

TOHONO O'ODHAM KEKEL HA-MAŞCAMAKUĐ

Tohono O'odham Community College Student Handbook 2024-2025



Tohono O'odham Community College
P.O. Box 3129 Sells, Arizona 85634
520-383-8401 www.tocc.edu

Board of Trustees Approved on

January 11, 2024

Table of Contents

History.....	2
Vision, Mission and Goals.....	2
College Motto & T-Şo:şon (Our Core).....	3
Accreditation.....	3
Tohono O’odham Himdag Policy.....	4
Campus Locations.....	4
Non-Discrimination Policy.....	5
American with Disabilities Act.....	5
Drug-Free School and Community Act Information.....	5
Student Identification Number and Student ID Cards.....	6
Use of Social Security Numbers.....	6
Third Party Transactions.....	6
Family Educational Rights and Privacy Act (FERPA).....	7
Privacy of Student Records.....	7
Student’s Right to Have Information Withheld.....	7
Student Rights and Responsibilities.....	7
Student Conduct and Ethics.....	8
Student Code of Conduct Violations.....	8
Disciplinary, Dismissal, and Readmission.....	9
Disciplinary Action Procedures.....	9
Grading Complaints & Appeal Process.....	11
Non-Grading Student Complaint Process.....	11
Formal Student Grievance Procedure.....	11
Students’ Academic Freedom.....	13
Student Services and Resources.....	13
New Student Orientation.....	13
Book Store.....	13
Counseling.....	14
Academic Advising.....	14
Transfer Advising.....	15
Retention and Student Success.....	15
Disability Resources.....	15
Library.....	15
Student Engagement.....	16
Student Government, Clubs and Organization Policy.....	16
Student Field Trips.....	16
Ka: T-Ni’oki (Student Senate).....	17
AIHEC and AICF.....	17
Student Life.....	17
Residence Life.....	17
Student Housing Fees.....	18
Food Program.....	18
Athletics.....	19
Security.....	19

Academic Requirements and Policies, Admissions, Registration and Financial Aid Information:
See the Course Catalog: https://tocc.edu/wp-content/uploads/2023/11/Catalog_2023-2024_Nov-8-2023-1.pdf

HISTORY

Tohono O’odham Nation leaders and community members identified the need for a local college that could serve the needs of the Nation members nearly half a century ago. In 1998, Chairman Edward Manuel established a taskforce to make the dream a reality. TOCC partnered with Pima Community College and offered classes starting in 2000, and achieved its own accreditation from the Higher Learning Commission (HLC) in 2005. TOCC is among the youngest of the 36 tribal colleges. In 2016 TOCC partnered with San Carlos Apache College (SCAC) in San Carlos, laying the groundwork for designating SCAC as a site under TOCC’s auspices until SCAC becomes accredited by the HLC as a stand-alone tribal college.

Our Vision

Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.

Our Mission

As an accredited land grant institution, TOCC’s mission is to enhance our unique Tohono O’odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.

Our Goals

- To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society
- To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O’odham Himdag
- To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising, and service specifically to the Tohono O’odham Community
- To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the college
- To ensure that curricular offerings are relevant to the needs of communities and individuals in fundamental skills; i.e., general reading, writing and math skills
- To establish a technology core that will enable the students and the broader community to meet the challenges of the future

College Motto and Core Values

College Motto:
“Nia, oya g t-taccui am hab e-ju.”
Our dream fulfilled

T-Şo:şon (Our Core)

We at Tohono O’odham Kekel Ha-Maşcamakuđ believe that:

- T-Wohocudadag – Our Beliefs
Our beliefs provide balance, strengthens, and helps us respect ourselves, other people and cultures
- T-Apedag – Our Well-Being
Our well-being includes what is healthy and good for us (physically, spiritually, emotionally and mentally), and all that is around us
- T-Pi:k Elida – Our Deepest Respect
Is a deep sense of respect for the land, the people, things upon the land, yourself, and your life
- I-We:mta – Working Together
Working together is crucial for the success of the college; it includes the concept of sharing, taking care of others, and giving back to the community

Accreditation

In February 2005, Tohono O’odham Community College (TOCC) was accredited by the Higher Learning Commission (HLC). Accreditation ensures that TOCC courses will transfer to other institutions of higher education and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in February 2021. The Team recommended, and the HLC approved, continued accreditation. The next comprehensive visit is scheduled for February 2026.

