report from the Public Safety Office. MCC assumes no responsibility for damage to a motor vehicle or for any loss while vehicles are parked or operated on or near the campus.

College traffic/parking regulations are under the jurisdiction of the college administration. Regulations apply to all members of the college community.

• Maximum speed limit on campus is 15 miles per hour.
• Students, faculty, and staff members who operate motor vehicles on campus must register their vehicles with the Public Safety Office or Student Services and display a decal in accordance with current regulations. Registration is free of charge. Employees must register their vehicles in the Personnel Office. Decals remain in effect for five years from the semester of issue.
• Stop signs, pavement arrows, right-turn-only signs, and other traffic control devices must be observed and complied with. Vehicles must stop at marked crosswalks to yield to pedestrian traffic within the crosswalks.
• Persons driving on campus must follow directions given by Public Safety officers and furnish student or other identification when requested.
• Vehicles may be parked only in those spaces designated for their particular type of sticker.
  o Students may park in any marked parking space except those marked Employee, Disability, Maintenance, No Parking, or with a yellow or red curb.
  o Faculty and staff may park in any marked space including those marked Employee but not in those marked Disability, No Parking, Maintenance, or with a red or yellow curb.
  o Persons having a Disability sticker on their vehicle may use any marked space on campus. Vehicles having a Disability permit may not park on red curbs.
  o No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire hazard and safety zones, and violators may be towed without warning.
  o No vehicle may be parked in driveways where signs indicate No Parking or in a place not specifically marked for parking.
  o Visitors may use visitor parking or any student parking space on a temporary basis.
- Backing into angled parking places is not permitted.
- Skateboards, bicycles, roller skates, rollerblades, and other similar devices shall not be ridden on the interior of the campus.
- Vehicles parked on campus for longer than 72 hours will be towed at the owner’s expense.

**Firearms, explosives, knives,** or instruments that can be considered dangerous weapons are prohibited on campus. Only certified police officers are permitted to carry firearms on campus. All persons desiring to bring firearms to campus for classroom demonstrations or any other academic reason are required to obtain permission first from the Public Safety Director and bring them to the Public Safety Office for examination prior to the demonstration.

**Lost and Found** is located in the Public Safety Office. Lost and found items and inquiries should be directed to this office.

**Minor vehicle assistance** such as dead batteries is rendered to motorists with disabled cars.

**Proper identification** may be requested by authorized public safety personnel, should the need arise. Students failing or refusing to identify themselves properly will be:
- Asked to leave the campus (if conduct or behavior warrants such action)
- Reported to the Dean of Student Affairs

**Securing personal property**, including motor vehicles, bicycles, mopeds, and motorcycles, is the student’s responsibility. MCC assumes no responsibility for damage to a motor vehicle or any loss while vehicles are parked or operated on or near the campus. Motorcycles and mopeds can be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to removal. They will be secured in the Public Safety Office. Owners will be responsible for the cost of the lock or chain cut.

**Security escorts** are provided to and from parking lots when requested.

**Smoking** is not allowed on campus. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke-free and tobacco-free environment, effective July 1, 2012. Smoking (including the use of “e-cigs”) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities. Continued violations by and employee or student shall be handled through the respective conduct procedures established for employees and students.

**Vehicle registration** is required by each student who owns or drives a motor vehicle on campus and may be parked on campus. Students who purchase or trade a vehicle after the regular registration period must register the new vehicle immediately, obtain a new decal, and notify Public Safety of the sale of the former vehicle. Temporary parking decals are available in the Public Safety Office for rented or borrowed vehicles. Violation of these regulations may result in a citation and fine.

**SERVICE-LEARNING**
Red Mountain: 480-654-7820 | Southern and Dobson: 480-461-7393
[www.mesacc.edu/academics/servicelearning/](http://www.mesacc.edu/academics/servicelearning/)

The Center for Service-Learning provides students with educational opportunities in community service through placement in non-profit organizations, government agencies, educational entities, civic organizations, and citizen advocacy groups. The Center also helps identify community needs by building partnerships with the community, as well as providing assistance to faculty who are interested in developing service-learning components in their courses.

Service-learning opportunities, which integrate community service with academic curriculum, are part of many courses throughout the college. Interested students can also enroll in a 1-2 or 3-credit independent, open-entry/open-exit Service-learning class in any one of 28 different academic departments and serve their choice of over 300+ community partners. These individualized courses require a commitment of 50 contact hours per credit, reflection activities, and other course requirements.
STUDENT LIFE AND LEADERSHIP

College activities provide opportunities for students to interact socially, develop leadership skills, and gain greater understanding of other cultures. All MCC students are welcome to participate in the diverse activities offered on campus during the year. Students interested in becoming a part of any MCC activity may visit the Office of Student Life and Leadership in the Mesquite Building at Red Mountain or Kirk Student Center at Southern and Dobson.

Clubs and Organizations are set up to enhance the learning experience at Mesa Community College. Students may participate in programs that enhance their occupational training or social activities and reflect special interests including cultural events, community service projects, and forums dealing with today’s issues. Students may join a club at any time by contacting the listed advisor or signing up during club-sponsored events.

Events Programming Council assists in the creation of activities that appeal to a variety of interests from theatre to student clubs. It is not unusual during the year to hear free live music performed on campus, explore different cultures during the various cultural days, or enjoy social activities at either MCC campus.

