

# Maxient How-To Resident Assistants

## Reporting Behavior:

- Go to [www.mc.edu/](http://www.mc.edu/)

Mississippi College  
A CHRISTIAN UNIVERSITY

## Residence Life Incident Report

### Reporter Information

Enable additional features by [logging in](#).

Your full name:

What is your title?:

Your cell phone number:

Your email address:


Type of Incident (Required):


- You can click the “logging in” link to authenticate your identity with your MC credentials
- Under Reporter Information, type:
  - Your full name
  - Your title (Example: John Doe, RA, Ratliff Hall)
  - Your cell phone number
  - Your email address
  - Type of Incident **(THIS IS IMPORTANT)**
    - Student Code of Conduct Related Incident
    - Student Behavior Concern
    - Medical Related Incident
  - Date of Incident
  - Time of Incident
  - Location of Incident ( choose from drop down menu)
  - Specific Location (Example: Room 103; lobby, etc)

- **Who was involved?**
- The binoculars icon will pull up “People Finder” so you can search for people

### Who was involved

Please include the students that were involved. Do not include staff members (including yourself or other RAs). Please include their names in the Incident Description.



Name or Organization 	Select Role	ID Number	Phone number
<input type="text"/>	Please choose...	<input type="text"/>	<input type="text"/>
Email address	Room Assignment		
<input type="text"/>	<input type="text"/>		

**Add another**

Time of Incident:

### People Finder

Items typed are automatically wildcarded. For example, entering a first name of *Rob* and housing of *Jones Hall* will return both Rob Wilson and Roberta Smith, both of whom live in Jones Hall.

First Name	Last Name	SID	Housing	Room #
<input type="text" value="Luke"/>	<input type="text" value="Skywalker"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Search**


Time of Incident:

### People Finder

Items typed are automatically wildcarded. For example, entering a first name of *Rob* and housing of *Jones Hall* will return both Rob Wilson and Roberta Smith, both of whom live in Jones Hall.

First Name	Last Name	SID	Housing	Room #
<input type="text" value="Luke"/>	<input type="text" value="Skywalker"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Search**

	Photo	First Name	Last Name	SID	Gender	DOB	Housing	Phone	Email
<b>Select</b>		Luke	Skywalker	22222222	Male	1997-05-16	Rebel Hall 204	555-9872	skywalker@maxient.com

- Click “Select” to choose the student you found in the system that matches your report

- Don't forget to "Select Role" after you have found the individual using the People Finder
- Repeat this step for each person you need to add to the incident
- Answer the questions in the next section
  - The first question is your full description of the event
    - 3<sup>rd</sup> person
    - Descriptive and detailed as possible
    - FACTS- do not include your opinion

## Questions

Please provide a detailed description of the incident/concern using specific concise, objective language. If you have listed an individual as an involved person, he or she should appear at least once in the narrative. For matters involving Conduct violations, please provide as much detail as possible in describing the behaviors and activities that occurred. The use of direct quotes, including any language used by any party involved, is encouraged. Avoid using pronouns when multiple individuals are involved. These reports are generally reviewed by the appropriate staff member in the Office of Residence Life and/or the Office of Student Development. (Required)

Who was the ResLife professional staff member on-call during this incident? (Required)

Please Choose... ▼

Was the ResLife professional staff member on-call notified of this incident? (Required)

- Yes  
 No

Did the ResLife professional staff member respond to this incident in person? (Required)

- Yes  
 No

- Also answer whether the following questions:
  - Who was the ResLife professional staff member on-call during this incident? (dropdown menu)
  - Was the ResLife professional staff member on-call notified of this incident?
  - Did the Res Life professional staff member respond to this incident in person?

- Answer the following questions:
  - Was the Office of Public Safety notified of this incident?
  - Did the Office of Public Safety respond to this incident in person?
  - Is there any other information you would like to share about this incident?
    - Maybe: background information about the individuals
    - Any back story that would help me understand the situation better
    - Not the facts of the incident included above

Was the Office of Public Safety notified of this incident? (Required)

- Yes
- No

Did the Office of Public Safety respond to this incident in person? (Required)

- Yes
- No

Is there any other information you would like to share about the incident? (Required)

- You can then add attachments
  - Photos
  - Screen shots of messages or emails
  - PDFs
  - Any relevant documentation

### Supporting Documentation, Photos or Files

Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size.  
**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload

Choose Files

### One last step ...

*Help us prevent spam reports by completing this captcha.*

**NOTE:** If you do not see a gray box with a checkbox that says "I'm not a robot", please try a different web browser.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Submit report

- Press "Submit Report" and it will be routed to the appropriate person!