



Rocket Care Form Instructions

Presented by:

Phillip “Flapp” Cockrell, Ph.D.

Associate Vice President for Student Affairs and Dean of Students



Purpose

NOTE: If you feel the threat is imminent or an act of violence or suicide attempt has occurred, please call University of Toledo - Public Safety at (419) 530-2600.

The Rocket Care Report is used to connect UT community members with help and resources to ensure well being and a safe learning environment for all. It is also used for the purposes of informing The University of Toledo personnel about any inappropriate behavior or suspicious activity that may pose a threat to our community. Any student, faculty, staff, parent/family member may submit a Rocket Care Report. Activities that occur on or off-campus are strongly encouraged to be reported. The results of this report do not predict future harm nor are they a guaranteed method of assessing an individual's risk of harm to others, the community, or him/herself. Because this report reflects current circumstances, be it known that, as these circumstances change so too does risk potential.

Please note: Intentionally fraudulent information is prohibited.



Confidentiality

The Rocket Care Form is maintained within the Maxient System. Maxient is the University's software of choice for managing behavior records at colleges and universities across North America. The system was approved and implemented roughly 5 years ago by University Legal Council and complies with FERPA as well as the Clery Act.

Clery requires colleges and universities to maintain student records for seven years.

Only a select few of campus administrators e.g. Senior Vice President for Student Affairs, Associate Vice President for Student Affairs and Dean of Students, Associate Vice President for Student Affairs and Director of Housing, and Title IX Coordinator have Level 5 access.



Areas of Concern

Academic – Concerns related to attendance, low grades, poor study skills and other behaviors related to academic performance.

Campus/Social – Inclusive of social adjustment issues, not fitting in, homesickness, concerns related to diversity, and roommate or community conflicts.

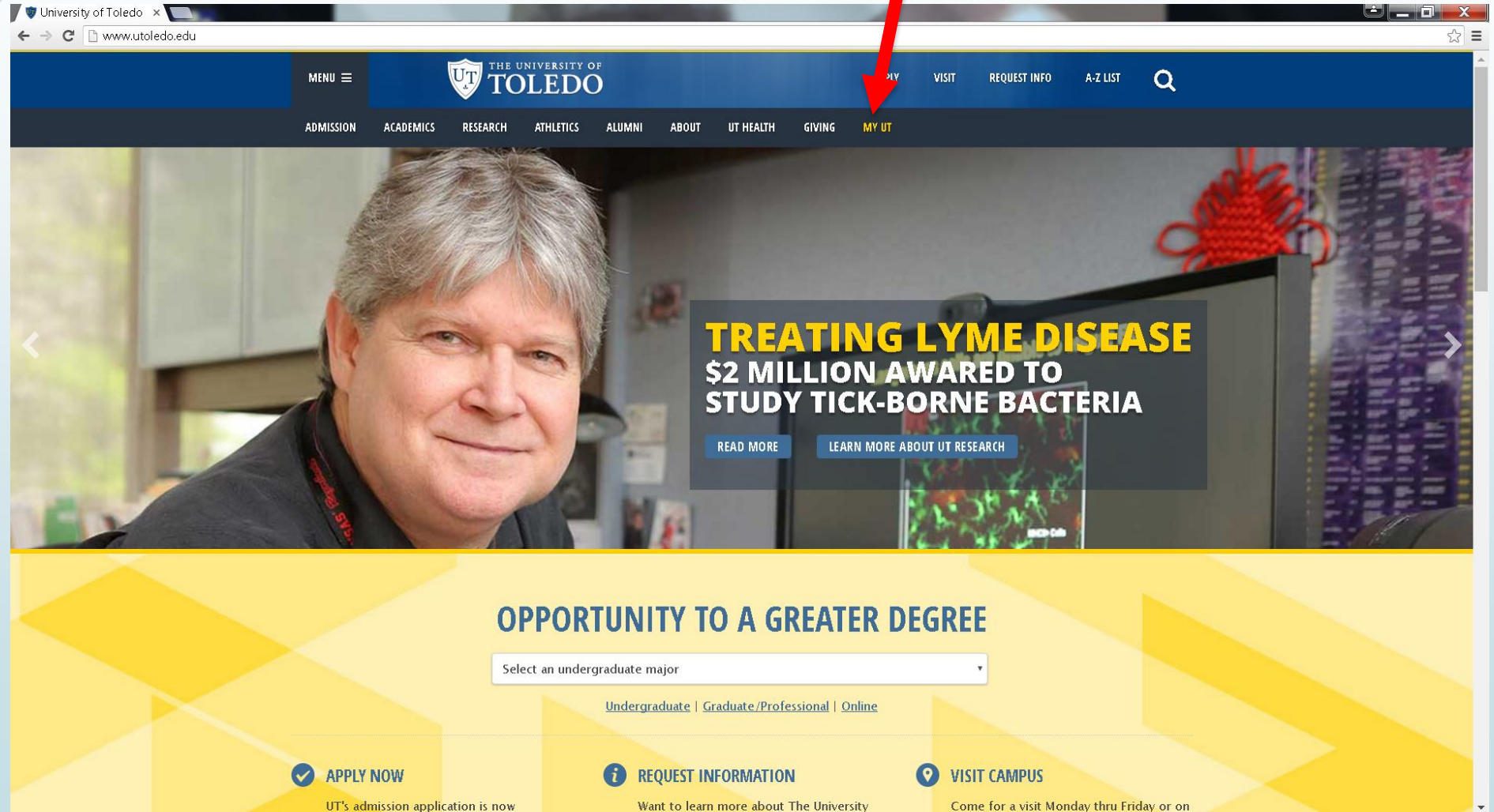
Bias Related/Discrimination – Concerns related to race, ethnicity, gender (not Title IX sexual violence matters), sexual orientation and religion.

Medical/Substance Abuse – Inclusive of things such as general concern related to alcohol/drug use, prolonged illness, sustained injury, or known hospital admissions.

Mental Health – Inclusive of behaviors such as observed eating disorder behavior, self-harm or cutting behavior, observed depressive behavior, and suicidal ideation or attempt.



Personal – Inclusive of things such as financial concerns, family or general home concerns, death or illness in the family, or legal concerns.

Browse to www.utoledo.edu
Click on “My UT.”



The screenshot shows the University of Toledo website homepage. The browser address bar displays 'www.utoledo.edu'. The navigation bar includes a 'MENU' icon, the university logo, and links for 'MY UT', 'VISIT', 'REQUEST INFO', and 'A-Z LIST'. A red arrow points to the 'MY UT' link. Below the navigation bar is a banner for a research article titled 'TREATING LYME DISEASE \$2 MILLION AWARDED TO STUDY TICK-BORNE BACTERIA'. The main content area features a yellow background with the heading 'OPPORTUNITY TO A GREATER DEGREE' and a dropdown menu for selecting an undergraduate major. At the bottom, there are three call-to-action buttons: 'APPLY NOW', 'REQUEST INFORMATION', and 'VISIT CAMPUS'.

