RESIDENCE HALL HANDBOOK
2015 - 2016

Residents’ Guide to
Campus Living at South Georgia State College

100 West College Park Drive
Douglas, Georgia 31533-5098
housing@sgsc.edu

UPDATED AUGUST 12, 2015
Welcome!

This Residence Hall Handbook supplements information in the South Georgia State College Catalog and the Student Handbook. We want to help make the most of your college experience. We will work with you to enhance your educational development. Helping you succeed is our primary goal.

**RESIDENCE LIFE AND HOUSING STAFF**

**Director of Campus Life:** Ms. Sharon Komanecky, 912-260-4427/912-449-7597, sharon.komanecky@sgsc.edu

**Coordinator of Residence Life & Housing:** Ms. Amanda Thompson
912-260-4330, Amanda.Thompson@sgsc.edu

**Tiger I Residence Life Coordinator:** Ms. Amanda Thompson
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**OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS**

**Vice President for Student Success:** Mr. Wes Brown
260-4312, wes.brown@sgsc.edu

**OUR MISSION**

The mission of the Office of Residence Life & Housing is to provide a safe residential environment where academic learning can be supplemented through the implementation of developmental programs, by offering students state-of-the-art facilities, and having a professional staff devoted to exercising best practices. The Residence Life staff augments a student’s personal success by creating a community of citizens, having an appreciation of diversity in all students, and promoting civic responsibility.

**VISION**

To reach a deeper state of self-actualization by developing a student’s sense of community, acceptance of social responsibility, exploring leadership capabilities, and the realization of worldly potential.
RESERVATION OF POWER

The College reserves the right to alter the contents of this publication. When changes become necessary, reasonable efforts will be made to notify residents and others affected by the changes. Prior to new publications, changes will be on file in the Office of Residence Life & Housing and posted in appropriate areas. Updates and editorial changes may be reflected in subsequent publishings. The official version can be accessed through the South Georgia State College website.

The official copy of this Residence Hall Handbook is online at www.sgsc.edu
OFFICE STAFF

The Residence Life Staff is responsible for residence hall matters, including student welfare, staffing, programming, suite/room assignments, and policy development. The Residence Life Staff includes Desk Assistants (DA), Resident Assistants (RA), Residence Life Coordinators (RLC), Graduate Assistant(s), the Coordinator of Residence Life & Housing, and the Director of Campus Life. The Physical Plant staff members maintain the facility, the Public Safety Officers maintain security, and the Fiscal Affair Office handles financial matters and related services.

Director of Campus Life

The Director of Residence Life is a full-time housing professional who is primarily responsible for the overall operation and supervision of the student life and residence life operations at SGSC. The Director is responsible for the student support services, student engagement, and residence life operation. Responsibilities within residence life may include but are not limited to the safety of the residence halls, budgeting, supervision and training of the residence life staff, policy enforcement, marketing, reviewing off-campus residency requests, and conference & events services. In an effort to be accessible during critical times, the Director is a part of the administrative on-call duty schedule. The Director reports to Vice President of Student Success.

Coordinator of Residence Life & Housing

The Coordinator of Residence Life & Housing assists in the management of the Residence Life & Housing program at SGSC. The Coordinator is responsible for the supervision of Residence Life & Housing staff, managing the housing assignment process, and all residential academic initiatives. The Coordinator reports to the Director of Campus Life.

Residence Life Coordinator (RLC)

Residence Life Coordinators are responsible for the daily operation of their assigned residence hall. The Residence Life Coordinators are responsible for ensuring residence hall conditions exist that promote healthy living and scholastic growth. The RLC will enforce campus regulations and, as needed, report violations; supervise part-time staff members, Resident Assistants and other student workers; and supervise and promote various social, recreational and educational programs which take place in the residence hall. The RLCs are a part of the rotating on-call duty schedule. The RLCs report to the Coordinator of Residence Life & Housing.
Resident Assistants (RA)

On each floor of the residence halls, there is a Resident Assistant (RA) whose primary function is to assist his/her group of residents in developing their community. RAs are student staff members who have been carefully selected and rigorously trained to serve in a variety of capacities for each building. The RA sponsors activities and programs that meet the needs of his/her residents. They are also responsible for initially handling students who choose to violate the College policies. There is a RA on call for each residence hall during the evening hours to ensure the safety and security of the campus and student body. The Resident Assistants report to the Residence Life Coordinators.