Leadership Opportunities are available to currently enrolled MCC students by the Office of Student Life and Leadership for leadership development. Opportunities include a variety of one-day, weekend and weeklong leadership retreats and programs. For more information, contact the Office of Student Life and Leadership.

Student Government Executive Board members are elected by the student body each spring to represent the Associated Students of Mesa Community College (ASMCC). The ASMCC officers work to serve the needs and interests of MCC students by promoting and maintaining a democratic form of government and strive to work with faculty, staff, students, and administration to accomplish this goal. ASMCC represents the student body on various college committees. They also plan activities to meet the intellectual and social needs of MCC students. Student Senate includes the ASMCC Cabinet, Independent Senators and a voting representative from each recognized active MCC club or organization. The Senate meets weekly, and all MCC students are invited to attend.

In addition, the Office of Student Life and Leadership can provide information on housing, student health insurance, volunteer projects, bus schedules, childcare, student handbook and more.

TESTING CENTER/PLACEMENT TESTING

New-to-college students must complete English, Reading and Math placement testing prior to academic advisement and registration.

GED pre-registration for the High School Equivalency Test is available at the Southern and Dobson campus Monday through Thursday from 8AM to 6PM. The High School Equivalency exam is administered by appointment only. This is a community service available to anyone who is 16 years of age or older. Persons under 18 years of age require additional documentation. Two official forms government issued identification are required and a fee is charged. The GED exam is available in English, Spanish, and large-print editions.

Placement testing is required for students enrolling in more than seven credit hours or concurrently enrolled in high school and college at the same time and is offered at both campuses. Placement testing is computer-based with no time limit; however, students should allow 2½ hours to complete all three placement tests. Photo ID and your Maricopa Student ID number are required for all testing services. Sample questions are available at our website. All students must submit a Student Information form prior to placement testing. Apply in person or online at my.maricopa.edu.

Student make-up exams are available for students who miss an exam in class. Students should work with their
instructors to see if this is an option and make arrangements to use this service. Photo identification is required for make-up exams. Private testing rooms, visual enlargers, and other services are available for students with special needs and arranged through the Office of Disability Resources.

**TUTORING**
(See Learning Enhancement/Academic support)

**VETERAN SERVICES**
Red Mountain: 480-654-7600 | Southern and Dobson: 480-461-7425
www.mesacc.edu/students/veterans

The Veterans’ Services office assists qualified students with veteran/dependent educational benefits. Veterans’ benefits are available to veterans and children or spouses of deceased or 100% permanently disabled veterans. To secure benefits, the student must apply through the Veterans’, Services office.

The Veterans’ Services office provides one-stop enrollment service. A veteran/dependent of a veteran has an opportunity to receive academic advisement, course registration, and assistance with financial aid. Please visit our office and complete the veterans’/dependent packet today.

**VOTER REGISTRATION**

Voter Registration Forms are available in the lobby of the Kirk Student Center, the lobby of the Library, and at either of our two locations or visit the State of Arizona Voter Registration webpages here:
http://www.azsos.gov/election/VoterRegistration.htm
2.5 STUDENT RIGHTS AND RESPONSIBILITIES

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension
   According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.
   In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

   Misconduct for which students are subject to disciplinary action falls into the general areas of:

   A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
   B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
   C. Violation of Arizona statutes, and/or college regulations and policies
   D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. Disciplinary Removal from Class
   A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code
   The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

   Article I: Definitions
   The following are definitions of terms or phrases contained within this Code:

   1. "Accused student" means any student accused of violating this Student Conduct Code.
   2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board’s determination that a student has violated
this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.

3. "College" means a Maricopa Community College or center.

4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.

6. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.

7. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.

8. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

9. “District” means the Maricopa County Community College District.

10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.

11. "May" is used in the permissive sense.

12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.

13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.

14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

15. "Shall" is used in the imperative sense.

16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".

17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

19. "Threatening behavior” means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the
person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority
1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct
1. Jurisdiction of the College
   The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student
   Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations
   Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
   A. Acts of dishonesty, including but not limited to the following:
      i. Furnishing false information to any college official or office.
      ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
      iii. Tampering with the election of any college- recognized student organization.
   B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code.
Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.

H. Violation of federal, state or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   ii. Unauthorized transfer of a file
   iii. Unauthorized use of another individual's identification and/or password
   iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
   v. Use of technology facilities or resources to send obscene or abusive messages
vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
vii. Use of technology facilities or resources in violation of copyright laws
viii. Any violation of the District's technology resource standards
ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:
i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
vii. Failure to comply with the sanctions imposed under this Student Conduct Code
viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline
A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in
the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings
   A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

   B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).

   C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.

   D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
      i. Student Conduct Board hearings normally shall be conducted in private.
      ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
      iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the
Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. The Student Conduct Administrator will present the information he or she received.

vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
   i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
   ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
   iii. Loss of Privileges - denial of specified privileges for a designated period of time.
   iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
   vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   vii. College Expulsion - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:
   i. Those sanctions listed above in Article IV 2. A. 1 through 4.
   ii. Loss of selected rights and privileges for a specified period of time.
   iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. **Emergency Suspension**

   If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

   In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. **Administrative Hold**

   The Student Conduct Administrator may place a temporary administrative hold preventing an accused student’s registration, financial aid award, transcript release, or graduation if it is necessary to secure the student’s cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. **Academic Consequences**

   Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. **Appeals Regarding Student Code of Conduct**
A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.

B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
   i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
   iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
   iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.