University of Toledo x
www.utoledo.edu

MENU  MY UT VISIT REQUEST INFO A-Z LIST 

ADMISSION ACADEMICS RESEARCH ATHLETICS ALUMNI ABOUT UT HEALTH GIVING MY UT


TREATING LYME DISEASE
\$2 MILLION AWARDED TO
STUDY TICK-BORNE BACTERIA


READ MORE LEARN MORE ABOUT UT RESEARCH


OPPORTUNITY TO A GREATER DEGREE

Select an undergraduate major

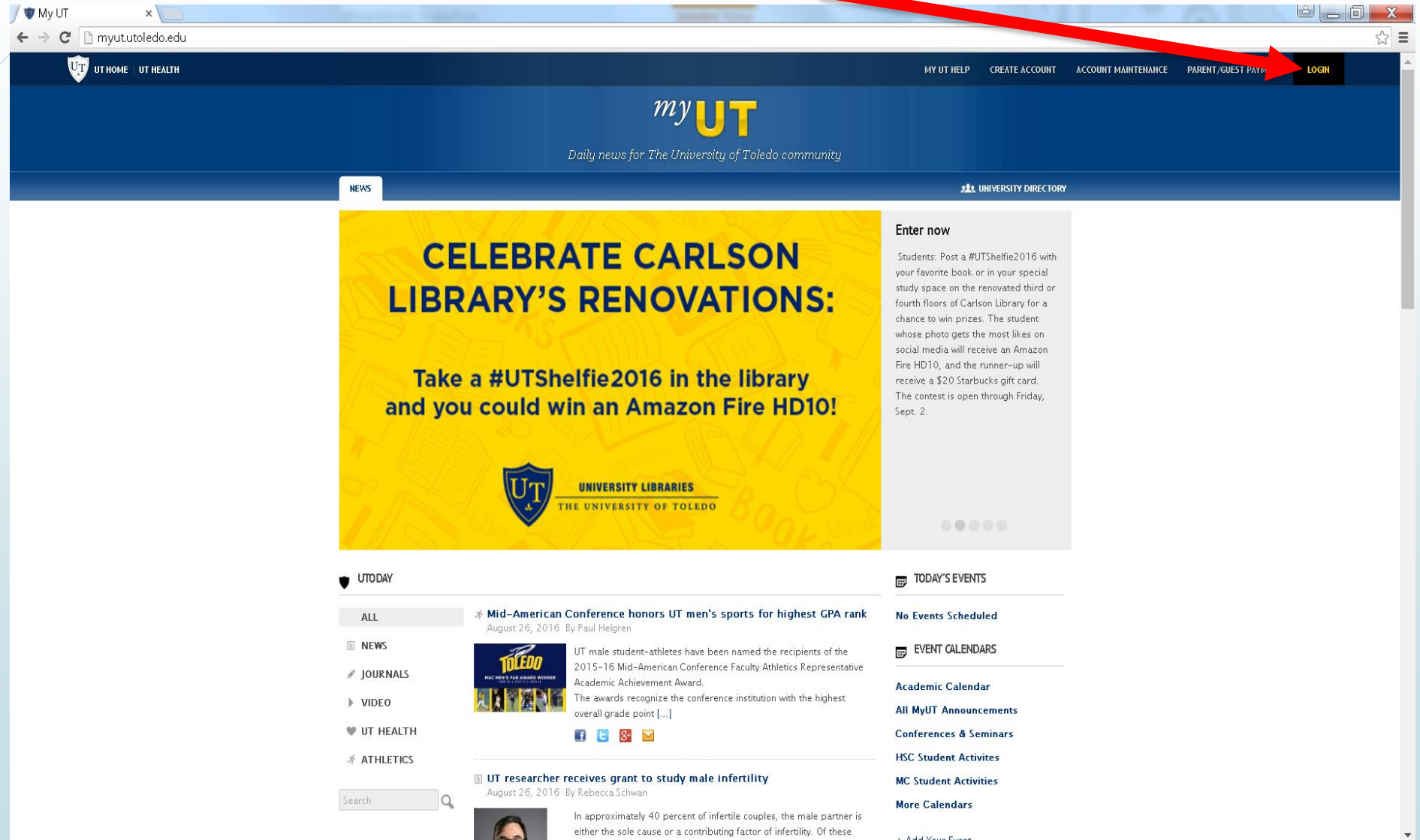
[Undergraduate](#) | [Graduate/Professional](#) | [Online](#)

 **APPLY NOW**
UT's admission application is now

 **REQUEST INFORMATION**
Want to learn more about The University

 **VISIT CAMPUS**
Come for a visit Monday thru Friday or on

Click on "LOGIN."



The screenshot shows the myUT website interface. At the top, there is a navigation bar with links for MY UT HELP, CREATE ACCOUNT, ACCOUNT MAINTENANCE, PARENT/GUEST PATR, and LOGIN. A red arrow points to the LOGIN button. Below the navigation bar is the myUT logo and the tagline "Daily news for The University of Toledo community". The main content area features a large yellow banner for "CELEBRATE CARLSON LIBRARY'S RENOVATIONS: Take a #UTShelfie2016 in the library and you could win an Amazon Fire HD10!". To the right of the banner is a section titled "Enter now" with details about a contest. Below the banner is a sidebar with "UTODAY" news, "TODAY'S EVENTS", and "EVENT CALENDARS".

myUT
Daily news for The University of Toledo community

NEWS UNIVERSITY DIRECTORY

CELEBRATE CARLSON LIBRARY'S RENOVATIONS:

Take a #UTShelfie2016 in the library and you could win an Amazon Fire HD10!

UNIVERSITY LIBRARIES
THE UNIVERSITY OF TOLEDO

Enter now

Students: Post a #UTShelfie2016 with your favorite book or in your special study space on the renovated third or fourth floors of Carlson Library for a chance to win prizes. The student whose photo gets the most likes on social media will receive an Amazon Fire HD10, and the runner-up will receive a \$20 Starbucks gift card. The contest is open through Friday, Sept. 2.

UTODAY

ALL NEWS JOURNALS VIDEO UT HEALTH ATHLETICS

Mid-American Conference honors UT men's sports for highest GPA rank
August 26, 2016 By Paul Helgren

UT male student-athletes have been named the recipients of the 2015-16 Mid-American Conference Faculty Athletics Representative Academic Achievement Award. The awards recognize the conference institution with the highest overall grade point [...]

UT researcher receives grant to study male infertility
August 26, 2016 By Rebecca Schwan

In approximately 40 percent of infertile couples, the male partner is either the sole cause or a contributing factor of infertility. Of these