TOCC is also a member of the Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them. For more information on Arizona public higher education, transfer and accreditation, see www.aztransfer.com/home

San Carlos Apache College

In 2017 San Carlos Apache College (SCAC) was approved by the Higher Learning Commission to be recognized as a Tohono O’odham Community College (TOCC) site. SCAC was then given permission to offer TOCC courses in San Carlos, Arizona. Courses were offered to 58 students in Fall semester 2017 and student numbers surpassed 300 in fall semester 2023 . The intent is for TOCC to support the site until SCAC is accredited independently, with a target date sometime around 2027.

Himdag Policy

The Tohono O’odham Himdag consists of the culture, way of life, and values that are uniquely held and displayed by the Tohono O’odham. Himdag incorporates everything in life that makes us unique as individuals and as a people. It is a lifelong journey. As a community college closely associated with the Tohono O’odham Nation, TOCC encourages growth of students’ cultural knowledge and takes steps to transmit learning in a way that respects the Tohono O’odham Himdag.

In addition to program requirements, TOCC has a Tohono O’odham Himdag requirement for graduation from any program of study. All Degree seeking students need to take two classes in Tohono O’odham culture and language: HIS 122 and THO 101 or THO 106. A Tohono O’odham language instructor may be the best person to assess whether the introductory O’odham language class (THO 101) or the conversational O’odham class (THO 106) is appropriate for you.

Depending upon the program of study, it may make sense to complete the TOCC Culture requirement with THO 101 or THO 106. In general, AAS degree-seeking students can fulfill requirements more quickly by taking THO 106, while a degree for transfer may fulfill different General Education. requirements with THO 101 than with THO 106.

A student at TOCC will take HIS 122 to fulfill the TOCC Culture requirement, but the class can also meet one of the Arizona General Education categorical requirements. For example, HIS 122 is listed in the Humanities list, the Social and Behavioral Sciences list, as well as the International and Multicultural Studies part of the “Other Requirements” list for the widely accepted Arizona General Education Curriculum. HIS 122 also meets all three Special General Education requirements, and can be taken once to fulfill all three special areas, which are Intensive Writing and Critical Thinking, Global education, and Cultural Awareness.

Campus Locations and Sites

1. S-cuk Du'ag Maşcamakuđ - Black Mountain Campus Previously known as "Main Campus" Arizona Highway 86, Milepost 125.5 N.
2. Wişag Koş Maşcamakuđ - Hawk’s Nest Campus

Previously known as "West Campus"

Mile Marker 111 on Highway 86, just west of Sells, Arizona at the former Tohono O'odham Career Center

3. S-ki:kig Maşcama Ki: - Many Houses Site
TOCC Phoenix Center
4520 North Central Avenue, Suite 555, Phoenix, AZ 85012
Main Office Phone: (480) 590-3447

4. San Carlos Apache College
1 San Carlos Avenue, Bldg. 3
San Carlos, AZ 85550
(928) 475-2016

Non-Discrimination Policy

The Tohono O'odham Community College (TOCC) provides all persons equal access to its programs, facilities, and employment opportunities. We provide educational opportunities for all area residents, and we encourage all members of the community to utilize programs offered at the College in order to promote Tohono O'odham Himdag (culture), and to strengthen families and communities.

Americans with Disabilities Act

Student requests for accommodations(s) due to a disability are processed through the Student Services Division. An assigned staff member will act as the Disability Services Coordinator (DSC) and will provide intake assistance to make an eligibility determination using documentation provided by the student. If approved for services, the DSC will make faculty notification of accommodations(s) and assist in monitoring of student progress related to these accommodations; a decision will be made each semester whether to continue an accommodation service plan.