Desk Assistants (DA)

Desk Assistants are SGSC students hired under the Federal Work Study Program each semester to assist in the daily front desk operations of the residence halls. They report directly to the Residence Life Coordinator of the building to which they are assigned. Desk Assistants staff the desks when Resident Assistants and/or Security Officers are off-duty. Job responsibilities include but are not limited to signing guests in and out, assisting with lockouts, reporting maintenance and housekeeping issues, enforcing policies and modeling expected behavior.
ASSIGNMENT POLICIES AND REGULATIONS

Residence Hall Application and Licensing Agreement: The Residence Hall Application and Licensing Agreement (LA) covers one academic year, consisting of fall, spring, and summer semesters. Renewal Forms are required for summer semester. The Residence Hall Application and Licensing Agreement is valid only for the Douglas Campus of South Georgia State College. A new Residence Hall Application (with fee) and Licensing Agreement are required each new school year, beginning in the fall. System of Georgia Board of Regents. Fee rates are posted on the SGSC website, following approval by the University System. The LA defines the terms and conditions of occupancy and the procedures for termination. As a term of the LA, South Georgia State College has the authority to deny campus housing to individuals who have been convicted of crimes or have shown patterns of behavior that, in the judgment of the Director of Campus Life, suggests that they could have an adverse impact on the educational environment and the health and safety of others.

Application Fee: Each applicant is required to submit a non-refundable $40.00 fee annually with the Residence Hall Application. This fee cannot be applied toward other fees. A late fee of $25 will be assessed to any application received or post-marked after the posted early application deadlines. All applicants are required to pay the housing application or housing renewal fee, the fee cannot be waived. Applicants whom have intentions to attend pay campus other than the Douglas Campus and submit a housing application to the Douglas Campus will be responsible for the housing application fee.

Licensing Agreement (LA) Cancellation: Any applicant who turns in a signed housing LA will be responsible for the fees associated with the LA. If an applicant wishes to cancel his/her housing LA, all non-refundable fees will be forfeited and a $500 cancellation fee will be assessed. Applicants must inform the Residence & Housing Office in writing by the posted early application deadline if he/she wishes to cancel the LA and avoid the $500 cancellation fee being assessed.

Criminal History Review: Each resident consents to a criminal history review. Each criminal history check is conducted by South Georgia State College’s Campus Police Department and received from Georgia Bureau of Investigations. Applicants with criminal histories are reviewed by a committee to determine the applicant’s eligibility to live on-campus and/or enroll in the College.
**Deposit:** Each applicant is required to submit a one time, non-refundable $125 room reservation fee. Applicants who apply for on-campus housing at the Douglas Campus and do not enroll and/or move-in will still be responsible for the application fees/deposits. Applications for campus housing are processed in the order that reservation fees are paid. The $125 non-refundable room reservation fee maybe paid via check, TouchNet, credit card online or the student may chose to have their financial aid pay for it. Please note on your application how you intend to pay it.

**Early Arrival & Late Departures:** Each student is expected to arrive and depart by the posted dates and times at the beginning/end of each semester. Hall openings and closings are posted on the [Residence Life & Housing webpage](#). Students arriving before the posted date and time will be charged an early arrival fee of $50 per day once a key is issued. Students departing after the posted date and time will be charged a late departure fee of $50 per day until the student checks out and the key is returned. Early arrivals and late departures must have prior approval from the Residence Life & Housing Office. Athletes should arrive/depart during the posted dates and times agreed upon by the Office of Residence Life & Housing and the Athletic Department.

**First-Year Student Residency Requirement:** Recognizing the influence that living within the residence halls can have on a first year student, South Georgia State College requires that all first year students live on campus. In support of a student’s holistic development, several wings of Tiger Village I & II have been set aside for first year students to facilitate personal and academic growth. South Georgia State College considers a first year student a person who is about to attend college for the first time or is currently in his/her first year of college. Advance Placement credits are not accounted for in determining year classification. Please visit the [Residence Life & Housing website](#) for more information.

Students are encouraged not to sign an off-campus apartment lease without speaking to the Office of Residence & Housing Office first in order to avoid being double charged for SGSC housing and off-campus apartment rent. Students who do not meet the commuter eligibility requirements will be assigned a room and appropriate charges will be billed to the student’s account.

**Expecting Students:** An expectant student residing in the residence halls can live in the hall until the end of the first trimester (3 months). If the resident reaches the end of the first trimester and has also reached the twelfth week or
75% completion of the semester, the resident will be allowed to complete the current semester living in the residence hall. At the conclusion of that semester, the student will not be allowed to live in the residence hall until the conclusion of their pregnancy.