TODAY'S EVENTS

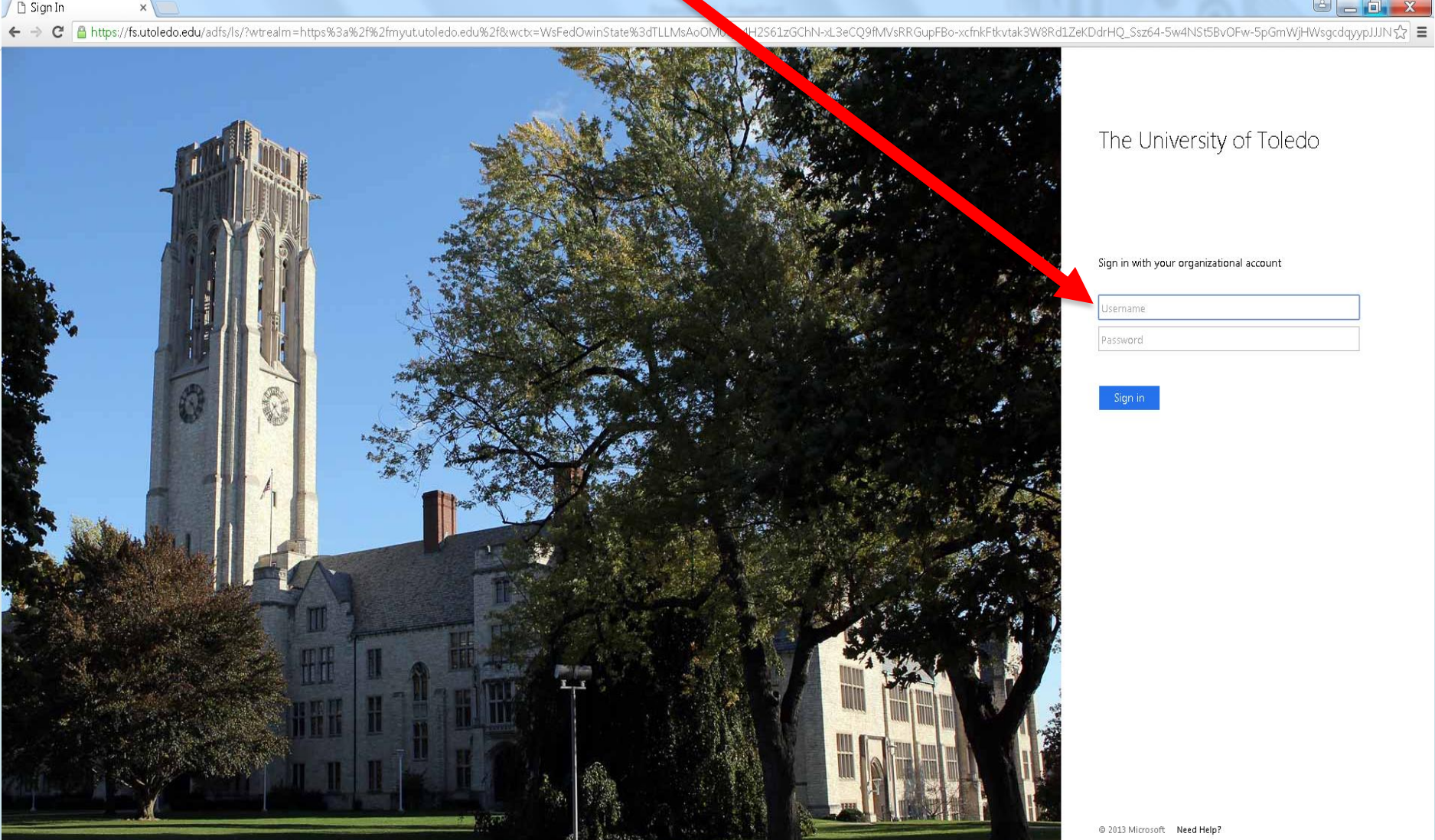
No Events Scheduled

EVENT CALENDARS

Academic Calendar
All MyUT Announcements
Conferences & Seminars
HSC Student Activities
MC Student Activities
More Calendars

+ Add Your Event

Enter “Username and Password.”



Sign In

https://fs.utoledo.edu/adfs/ls/?wrealm=https%3a%2f%2fmyut.utoledo.edu%2f&wctx=WsFedOwinState%3dTLLMsAoOM...H2561zGChN-xL3eCQ9fMVsRRGupFBo-xcfnkFtkvtak3W8Rd1ZekDdrHQ_Ssz64-5w4NSi5BvOFw-5pGmWjH-WsgcdqyypJJJN

The University of Toledo

Sign in with your organizational account

Username

Password

Sign in

© 2013 Microsoft Need Help?

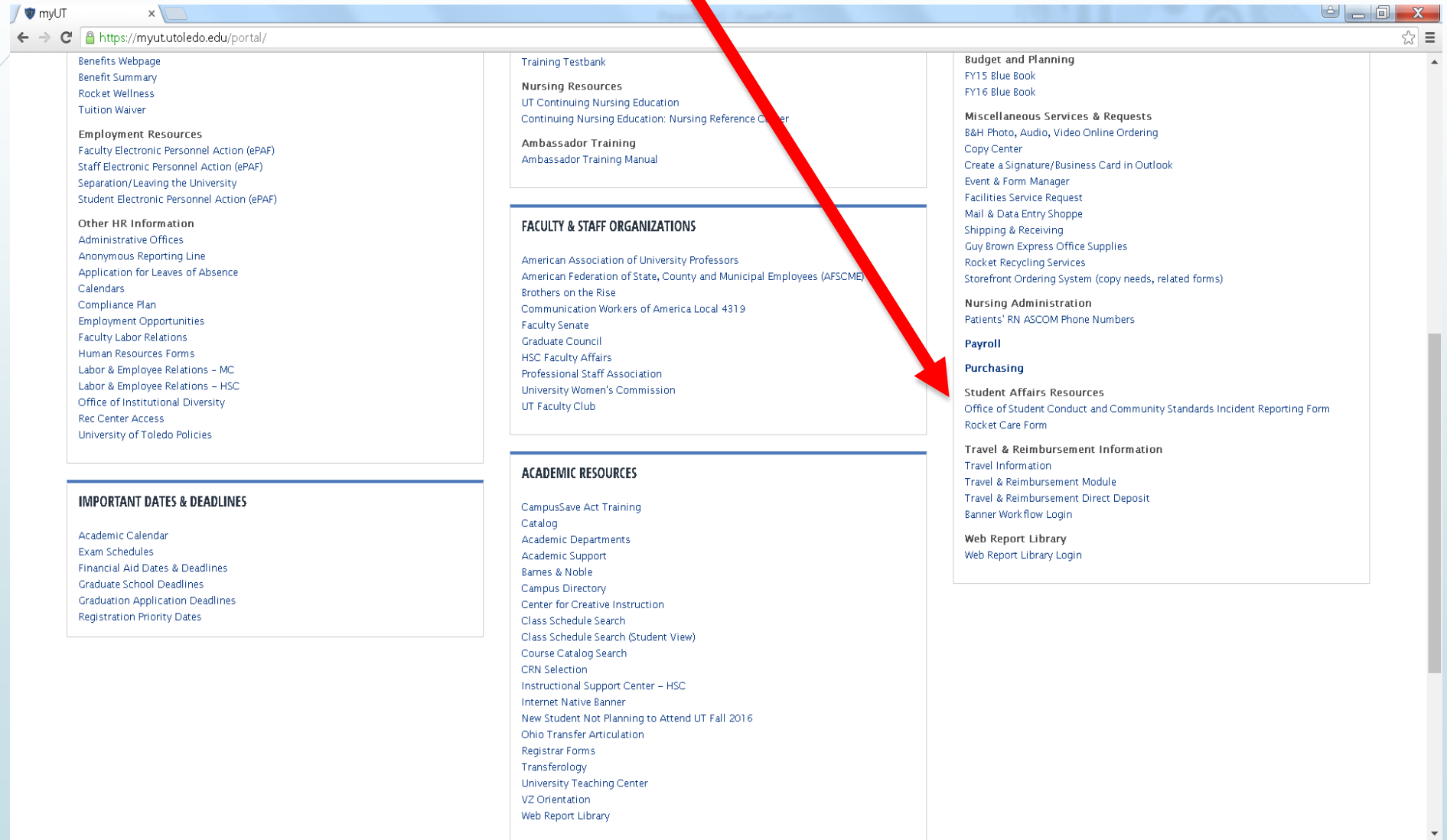
Scroll to "WORKPLACE TOOLS."