Drug-Free School and Community Act Information

Tohono O'odham Community College is committed to the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. § 114g).

Legal Sanctions

Tohono O'odham Nation, federal, and state laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of drug and/or alcohol related offenses will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Tohono O'odham Community College will fully subscribe to

and cooperate with Tohono O’odham Nation, Federal and State authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction.

Support Resources

TOCC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Contact the Counselor at 520-479-2300 ext. 1210, for help.

Student Identification Number and Student ID Cards

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student’s identification card and is tied to the student’s record at TOCC. A Student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, and the Computer Labs. I.D. cards are obtained in the Library in the I-We:mta Ki: Building on the S-cuk Du’ag Maşcamakuđ Campus. Evening, online, or weekend students who do not regularly come to campus should contact the College at 520-479-2300 ext. 1224 in order to obtain an I.D. card.

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for TOCC employees. The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational records, must provide the third party with the following: 1) the student’s photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and 3) the student’s signature and the date on the statement.

Family Educational Rights and Privacy Act (FERPA)

TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the TOCC Registrar's Office at 520-479-2300 ext. 1214 for more information.

Privacy of Student Records

TOCC and FERPA designates certain categories of student information as directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student.

Although TOCC maintains a closed (unpublished) student directory, such information may be disclosed by TOCC for any purpose and at its discretion unless the student has signed a Disclosure of Student Information form requesting nondisclosure. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct TOCC not to disclose public or directory information for any purpose.

Student's Right to Have Information Withheld

Students must submit a signed Disclosure of Student Information Form to the Admissions Office in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file indefinitely until the student relinquishes the disclosure. Tohono O'odham Community College will not release any private or directory information unless written authorization is given by any student who specifically requests release of public or directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at 520-479-2305. Students may access the Disclosure of Student Information or FERPA form here: https://tocc.edu/wp-content/uploads/2020/05/TOCC_FERPA-Form_Rev_5_2020.pdf

Students Rights & Responsibilities

All students at Tohono O'odham Community College are considered responsible adults and are accountable for their own personal behavior, regardless of age. TOCC expects students to represent the College in a respectful manner at all times. Pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one's growth and training.

Student Conduct and Ethics

In order to maintain an appropriate learning environment, Tohono O’odham Community College expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities, on the property, or under jurisdiction of the College.

Student Code of Conduct Violations

Inappropriate and/or illegal student conduct that are grounds for disciplinary actions include, but are not limited to, the following:

1. Dishonesty, such as knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, identification, email, or other electronic information.
3. Obstruction or disruption of teaching, administration of the College, disciplinary procedures, or other College activities, community service functions, or other authorized activities sponsored by the College on or off College premises, including a virtual environment.
4. Physical abuse of any person on College-owned or controlled property or at College sponsored or supervised functions or conduct that threaten or endangers the health or safety of any person.
5. Psychological abuse of any person on College owned or controlled property or at Collage sponsored or supervised functions, including a virtual environment. This includes threats, stalking, harassing, including sending harassing or threatening messages via email, and the use of telephone to terrify, intimidate, threaten, harass, annoy, or offend.
6. Theft of or damage to property of the College or of a member of the College community or of a visitor to the College
7. Unauthorized entry or occupancy of College facilities or blocking access to or exit from such areas.
8. Unauthorized use of college supplies or equipment.
9. Violation of copyright laws as they apply to print, audio/video, and computer software materials.
10. Violations of trademark laws and protection as they apply to the Tohono O’odham Community College logo, College Seal, and College licensed merchandise.
11. Violations of College policies or campus regulations.
12. Use, possession, or distribution of illegal drugs and other substances on campus or at any College-sponsored event.
13. Use, possession, or distribution of alcoholic beverages, on College property or appearance at the College or any College-sponsored event for students while under the influence of alcohol.
14. Disorderly conduct, lewd, indecent, or obscene expression, breach of the peace, violent behavior in and outside a classroom either online or in person, and on College-owned or controlled property or at College sponsored or supervised functions.