If the resident decides to remain the guardian after the birth, it is important that the student make necessary arrangements for off-campus housing. Infants are not allowed to live in campus housing. If the mother would like to return to being a residential student without the child, such an arrangement would be permissible.

Expecting residents are required to disclose the pregnancy to the Office of Disability Services as soon as possible so that any arrangements can be made to assist the resident. The College assumes no liability or responsibility for student’s pregnancy, prenatal care, miscarriage, or other complications, abortions, or birth, which may occur on College property.

**Housing Assignment:** Housing assignments are made on the basis of (1) date of receipt of the application with fee paid (2) date of the Licensing Agreement, (2) date of receipt of the application with fee, and (3) specific request of the applicant.

Please note that an assignment cannot be made until all of the required admissions and financial aid documentation has been received by the College. If you have any questions about the required documentation or your financial aid status, please login to your Self-Service Banner before calling the Admissions and/or Financial Aid offices.

**Residence Hall Suite/Room:** Each resident is furnished with a bed, nightstand, mattress, desk, desk chair and dresser. Each room has closet space, window blinds, and a ceiling fan with lamp. Each suite has a cable TV connection. Suite/room size and window dimensions vary from room to room. It is recommended that you wait until you arrive on campus before buying curtains or carpeting.

**Schedule:** Your SGSC residence hall will open as announced prior to the beginning of each semester. Housing will be provided for graduating residents until immediately following graduation exercises. The regular suite/room rate does not include housing between semester breaks (please refer to Early Arrival/Late Departure section for more information). The Office of Residence Life & Housing determines the availability of space between terms.
Summer Housing: SGSC offers housing during the summer term for an additional rate. Students are encouraged to inquire about summer residential options during the spring semester.

Holiday/Semester Breaks: The residence halls will close for Thanksgiving, Winter, & Spring Breaks. Arrangements may be made in advance for residents who need to stay during the Thanksgiving and/or Spring Break (an additional charge will apply). Moving to a different hall may be required. No housing is offered during the Winter Break.

Eligibility: To be eligible to continue living on campus, residents are required to enroll for a minimum of 12 hours each fall and spring semester, and 6 hours for the summer term. Residents enrolled for less than the minimum number of hours must request a waiver in writing and receive approval from the Office of Residence Life & Housing. Failure to attend classes regularly is grounds for removal from the residence hall. Residents must pass or receive an IP grade in 6 or more semester hours to be eligible to reside on campus during their next term of enrollment at SGSC. Exceptions may be given after consideration by the Director of Campus Life.

A student needs to be enrolled in a minimum of twelve (12) credit hours per semester. If a student falls below 12 hours more than one time during his/her duration of living in the residence halls, he/she will be advised that he/she may not be allowed to stay in the residence halls the next fall or spring (whichever comes first). Summer will not count as an option for sitting out a semester in the residence halls.

A student needs to pass six (6) credit hours per semester. If a student falls below six (6) semester hours he/she will be advised that he/she may not be allowed to stay in the residence halls the next fall or spring (whichever comes first). Summer will not count as an option for sitting out a semester in the residence halls.

Suite/roommate Assignment: Efforts are made to honor suite/roommate preferences; however, all residents must request each other on their housing application. Suite/roommates are assigned to residents not stating a preference.

Reassignment of Space: The Office of Residence Life & Housing reserves the right to reassign residents to other suite/rooms or residence halls when it is in the best interest of individuals, groups of residents, or the College. The
Office of Residence Life & Housing will begin the consolidation process during the room change period. Consolidation is the process by which students living without a roommate will be paired with a roommate. Sometimes this will cause at least one of the roommates to move. Students not wishing to consolidate may participate in the Room Buy-Out program.

**Suite/room Changes:** The room change period will begin approximately 3 weeks into each semester. Suite/room changes may be made only after receiving approval for the change from the Residence Life Coordinator of the building you reside in. Room changes must be completed within 24 hours and the old room key must be returned to the Residence Life Coordinator. Students who fail to complete the process in accordance with this policy will be charged a $100 fee for a lock change.

**Key/ID Card Policy:** A resident will be issued one key and an ID card for the assigned residence hall suite/room and for access to the residence hall. In the event that the keys and/or ID card are misplaced, stolen, or lost, the resident will bear the financial responsibility for the keys, ID card, and lock replacement, even though the lost keys may later be found. The key replacement is $100.00 for a physical (BEST) metal key. ID Cards can be re-issued for a $10 charge for the 1st lost card. Higher fees may be assessed for subsequent losses.