The screenshot shows the myUT portal interface. At the top, there is a navigation bar with links for 'UT HOME', 'UT HEALTH', 'MY UT HELP', 'ACCOUNT MAINTENANCE', 'PARENT/GUEST PAYMENT', 'WELCOME PHILLIP COCKRELL', and 'LOGOUT'. Below this is the 'myUT' logo and a secondary navigation bar with 'EMPLOYEE', 'UT COMMUNITY', and 'LIBRARY' tabs, along with a 'UNIVERSITY DIRECTORY' link. The main content area is divided into several columns:

- MY TOOLKIT:** Includes sections for 'Personal/Office Information' (Name Change, SSN Change, Update Addresses, etc.), 'Pay Details & Leave Balances' (View Pay Stubs, Earnings History, etc.), 'Other Services' (Request/Cancel Employee Meal Plan, etc.), 'Benefits Information' (Benefit Enrollment, etc.), 'Employment Resources' (Faculty/Staff/Student Electronic Personnel Action), and 'Other HR Information'.
- EMAIL AND UTAD ACCOUNT:** Includes 'Outlook Web Access' (for Faculty/Staff Exchange users), 'My UT Account' (Maintain your UTAD account information), 'Access your junk mail', and 'Rockets Email'.
- MY BANNER:** Includes 'Banner INB Production Login (PROD)' and 'Banner Finance SS8'.
- SYSTEMS ACCESS FORMS:** Lists various access requests such as 'Banner DEVL Instance Access Request', 'Banner/Lawson Finance Access Request', etc.
- WORKPLACE TOOLS:** Includes 'Accounts Payable Information', 'Budget and Planning', and 'Miscellaneous Services & Requests'.
- FACULTY & STAFF ORGANIZATIONS:** (Partially visible at the bottom).

A red arrow points from the top text 'Scroll to "WORKPLACE TOOLS."' down to the 'WORKPLACE TOOLS' section in the screenshot.

Scroll to “Student Affairs Resources.”



The screenshot shows a web browser window with the URL <https://myutoledo.edu/portal/>. The page is organized into several columns of links. A red arrow points from the top of the page down to the 'Student Affairs Resources' link in the right-hand column.

myUT
x
← → C <https://myutoledo.edu/portal/> ☆ ☰

Benefits Webpage
Benefit Summary
Rocket Wellness
Tuition Waiver

Employment Resources
Faculty Electronic Personnel Action (ePAF)
Staff Electronic Personnel Action (ePAF)
Separation/Leaving the University
Student Electronic Personnel Action (ePAF)

Other HR Information
Administrative Offices
Anonymous Reporting Line
Application for Leaves of Absence
Calendars
Compliance Plan
Employment Opportunities
Faculty Labor Relations
Human Resources Forms
Labor & Employee Relations – MC
Labor & Employee Relations – HSC
Office of Institutional Diversity
Rec Center Access
University of Toledo Policies

IMPORTANT DATES & DEADLINES

Academic Calendar
Exam Schedules
Financial Aid Dates & Deadlines
Graduate School Deadlines
Graduation Application Deadlines
Registration Priority Dates

Training Testbank

Nursing Resources
UT Continuing Nursing Education
Continuing Nursing Education: Nursing Reference Center

Ambassador Training
Ambassador Training Manual

FACULTY & STAFF ORGANIZATIONS

American Association of University Professors
American Federation of State, County and Municipal Employees (AFSCME)
Brothers on the Rise
Communication Workers of America Local 4319
Faculty Senate
Graduate Council
HSC Faculty Affairs
Professional Staff Association
University Women's Commission
UT Faculty Club

ACADEMIC RESOURCES

CampusSave Act Training
Catalog
Academic Departments
Academic Support
Barnes & Noble
Campus Directory
Center for Creative Instruction
Class Schedule Search
Class Schedule Search (Student View)
Course Catalog Search
CRN Selection
Instructional Support Center – HSC
Internet Native Banner
New Student: Not Planning to Attend UT Fall 2016
Ohio Transfer Articulation
Registrar Forms
Transferology
University Teaching Center
VZ Orientation
Web Report Library

Budget and Planning
FY15 Blue Book
FY16 Blue Book

Miscellaneous Services & Requests
B&H Photo, Audio, Video Online Ordering
Copy Center
Create a Signature/Business Card in Outlook
Event & Form Manager
Facilities Service Request
Mail & Data Entry Shoppe
Shipping & Receiving
Guy Brown Express Office Supplies
Rocket Recycling Services
Storefront Ordering System (copy needs, related forms)

Nursing Administration
Patients' RN ASCOM Phone Numbers

Payroll

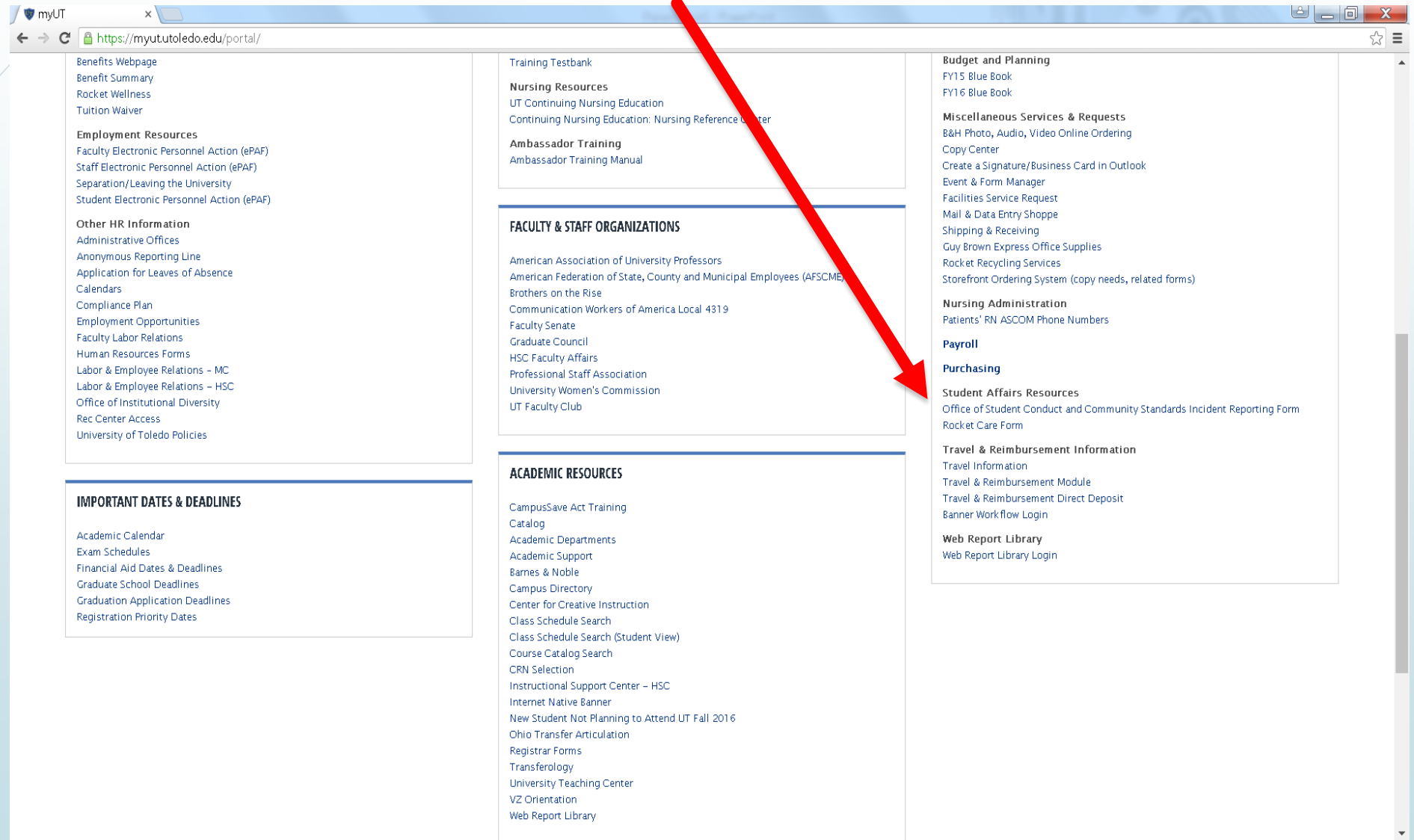
Purchasing

Student Affairs Resources
Office of Student Conduct and Community Standards Incident Reporting Form
Rocket Care Form