15. Failure to comply with directions of College officials acting in the performance of their duties.
16. Possession or use of firearms, explosive, dangerous, chemical, substances, instruments, or other weapons which can be used to inflict bodily harm on any individual or damage to a building or grounds of College owned or controlled property.
17. Engaging in lotteries or other forms of gambling on College owned or controlled property.
18. Leaving unattended minor children on College-owned or controlled property or at College sponsored or supervised function without making provisions for them to be cared for and supervised.
19. Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security.
20. Inappropriate use of electronic devices on campus property. Cell phones should be silenced in the classroom to avoid disruption of student learning.
21. Failure to obtain approval from the Dean of Student Services or appropriate College administrator for soliciting of any type which involves the College student body.

Disciplinary, Dismissal and Readmission

Tohono O’odham Community College may dismiss, suspend, or expel students who violate social or academic standards to include the Student Code of Conduct and national, state, and local laws designed for every citizen. TOCC employees who have reason to suspect a violation are mandatory reporters and must follow reporting procedures described below: College students, staff, and faculty may file an Incident Report Form for violation(s) of the student Code of Conduct (SCC). The Incident Report Form may be accessed here:

Disciplinary Action Procedures

1. Document student conduct violations on the Incident Report Form and submit the form within 2 business days according to the following guidelines:
 - Academic Infractions will be reported to the Dean of Education
 - Non-academic Infractions including those delineated in the Student Code of Conduct in this Handbook should be reported to the Dean of Student Services
 - Non-academic infractions for residence life students should be reported to the Director of Student Life
 - Sexual harassment or discrimination incidents will be reported to the Title IX Coordinator. See TOCC’s Nondiscrimination and Anti-Harassment Policy at: <https://tocc.edu/wp-content/uploads/2020/10/Nondiscrimination-and-Anti-harassment-Policy-2020.pdf>
2. Submission and Examination of Evidence of Student Violations
 - All documentations/evidence must be presented to the appropriate College official by the individual filing the Incident Report Form
 - If the appropriate College official determines there is a lack of evidence to support a pending violation of the Student code of Conduct no further action will be pursued

- If the appropriate College official determines that the violation did probably occur and is minor, the official will provide the student and the Dean of Student Services a record of the review and a recommended course of action
- If the appropriate College official determines that a violation did or probably did occur, and if the violation is deemed to be a serious breach of the Student Code of Conduct, the following due process hearing procedures will be followed.

3. Due Process Hearing

The appropriate college official, as identified in Section 1 above, will convene a Hearing Committee comprised of three members.

- a. The student who is charged with a violation must be notified within five (5) business days after an Incident Report has been filed. The notice will state the violation(s) and include a brief explanation of the findings (date, time, and location) of the pending violation(s).
- b. The Hearing Committee will recommend the appropriate action by the end of the business day of the hearing. The student may appeal. Outcomes taken by the Hearing Committee will be one or more of the following:
 - Provide a letter to the student noting that no findings were made
 - A written warning
 - Disciplinary probation for specified time
 - Suspension for a specified time
 - Eviction from Residence Life for a specified time
 - Expulsion from the College
- c. Appeal Process
 - Students have the right to appeal if they disagree with an unfavorable decision. A request for an appeal must be submitted to the President of Tohono O’odham Community College within five (5) business days of the decision by the Hearing Committee Exception: A decision of expulsion is final and cannot be appealed.
- d. Within two (2) business days after receiving an appeal letter from a student, the President and College Deans will review the case and any evidence provided and will:
 - Schedule a meeting with the student for additional clarification or questions.
 - Confirm the sanction issued to the student, or rescind the final decision.
 - Issue a written decision within five (5) business days
 - Render a decision that will be final and no longer appealable.

Grading Complaints & Appeal Process

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. Normally no instructor may be directed to change a grade. However, where a mistake, fraud, or bad faith by the instructor is proven, the instructor may be directed to change the grade. The burden of proof for the existence of mistake, fraud, or bad faith on the part of the instructor is the responsibility of the student.