The SGSC ID Card is classified as a “financial transaction card” and is governed by Georgia law (see the SGSC Code of Conduct in the Student Handbook for additional information). You are to report missing keys and/or ID cards immediately. It is a violation of residence hall policies to loan your key or ID card to others or to use keys or ID cards that have been issued to others. Excessive lock-outs (residents forget key/key card and have to be let in) will result in a fine of $5.00 per incident.

ID Cards are issued at the Admission office window of Engram Hall between the 8:30am – 6pm Monday – Thursday and 8:30am – 12pm on Fridays.
STUDENT’S RIGHTS AND RESPONSIBILITIES

Students at South Georgia State College are assured the rights, privileges and freedoms granted to other United States citizens. These rights come with responsibilities. Please note the statement of Student’s Rights and Responsibilities and the Code of Conduct in the SGSC Student Handbook. The requirements outlined for students in the SGSC Catalog must be followed for students to reside in a residence hall.

Visitation: Guidelines are designed to protect privacy and enhance the security of each resident. Consideration must be given to the individual rights and needs of suite/roommates and neighbors. Residents are responsible for adhering to the provisions of the visitation options. Residents share accountability for their guests. Each resident may have a maximum of 2 guests in his/her room at any given time. Guests are the responsibility of the residents who invited them or gave them access to the residence hall. Each guest must be escorted to and from main lobby area. A guest may not enter the residential corridors without being escorted.

- A resident’s guests must enter and exit through the main lobby entrance only. No other door in the building is to be used for guests, except during emergencies and fire drills.
- The hosting resident must come to the lobby and check in the guest.
- The hosting resident must leave the guest's I.D. card at the front desk when checking in and provide information requested by the Desk Assistant. Only cards that will be accepted will be an SGSC ID, State Driver’s License, State Issued ID Card, passport, or a military ID. The ID will be returned when the guest exits the building.
- Guests are not allowed to be in the stairwells, hallways, common areas or individual suite/rooms without the host resident.
- Visitation hours are posted by the Residence Life Coordinator and are subject to change.
- Any resident or guest in any area of the residence hall he/she is not authorized to visit will be in violation of this policy.
- Residents who violate any of the above rules will be documented through the use of an incident report. Sanction may include fines, loss of visitation, campus service, and possible suspension from the residence hall or the College.
- Minors are permitted in the building as guests only by prior approval of the Residence Life Coordinator. The minor must be accompanied by an adult who is a parent or adult guardian. Minors
are required to remain in the lobby area of the building only. SGSC defines a minor as anyone under the age of 18.

- Non-residents and uninvited individuals are not permitted to loiter in or around the residence hall.
- Anyone under the influence of alcohol or drugs will not be allowed in the building. South Georgia State College operates in full compliance with all of the requirements of The Drug-Free Schools and Communities Act, as amended. Information about implementation of this law is available on the SGSC website.
- Anyone defying the reasonable directions of the residence hall staff and desk assistants are subject to disciplinary actions, which may include being banned from the residence hall.
- Residents may only have 2 guests per visit unless permission is given by the Residence Life Coordinator. During the weekend (Thursday – Sunday), a student may have only 1 guest at a time.
- Guests, student or non-student, who are on the Prohibited Guest List will not be allowed visitation rights and will be asked to leave the building. If necessary, Public Safety may be notified for further action.

**Overnight Guests:**

- Overnight guests must be approved 48 hours in advance during normal business hours posted by the Residence Life Coordinator. Only guests of the same gender will be allowed.
- Overnight guests will be permitted on a limited basis only. Each resident is allowed 3 overnight visits per calendar month.
- Residents are allowed one guest per night.
- Residents are responsible for their guests.
- See appendix A

**Meeting Notices:** Periodically, the Office of Residence Life & Housing will place notes on the door of a student that needs to meet with a SGSC staff or faculty member. The student is required to follow-up on any notices that are placed on his/her door.

**Residential Retention Program:** The Residential Retention Program involves collaboration between the Office of Residence Life & Housing and the student support services in an effort to increase the persistence and retention of residential students both in the residence halls and at South Georgia State College. This is done by providing residential students with individualized attention and access to campus resources, including but not limited to tutoring, counseling, and disability services. This program is
mandatory for all students enrolled. If a student is enrolled in the program, it is the student’s responsibility to complete his/her tutoring hours.