Travel & Reimbursement Information
Travel Information
Travel & Reimbursement Module
Travel & Reimbursement Direct Deposit
Banner Work flow Login

Web Report Library
Web Report Library Login

Click on “Rocket Care Form.”



The screenshot shows the myUT portal website with a red arrow pointing to the "Rocket Care Form" link under the "Student Affairs Resources" section. The browser address bar shows "https://myutoledo.edu/portal/".

Benefits Webpage
Benefit Summary
Rocket Wellness
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Employment Resources
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UT Faculty Club

ACADEMIC RESOURCES

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Academic Departments
Academic Support
Barnes & Noble
Campus Directory
Center for Creative Instruction
Class Schedule Search
Class Schedule Search (Student View)
Course Catalog Search
CRN Selection
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Internet Native Banner
New Student Not Planning to Attend UT Fall 2016
Ohio Transfer Articulation
Registrar Forms
Transferology
University Teaching Center
VZ Orientation
Web Report Library

Budget and Planning
FY15 Blue Book
FY16 Blue Book

Miscellaneous Services & Requests
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Create a Signature/Business Card in Outlook
Event & Form Manager
Facilities Service Request
Mail & Data Entry Shoppe
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Storefront Ordering System (copy needs, related forms)

Nursing Administration
Patients' RN ASCOM Phone Numbers

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Purchasing

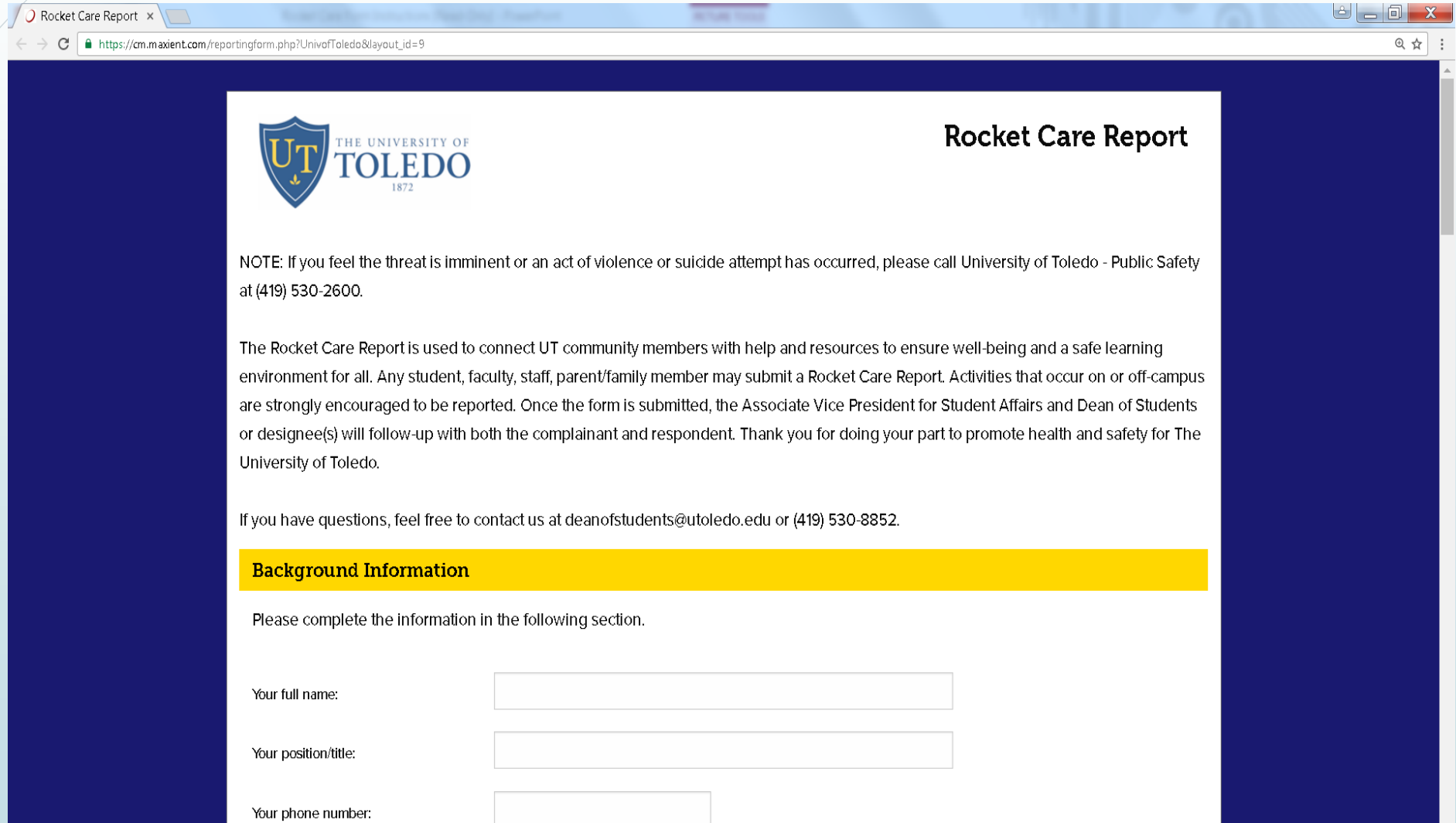
Student Affairs Resources
Office of Student Conduct and Community Standards Incident Reporting Form
Rocket Care Form

Travel & Reimbursement Information
Travel Information
Travel & Reimbursement Module
Travel & Reimbursement Direct Deposit
Banner Workflow Login


Web Report Library
Web Report Library Login

Rocket Care Form

https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=9



Rocket Care Report

 THE UNIVERSITY OF TOLEDO
1872

Rocket Care Report

NOTE: If you feel the threat is imminent or an act of violence or suicide attempt has occurred, please call University of Toledo - Public Safety at (419) 530-2600.

The Rocket Care Report is used to connect UT community members with help and resources to ensure well-being and a safe learning environment for all. Any student, faculty, staff, parent/family member may submit a Rocket Care Report. Activities that occur on or off-campus are strongly encouraged to be reported. Once the form is submitted, the Associate Vice President for Student Affairs and Dean of Students or designee(s) will follow-up with both the complainant and respondent. Thank you for doing your part to promote health and safety for The University of Toledo.

If you have questions, feel free to contact us at deanofstudents@utoledo.edu or (419) 530-8852.

Background Information

Please complete the information in the following section.