Students may appeal a grade within the first five weeks of the regular semester after the semester in which the grade was awarded. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Dean of Academics. When a formal request is made, the Academic Coordinator will work with the student to submit all appropriate documentation for the grade appeal. When the documentation has been submitted to the Office of the Dean of Academics, the Dean appoints a three-member faculty Grade Appeal Committee, with the Dean of Academics as the Committee Chair, to review the student's grade appeal.

The Grade Appeal Committee may summon the faculty or student if more information is needed. After review of the appeal documentation, the Grade Appeal Committee issues its decision in writing. The Dean of Academics notifies the student of the Grade Appeal Committee's decision.

If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grade, the Dean of Academics completes and signs the Change of Grade Form, attaching the Grade Appeal Committee's Decision, and submits the Change of Grade Form to the Registrar's Office. Grade Appeal Committee decisions are final.

Non-Grading Student Complaint Process

Students have the right to file a Student Complaint when they encounter or experience a problem on campus or if they feel they have been treated unfairly. Students are encouraged to first attempt to resolve the issue informally with the faculty, staff, or department directly involved prior to filing a formal complaint. If the complainant is not satisfied with the outcome of an informal discussion or if the student is uncomfortable discussing his/her/their complaint, then the student should proceed to a formal complaint procedure as described immediately below.

Formal Student Grievance Procedure

Students following the formal grievance procedure are required to complete a formal grievance letter within thirty (30) days of the alleged incident. Generally, the Student can file the complaint with the Dean of Student Services; however, the complaint can also be filed with a Faculty member or Staff who can help the student route the complaint to the proper authority to review, investigate,

and proceed with the necessary corrective actions and/or interventions. The table below describes the route for communicating different types of student complaints.

Proper Authority:

Type of Complaint	Point of Contact
Student-to-Student	Dean of Student Services
Student-to-Faculty	Academic Dean
Student-to-Staff	Director of Human Resources

The formal letter must include the following information:

- The student name(s), student identification number(s), and contact information including TOCC email address(es)
- A detailed description of the nature of the grievance
- Information concerning informal attempts to resolve the issue, including dates of meetings
- Supporting documents or evidence, such as a copy of the policy or procedure which the student believes was arbitrarily or unfairly applied
- A clear description of the relief or resolution sought
- Student(s) signature(s)
- Date of grievance submission

Assessment of the Student Complaint – Proper Authority will assess the validity of student complaints and determine the following:

- Evidence and Factual Cases – The Student’s Formal Complaint demonstrates evidence to support the complaint. A Committee is selected to further review and resolve the student complaint and determine a course of action.
- Non-Evidential or Lack of Evidence Cases – The Student’s Formal Complaint does not carry or demonstrate proof of evidence or does not demonstrate violation of college policies. In such case, the complaint will be closed.

The reviewing authority for the Student Complaint must provide a written statement to the student describing the process of review completed on the student complaint, acknowledging the severity of the student complaint, summarizing the findings/outcomes of the complaint. describing next steps of the complaint procedure. and a brief description of the course of action and/or interventions to be conducted/employed (if any). It is the student’s right to know the details of the review, assessment, and outcomes of their student complaint. The reviewing authority must provide his/her/their statement to the complainant within 7 (seven) business days from the receipt of a student’s formal complaint.

Student’s Right to Appeal – If the student is not satisfied with the outcome of the review, assessment, and/or outcomes of the complaint, then they have the right to appeal. Appeals must be

made in writing to the designated reviewing body and must be made on a timely basis, i.e., within 5 (five) business days after the written response from the reviewing authority. The Appeal process is completed according to the following Levels of Reviews:

Level of Appeal	Reviewing Body
First Appeal	Submit appeal in writing to the President's Office.
Second Appeal	Submit appeal in writing to the Board of Trustees. All decisions made by the Board of Trustees are final.