**Quiet Hours:** Quiet hours will be observed from 10 p.m. to 8 a.m. each night, and 24 hours per day during midterms and finals. Final exam quiet hours begin 24 hours prior to the first exam beginning. Courtesy quiet hours should be maintained 24/7. Courtesy quiet hours requires students to not exceed a reasonable level of noise while inside and around the exterior of the residence halls.

**Alcohol Policy:** Alcoholic beverages are forbidden on the campus regardless of age. Violation of this policy can result in penalties, up to and including suspension and prosecution and Public Safety will be notified. Alcohol violations by those who are under 21 years of age may result in parental notification. Alcohol violations in the residence halls require mandatory campus service hours to be completed during the semester in which the violation took place.

- **1st Offense:** $150.00 fine, 20 hours of community service; alcohol awareness training
- **2nd Offense:** $300.00 fine; 40 hours of community service; alcohol awareness training
- **3rd Offense:** residence hall suspension

A fine of $10.00 is assessed for each hour of campus or community service assigned. The total fine is reduced by $10.00 for each hour of service completed by the specified date.

The definition of alcohol possession includes those who have consumed alcohol or have found to be with alcoholic containers, full or empty. Those who cause a disturbance and/or are considered to pose a threat to themselves or others are reported to the SGSC Campus Police Department and they may pursue additional actions other than those imposed by the College. Minors and any one else found to possess alcohol may be subject to criminal prosecution through the law enforcement system. Consequences for violation of the law include citations, arrest, incarceration, fines, and other penalties. Please see the Student Code of Conduct for further details.

**Illegal Drug Policy:** Illegal drugs, drug paraphernalia (pipes, hookahs, bongs, etc.), non-prescribed prescription medications, and other controlled substances are forbidden on the campus, including in the residence halls and the surrounding areas. The consequences for a drug policy violation are suspension from the residence hall and other penalties, including suspension
from college and criminal prosecution. Please see the Student Code of Conduct for further details.
SERVICE AND INFORMATION

**Food Service:** South Georgia State College has an agreement with ABL Educational Enterprise, Inc, to provide food services on the College campus. Outside vendors may not deliver food on campus for resale, or produce food items for sale to residents, faculty, staff, or guests. ABL cooperates with groups desiring food and/or beverages for special events. Commuting students, residential students, and college staff members can pay for food services either with cash or by creating a food services account balance on their SGSC ID card.

The SGSC ID card is classified as a “financial transaction card” and is governed by Georgia law (see South Georgia State College Public Safety Information bulletin) and College regulations. Amounts can be added in $25.00 increments and may be used in the food services areas in Clower Center and the Dining Hall. Food services accounts are issued in conjunction with the college ID which is validated by the Cashier’s Office in Engram Hall.

Students living on campus are required to participate in a meal plan each term. Requests for waivers of meal plans will need to accompany a meeting/discussion with the Food Service Director to determine if dietary needs will be able to be met. In the event that dining is unable to provide appropriate nutritional meals to meet a student’s specific medical needs (based on documentation provided), then requests for modification or waiver to a meal plan will then be considered.

Commuting students and staff members may establish accounts as outlined above. Residential students may use replacement meals at the Café if he/she misses the regular meal period. Replacement meals do not use flex money from your ID during eligible times. Replacement meals are available Monday – Friday from 10am – 11am; 2pm – 5pm; and 7:30pm – 11pm and Saturday & Sunday from 2pm – 5pm and 7:30pm – 11pm.

Food service hours are posted in the Dining Hall. For assistance or more information, please contact the Office of Residence Life & Housing Office at 912-260-4430, or ABL at 912-720-4825.

**Mailboxes:** Campus mailboxes for all residential students are currently located in the Clower Center. Mail delivery is made in accordance with posted schedules. If a student processes a mail forwarding request, first class mail is forwarded for six months. Second and third class mail addressed to
students who do not process mail forwarding requests is handled in accordance with United States Post Office regulations. Mail forwarding forms are available at the cashier window, located in Engram Hall. For more information call 912-260-4396. Student packages are available for pick up from the Residence Life Coordinator in the student’s home building.

Name
South Georgia State College
SGSC Box # ________
100 W. College Park Drive
Douglas, GA 31533

Refrigerators: Residents are permitted to bring small refrigerators into their suite/rooms. The maximum permitted size is 4.4 cubic feet of capacity or 35H x 20W x 22D. These are typically 34 inches tall or shorter. Low energy consumption models are recommended.