Your full name:

Your position/title:

Your phone number:



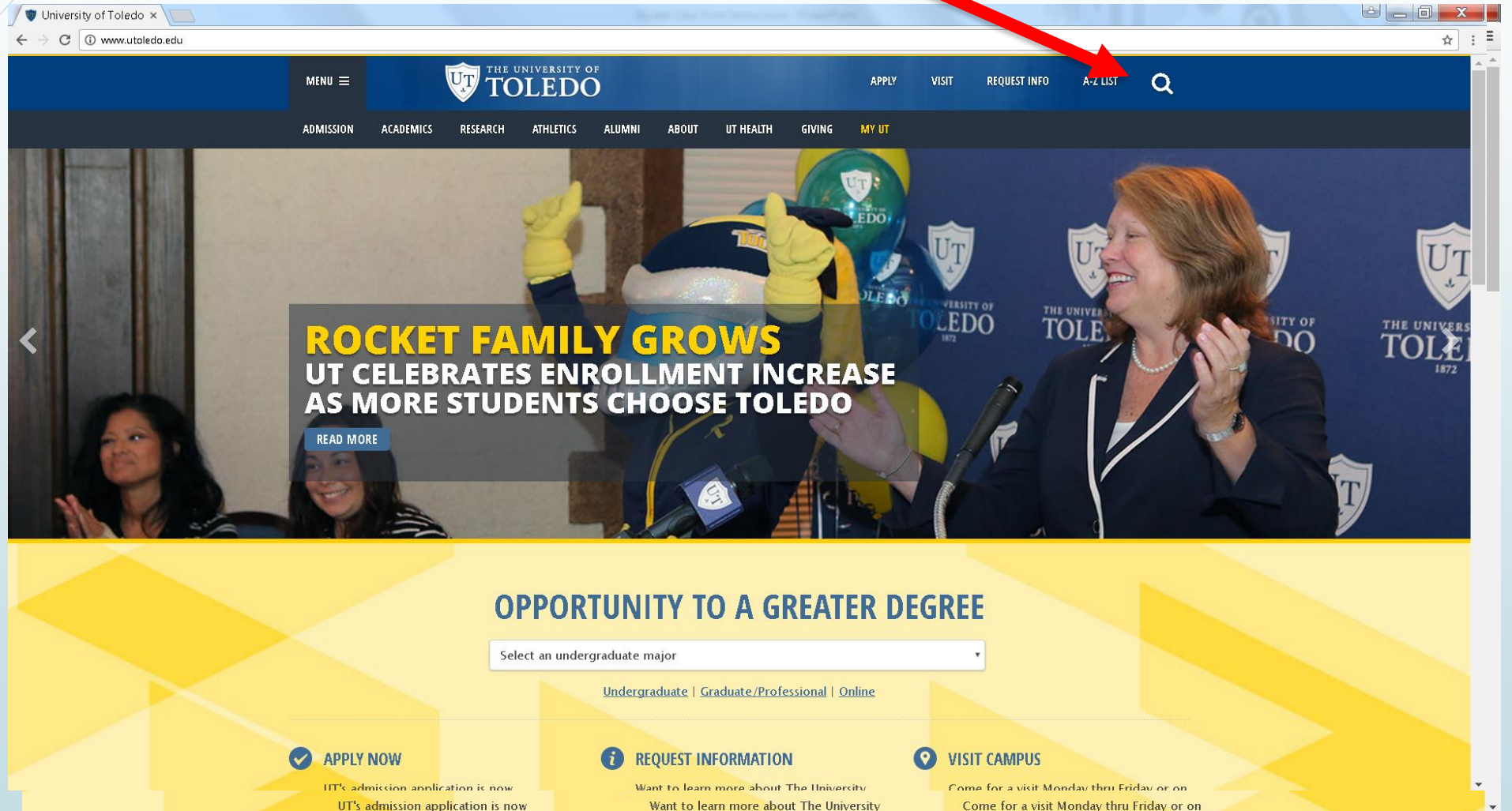
I submitted the form, now what?

- ▶ For **student** inquiries: The Associate Vice President for Student Affairs and Dean of Students or designee(s) will follow-up with the student of concern within 24 – 48 hours;
 - ▶ Follow-up may include, but not limited to a meeting with the reporter(s)/witness(es) for additional information, phone call or email correspondence with a meeting request to the student, visit to student's class, consultation with Student Behavioral Review Committee, Success Coach, Learning Enhancement Center, Counseling Center, and/or Public Safety.
 - ▶ If the reporter provided an email address or phone number, a follow-up message will be shared regarding the appropriate action(s) taken for the student of concern.
- ▶ For **staff** inquiries: The form will be forwarded to Human Resources; and
- ▶ For **faculty** inquiries: The form will be forwarded to the Dean of the College.



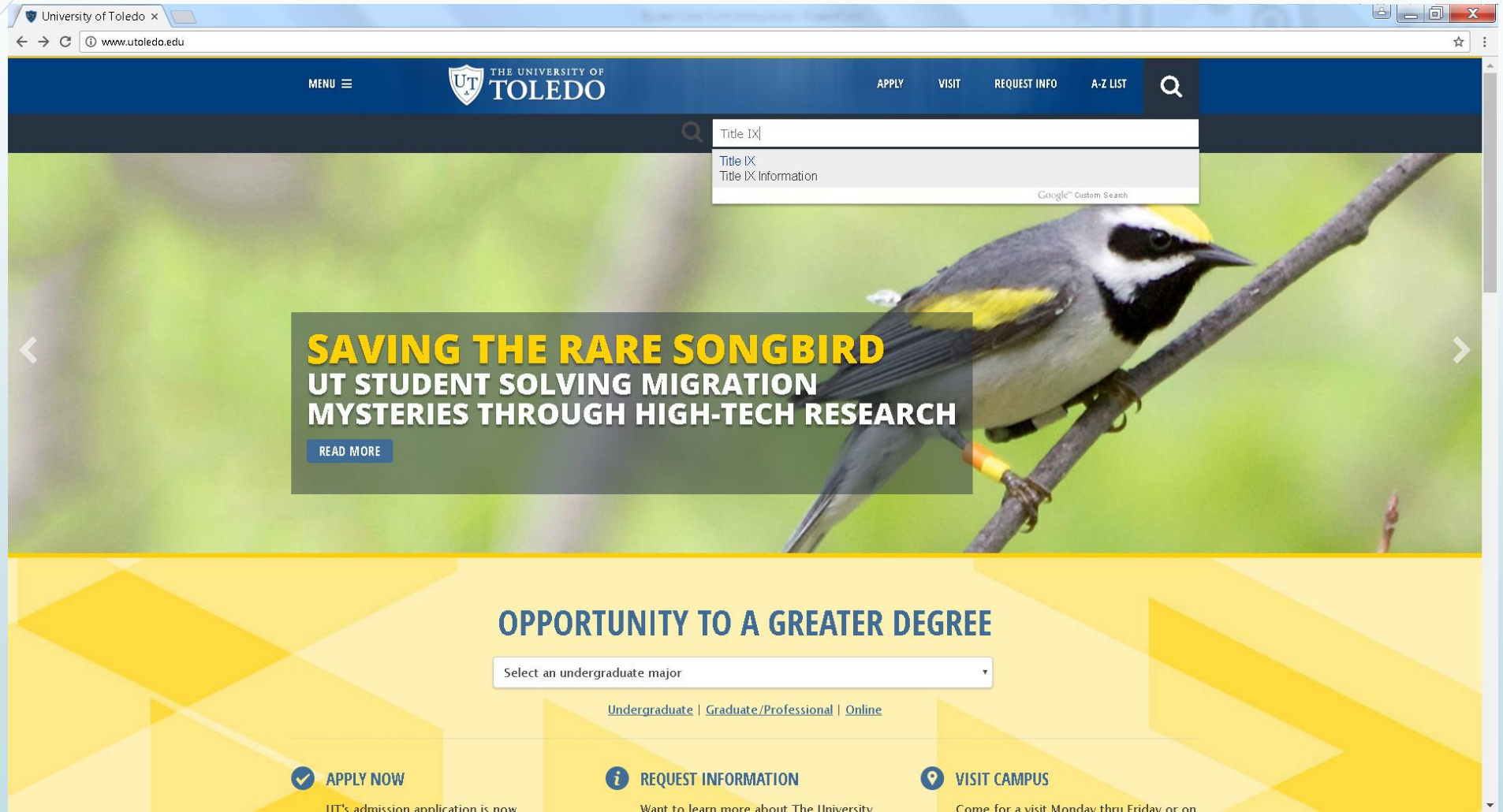
Title IX Form Instructions

Browse to www.utoledo.edu
Click on "Search Icon."