The President's office shall have 10 (ten) business days to reply via formal letter to the student making the appeal. Students who do not accept the response from the president's office shall have 10 (ten) business days to submit an appeal to the Board of Trustees (BOT). Submissions to the BOT will be reviewed and reported back to the complainant within one month of receipt of the appeal.

Students' Academic Freedom

Tohono O'odham Community College recognizes the right of students to express their opinions. The academic freedom of the student is the freedom to express and to defend his/her views and beliefs, and the freedom to differ, without authoritative repression and without scholastic penalty by the faculty of the College.

Student Services & Resources

New Student Orientation

New Student Orientation (NSO) is designed to familiarize students with the college and to provide them with information about programs and services, academic programs, financial aid, technology and important deadlines within the academic calendar. NSO schedules are published each semester on the Academic Calendar located on the homepage of the TOCC website (www.tocc.edu) or may be obtained from the Admissions office. NSO's are offered before the start of each semester.

TOCC Bookstore

The TOCC Bookstore stocks textbooks for college courses. Students should check Book List provided on the tocc.edu website or the course syllabus for the required textbooks and materials needed for classes. Before textbooks can be taken from the store, payment must be made in full unless the student is on the list of Pell and other scholarship recipients for the relevant semester. The Bookstore accepts payment for books in cash or credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order, the copy of a purchase order that has already been sent to TOCC's Finance Office, or a signed letter from an

employer. Refunds will be given only for textbooks returned in their original condition. For more information, visit the Bookstore on campus or call (520) 479-2300 ext. 1216 or ext. 1218.

Counseling

A counselor is available year-around to help students with decisions and situations that go beyond academic advising. TOCC's counselor uses a Wraparound model to address students' needs to engage others in "wrapping a blanket of support" around students. For example, a student's wraparound team can include faculty or family members. The wraparound model empowers students to advocate for their own needs. The student is in charge of their Wraparound and assigns tasks to their Wraparound team. The Counselor actively links students to behavioral health services offered by Tohono O'odham Nation Health Center (TONHC). For information call: (520) 479-2300 ext. 1210.

Academic Advising

As a TOCC student, it is your responsibility to take an active role in the development of your educational and career goals and make sure you are taking the appropriate steps to achieve those goals.

To assist you in this endeavor, we have Academic Advisors to help students with important decision-making. Throughout each semester students should meet with their advisor to clear up any questions or concerns regarding course selection, program of study, etc. Students should meet with their Academic Advisor or Faculty Advisor(s) at least once every semester or whenever they have questions regarding their Program of Study (POS).

Advising FAQ

1. What if I went to college years ago? Will those classes count at TOCC?
 - a. To find out if credits earned at another college or university will transfer to TOCC, please request that *official transcripts* from any /all previous schools attended be sent to admissions@tocc.edu. The *official transcripts* must be sent from the institution directly to TOCC.
2. What classes should I be taking?
 - a. You may consult with your advisor(s) on which classes to take, but utilizing the outlined Program of Study for your selected program will be very helpful too. You can find this in the college catalog!
3. I got a prerequisite error when trying to register for classes, what do I do?
 - a. If you received any sort of error when trying to register for classes online, please reach out to advising@tocc.edu. For the aforementioned prerequisite error it is likely there is a class you need to take *before* taking the one you tried to register for.

Transfer Advising

The Transition Coordinator serves as the lead coordinator and primary contact for transition at TOCC, which includes transfer, career placement and internship placement. Services and opportunities the Transition Coordinator offers students include:

- Transfer Advising
- Student Transfer Visits
- Career preparation and transition workshops: i.e. resume building, interviewing, university application, etc.

Retention and Student Success

Increasing student retention rates is a college-wide effort. The Student Success Coordinator is responsible for tracking students' class progress by using the EARS (Early Alert Retention System) Reporting at 4, 8 and 12 weeks. Students who are underperforming with less than 70% in any course are referred to tutoring and additional services. These additional services may include: the Counselor, Dean of Education, Academic Advisor, and/or Wellness Program Director. Students may contact the Student Success Coordinator for assistance, clarification or concerns.

