Maxient how to find the report form?

On HCC main website:
- Go to Information for ...
- Go to Student
- Go to (left side) Student Rights, Policies & Procedures
- Go to Student Code of Conduct and Discipline (+)
- Report an Incident

Direct link to Student Code of Conduct and Discipline (Step #4)
http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/

Direct link to the report form

When to use the Maxient report form:

You have a legal obligation to report incidents that you become aware of i.e. domestic violence, sexual assault, drug or alcohol related issues, criminal behavior, hazing or hate messaging possession of a weapon, threatening behavior violent behavior, concerns of emotional state of a student etc.

If you are experiencing a behavior issue that is or is approaching a Code of Conduct violation and a Dean of Students needs to be aware.

Why use the Maxient report form:

On the back side, Maxient notifies the appropriate people that there is an issue with a specific student. Based on what boxes you check in the report when you submit the report automatic notifications go to critical staff. Code of Conduct notifies the Dean of Students, crime notifies the police (do not use for emergencies) behavior issues will notify counseling etc.

When a student is input into the system by multiple faculty or staff, the support team can see all the report from across the district. Student report from West Loop and one from Coleman are all seen by the support staff who can track patterns of behavior across the entire district. Your issue might be minor, but across town a more serious issue may be unfolding.

Your Protection:
By entering a Maxient report you have recorded an issue with a specific student. If the situation escalates or continues in the future you have a document trail that records the issues for a time when taking action against the student is required.

Compliant with student discipline requirements under the law ensuring student rights and behavior that is appropriate for the college environment.

Time saver for you ... a report takes five minutes to complete and is routed to the appropriate administrators for you.