The screenshot shows the University of Toledo website. The browser address bar displays "www.utoledo.edu". The navigation bar includes "MENU", "THE UNIVERSITY OF TOLEDO", "APPLY", "VISIT", "REQUEST INFO", "A-Z LIST", and a search icon. Below the navigation bar, there are links for "ADMISSION", "ACADEMICS", "RESEARCH", "ATHLETICS", "ALUMNI", "ABOUT", "UT HEALTH", "GIVING", and "MY UT". The main content area features a large image of a woman speaking at a podium, with a "ROCKET FAMILY GROWS" headline and a "READ MORE" button. Below this, there is a section titled "OPPORTUNITY TO A GREATER DEGREE" with a dropdown menu for "Select an undergraduate major" and links for "Undergraduate", "Graduate/Professional", and "Online". At the bottom, there are three buttons: "APPLY NOW", "REQUEST INFORMATION", and "VISIT CAMPUS", each with a brief description.

Browse to www.utoledo.edu Type "Title IX."



The screenshot shows a web browser window with the URL www.utoledo.edu. The website header includes the University of Toledo logo and navigation links: MENU, APPLY, VISIT, REQUEST INFO, and A-Z LIST. A search bar is active with the text "Title IX" entered, and a dropdown menu shows suggestions: "Title IX" and "Title IX Information".

The main content area features a large image of a yellow-rumped warbler perched on a branch. Overlaid on the image is a text box with the following text:

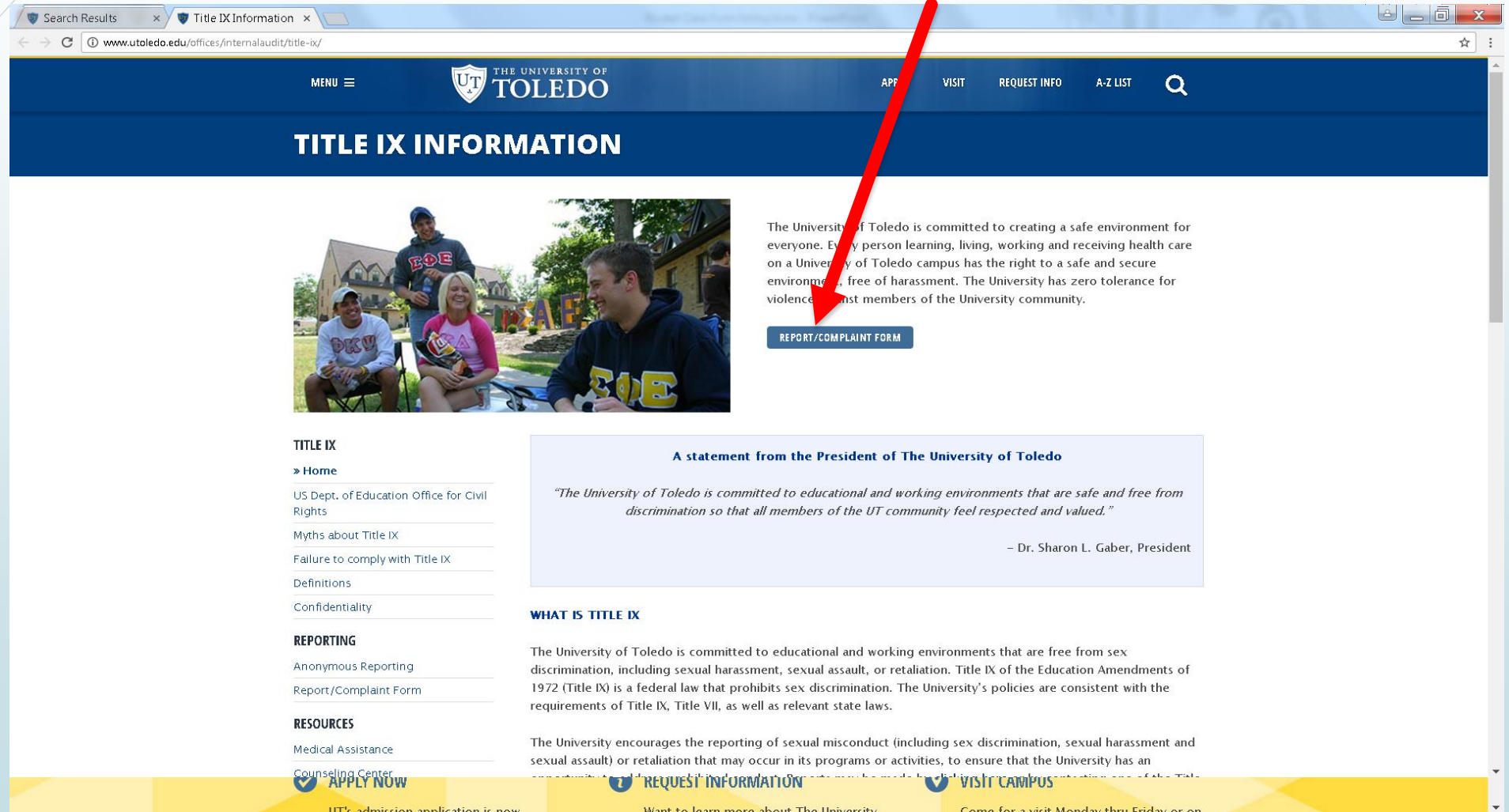
SAVING THE RARE SONGBIRD

UT STUDENT SOLVING MIGRATION MYSTERIES THROUGH HIGH-TECH RESEARCH

[READ MORE](#)

Below the image is a yellow banner with the text "OPPORTUNITY TO A GREATER DEGREE" and a dropdown menu labeled "Select an undergraduate major". Below the banner are three call-to-action buttons: "APPLY NOW", "REQUEST INFORMATION", and "VISIT CAMPUS".

Browse to www.utoledo.edu Click on “Report/Complaint Form.”




The screenshot shows a web browser window displaying the Title IX Information page on the University of Toledo website. The browser's address bar shows the URL www.utoledo.edu/offices/internalaudit/title-ix/. The page features a dark blue header with the University of Toledo logo and navigation links. Below the header, the main content area includes a photograph of four students, a paragraph of text about the university's commitment to a safe environment, and a prominent blue button labeled "REPORT/COMPLAINT FORM". A large red arrow points from the top of the page down to this button. On the left side, there is a sidebar menu with categories like "TITLE IX", "REPORTING", and "RESOURCES". At the bottom, there are three yellow buttons: "APPLY NOW", "REQUEST INFORMATION", and "VISIT CAMPUS".