Disability Resources

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended (“Section 504”) and Titles II and III of the American with Disabilities Act, as amended, (“the ADA”), Tohono O’odham Community College prohibits unlawful discrimination on the basis of disability in its programs, services and activities.

Tohono O’odham Community College is committed to ensuring qualified students with disabilities have the same opportunity to acquire the same information, engage in the same interactions, and enjoy the same services and benefits as a person without disabilities and to do so in a prompt manner with substantially equivalent ease of use in the most integrated setting with other barriers that may impede the success of students with disabilities. The College will provide students with disabilities with effective academic adjustments, including educational auxiliary aids and services, and other accommodations. Call (520) 479-2300 ext. 1210 for more information.

Library

The TOCC O’ohana Ki: (Library) provides students with access to its onsite collections, its online catalog and databases, and the internet. A TOCC identification card is required to borrow Library materials. All youth under the age of 18 must have a signed Permission Form on file prior to using the computers. O’ohana Ki: offers the following services:

- Library assistance for reference and research
- Tutoring: Writing; Math; Science; Tohono O’odham

Visit <https://tocc.edu/library-tocc-edu/> for more information.

Student Engagement

Student Government, Clubs and Organizations

TOCC encourages the establishment of student clubs and organizations. Students have a voice in College functions and activities through the Student Senate and other student groups and committees. Students and their Senate representatives are encouraged to sit on various task forces and committees that make recommendations to the Board of Trustees. Although students cannot cast a vote with the official members of the Board of Trustees, they can voice an opinion on agenda items. The Board of Trustees delegates responsibility for this authority to the President or his/her designee. This designee will be charged with the responsibility of working with student government body(ies) and organizations in the development of the College student activities and programs. Students are encouraged to participate in student organizations to gain leadership and volunteer experience.

In addition, students may form additional clubs/organizations on campus. All student organizations must be registered with, and officially recognized by the college through the Dean of Student Services. Each recognized student organization must adhere to the policies, procedures, and purposes of the College.

1. Membership in all student organizations is open to any student and full-time employee, regardless of race, age, creed, color, sex, religion, national origin, sexual preferences, or disability.
2. Recognized student organizations must have an advisor, who is an employee or faculty of the college. Organization advisors serve to provide professional guidance and enhance student leadership building skills.
3. No college club funds will be used to support student functions where intoxicants or drugs are sold or planned for consumption.

Contact the Dean of Student Services office for a list of active clubs.

Ka: T-Ni'oki (Student Senate)

The purpose of the Ka:T-Nik'oki is to support students' interests, activities and clubs; advocate for student rights and provide a system to facilitate positive change for all students.

Student Field Trips

Being able to attend a college field trip is a privilege. TOCC students are expected to behave in a respectable manner and will be required to submit a "Students Responsibilities and

Expectations” form to the Field trip chaperone. Students may be required to be in Good Academic Standing to participate (GPA of 2.0 or higher). Student are expected to adhere to the following while on school sponsored field trips:

- Demonstrate good behavior towards fellow students and staff members.
- Be positive role model and representatives of Tohono O’odham Community College at all times
- Will NOT use, sell, possess or distribute any illicit drugs or alcohol form the duration of the field trip
- Expected to show up on time to all scheduled functions and events
- Have a positive attitude, so that all students have a positive learning experience

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that provide opportunity to TOCC students by providing both Merit Base and General Scholarships each semester. Students will have the opportunity to apply for both the AIHEC and AICF scholarships through the TOCC Financial Aid office, when available.

TOCC selects students to accompany College administrators to AIHEC winter meetings in Washington, DC each spring, several TOCC students travel to the AIHEC student conference, a gathering of student representatives from tribal colleges and universities throughout the country. Both the AIHEC winter meetings and the AIHEC Consortium provide an opportunity for selected TOCC students to travel with the TOCC President and see how Tribal Colleges and Universities work in requesting federal funding for the college.