Search Results x Title IX Information x
www.utoledo.edu/offices/internalaudit/title-ix/

MENU THE UNIVERSITY OF TOLEDO APP VISIT REQUEST INFO A-Z LIST

TITLE IX INFORMATION



The University of Toledo is committed to creating a safe environment for everyone. Every person learning, living, working and receiving health care on a University of Toledo campus has the right to a safe and secure environment, free of harassment. The University has zero tolerance for violence against members of the University community.

[REPORT/COMPLAINT FORM](#)

TITLE IX

- » Home
- US Dept. of Education Office for Civil Rights
- Myths about Title IX
- Failure to comply with Title IX
- Definitions
- Confidentiality

REPORTING

- Anonymous Reporting
- Report/Complaint Form

RESOURCES

- Medical Assistance
- Counseling Center

[APPLY NOW](#) [REQUEST INFORMATION](#) [VISIT CAMPUS](#)

UT's admission application is now [Want to learn more about The University](#) [Come for a visit Monday thru Friday or on](#)

A statement from the President of The University of Toledo

"The University of Toledo is committed to educational and working environments that are safe and free from discrimination so that all members of the UT community feel respected and valued."

– Dr. Sharon L. Gaber, President

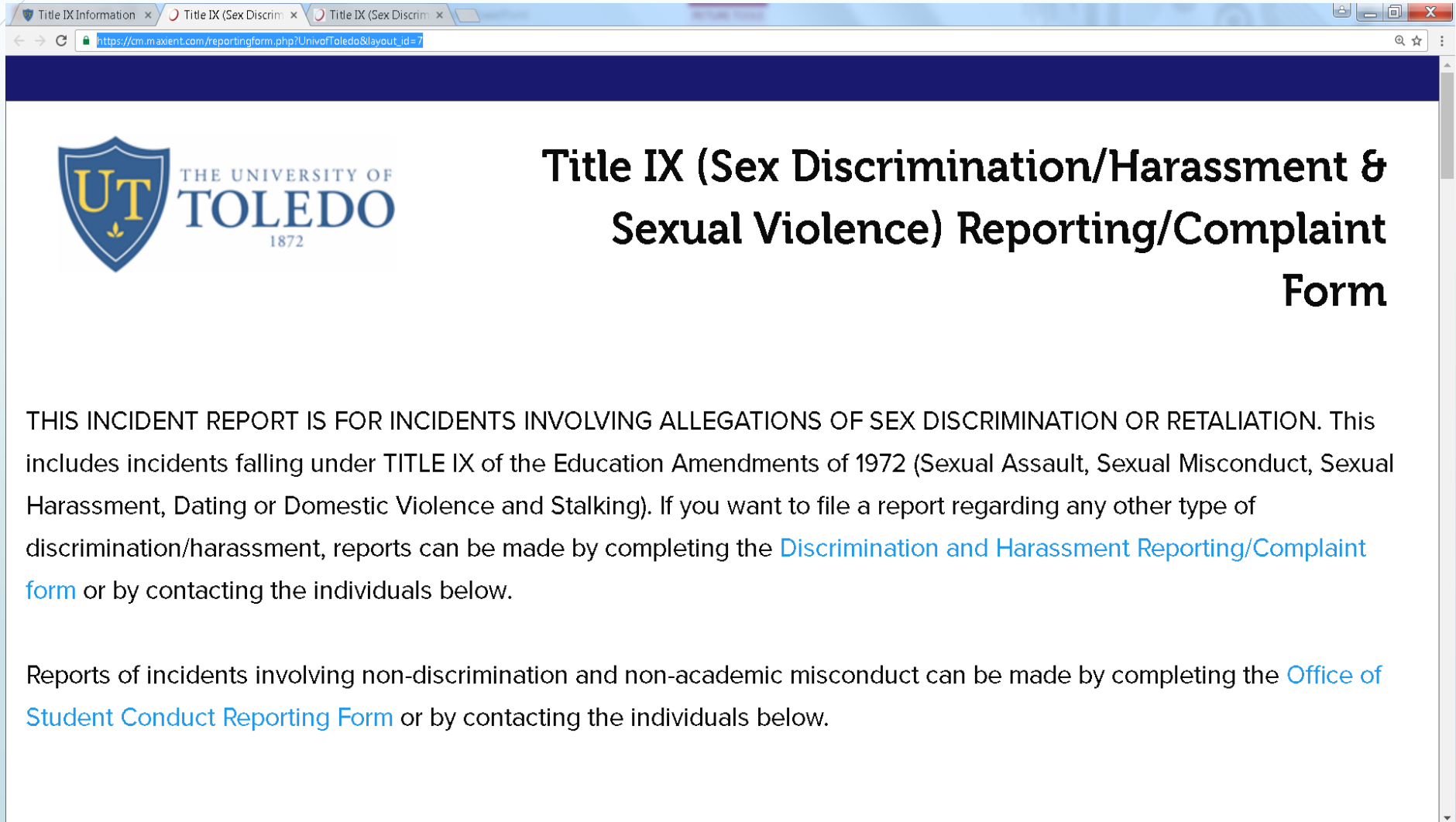
WHAT IS TITLE IX

The University of Toledo is committed to educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, or retaliation. Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits sex discrimination. The University's policies are consistent with the requirements of Title IX, Title VII, as well as relevant state laws.


The University encourages the reporting of sexual misconduct (including sex discrimination, sexual harassment and sexual assault) or retaliation that may occur in its programs or activities, to ensure that the University has an

Title IX Reporting Form

https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=7



The screenshot shows a web browser window with the URL https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=7. The page features the University of Toledo logo on the left, which includes a shield with 'UT' and the text 'THE UNIVERSITY OF TOLEDO 1872'. To the right of the logo is the main title: 'Title IX (Sex Discrimination/Harassment & Sexual Violence) Reporting/Complaint Form'. Below the title, there are two paragraphs of text. The first paragraph explains that the report is for incidents involving allegations of sex discrimination or retaliation, including sexual assault, misconduct, harassment, dating or domestic violence, and stalking. It provides a link to the 'Discrimination and Harassment Reporting/Complaint form' and mentions contacting individuals below. The second paragraph states that reports of non-discrimination and non-academic misconduct can be made by completing the 'Office of Student Conduct Reporting Form' or by contacting the individuals below.

 **Title IX (Sex Discrimination/Harassment & Sexual Violence) Reporting/Complaint Form**

THIS INCIDENT REPORT IS FOR INCIDENTS INVOLVING ALLEGATIONS OF SEX DISCRIMINATION OR RETALIATION. This includes incidents falling under TITLE IX of the Education Amendments of 1972 (Sexual Assault, Sexual Misconduct, Sexual Harassment, Dating or Domestic Violence and Stalking). If you want to file a report regarding any other type of discrimination/harassment, reports can be made by completing the [Discrimination and Harassment Reporting/Complaint form](#) or by contacting the individuals below.

Reports of incidents involving non-discrimination and non-academic misconduct can be made by completing the [Office of Student Conduct Reporting Form](#) or by contacting the individuals below.



Questions

Phillip “Flapp” Cockrell, Ph.D.

Associate Vice President for Student Affairs and Dean of Students

Student Union – 2509

Office: 419.530.8852

phillip.cockrell@utoledo.edu

deanofstudents@utoledo.edu