The American Indian College Fund awards scholarships to AICF Student of the Year. This is a prestigious award recognizing academic achievement and community service. The TOCC student of the Year is recognized at the AIHEC student conference and the award is accompanied by a scholarship.

Student Life

Residence Life

Tohono O’odham Community College is pleased to offer a residential experience for student on S-cuk Duag Maşcamakuđ - Black Mountain Campus unique on-campus community offers a safe, friendly environment in which you can make meaningful connections that may last a lifetime! Classrooms, the library, the food program, and other resources are just a few steps away. Living on campus is an experience that will help students further their educational goals. Each of the residential suites for students has a shared living space (including a kitchen, bathroom, laundry room, and sitting area) and four bedrooms that accommodates three (3)

students to a room.

Along with providing resident students meaning connections, they also have the opportunity to attend weekend or event outings throughout the Fall and Spring sessions.

All student residents are to adhere to all the policies outlined in the Residence Hall Policy Agreement. TOCC Residence Life places a high priority on students' safety and health. All TOCC campuses are alcohol-free, tobacco-free, drug-free, and weapon-free environments.

-Requirements:

-Must be enrolled full-time (12 credits)

-Submit Residence Life Application

-Sign and submit Residence Hall Policy Agreement Form

-Sign and submit Release of Information Form (Background Check)

-Fill out a Roommate Questionnaire

-Maintain a 2.0 GPA or better

Student Housing Fees

Suite Room Fee (per semester)	\$1,200.00
Summer Room Fee (5 week Summer Session)	\$275.00
Summer Room Fee (8 week Summer Session)	\$550.00
Damage Deposit	\$150.00
Key Deposit	\$40.00
Background Process Fee	\$40.00

Deposits are refundable if the room is clean and undamaged and the key is returned.

Note: Housing fees are for the 2024-2025 academic year and subject to change in future years. All payments and deposits should be paid at the TOCC bookstore.

Resident Assistant positions are also available each academic year. Resident Life Coordinator will provide more information once the position opens up.

Food Program

TOCC currently has a kitchen and lounge area on the S-cuk Du'ag Maşcamakuđ - BlackMountain Campus in the I-we:mta Ki: building along with another eating area in the Patio right

next to the Lounge. The following meals are served Monday – Thursday, free of charge:

Monday-Thursday

Breakfast 8:00 am – 9:00 am

Lunch 12:00 pm – 1:00 pm

Dinner 4:00 pm – 5:00 pm (Dorm Students Only)

Friday:

Breakfast 8:00 am – 9:00 am

Lunch 12:00 pm – 1:00 pm

Snacks are also available on a first come basis. Weekly menus are posted and are emailed out Monday mornings. We welcome all students, staff and community to enjoy our nutritious meals at Tohono O’odham Community College.

Part-time Student Assistant Cook positions are also available to assist the Head and Assistant Cooks and provide opportunities for students that are either looking at being a cook or chef.

Athletics

The Athletics department houses the Tohono O’odham Community College men’s and women’s cross country team. The Jegos Cross Country teams compete as a member the National Junior College Athletic Association (NJCAA) and the Arizona Community Colleges Athletic Conference (ACCAC). The athletic department also offers Archery Club that hosts on campus events, as well competition at the annual Student American Indian Higher Education Consortium (AIHEC) Conference.

The athletic department also oversees the new wellness program out of our on campus fitness building, Apedag Ki. Apedag Ki: provides a place for students, faculty and staff to work out using cardio machines, free weights and machines. Yoga, massage, Tai Chi, Zumba, and other opportunities are provided through the wellness program.

Security

Tohono O’odham Community College provides all students and all employees the Campus Security Policies and Procedures and the most recent campus crime statistics that is posted on the TOCC Website.

The college provides 24 hours Security at the S-cuk Du’ag Maşcamakuđ (Black Mountain Campus) with random checks at the Wisag Kos Maşcamakuđ (Hawk’s Nest Campus) to ensure a safe and healthy environment for faculty, staff and students.