Internet Service: Internet access is provided through an off-campus vendor, ATC. Setup information can be obtained from the Office of Residence Life & Housing website (www.sgcc.edu) or the Residence Life Coordinator. Tiger Village I is wired with Ethernet ports and students must supply their own Ethernet cords. Tiger Village II is completely wireless and students can connect wirelessly to the internet.

Services for Students with Physical Disabilities and/or Learning Disabilities: The College strives to meet the needs of students with physical challenges. It is our goal to provide service and resources that will reduce barriers and help students maximize the college experience. Information regarding physical and learning disabilities may be obtained from the Office of Disability Services (912-260-4435).

Student Engagement: Residence Hall activities are a part of the cultural pattern of student life and are designed to complement academics at the College. Student Engagement at South Georgia State College include athletics, intramurals, Student Government Association, campus organizations, campus publications, drama club, concert series, Honors Day, leisure time activities and other activities initiated by the students and staff. Campus residents are encouraged to participate in all of the above activities.

Health Fee for Residents: Each student residing on campus is charged $35.00 per semester for a health fee. This fee provides access to the Coffee Regional Medical Center Walk-in Clinic for up to two (2) visits per semester. This fee will cover evaluation and treatment services provided by Coffee
Regional Medical Center’s Walk-in Clinic providers, usually a physician assistant or nurse practitioner. The walk-in clinic is located at 205 Shirley Avenue. From Brooks Road turn left (west) on College Park Drive, then turn right (north) on Shirley Avenue and travel past the railroad tracks. The clinic is on the left.

This fee does not cover emergency room visits, prescriptions, hospital costs, or other medical expenses. Residents must provide appropriate South Georgia State College identification. Their number is 912-383-6966. Rides may be arranged with the Residence Life Coordinator if no other option is available to the CRMC Walk-In Clinic and Coffee County Health Department. Rides to the emergency room are available via ambulance or Public Safety officer (when available).

**Meningitis Vaccination:** Consistent with state law, efforts are taken to ensure that residents are informed about the dangers of spinal meningitis. The legislation related to this is found at: http://www.legis.state.ga.us/legis/2003_04/fulltext/hb521.htm
RESIDENCE HALL RESPONSIBILITY

**Storage:** Residents who plan to continue living on campus from fall to spring terms can leave items in their suite/rooms. Risks are assumed by the resident; the college is not liable for damages or losses. Residents not planning to return the next semester must clean their suite/rooms and return the furnishings to their original locations prior to leaving and return their key. Residents are not permitted to store items between spring and fall semesters.

**Bicycles:** Non-motorized bicycles are permitted in resident suite/rooms. Motorcycles and similar vehicles are not permitted in the residence halls. Bicycles are not to be ridden or stored in hallways, stairwells or any other areas in the residence hall. Bicycles left unattended anywhere in the residence hall other than resident suite/rooms will be turned into the Residence Life Coordinator’s office. Bicycles that are left at the end of the spring term may be discarded according to the abandoned items policy.

**Cooking:** Cooking appliances in residence hall suite/rooms are limited to the following appliances which may be used for their intended purposes: sealed-unit coffee makers, sealed-unit popcorn poppers, sealed-unit rice cookers, and small microwaves. Hot plates, electric grills and similar items are not allowed in the residence hall suite/rooms. Microwaves are also provided in the snack areas. It is expected that residents clean up thoroughly after preparing food.

**Damages:** Residents are responsible for the condition of their suite/rooms and all the furnishings which are assigned to that suite/room. Residents are financially responsible for these accommodations and furnishings, and shall reimburse the College for any damages or loss of these items. Residents may also be required to share the expense of repairing or replacing any property in common areas (such as hallways, study areas or lobbies) when such repairs are determined to be above and beyond normal wear and tear. Charges for damages and cleaning will be determined by the College at its sole discretion. The Residence Life Coordinator has the final say on the assessment of charges stemming from damages. Failure to pay damage charges will result in a resident’s records being placed on hold, which prevents him/her from registering, obtaining transcripts or receiving grades.

**Fire Code Compliance Issues:**
- No toaster type heaters (glowing red coil).
- Refrigerators and microwaves are to be plugged directly into the wall.
- Extension cords are NOT to be used in the residence hall.
• Candles and incense are not permitted in the residence hall.
• Do not cover, remove or tamper with smoke detectors. Missing or bad batteries should be immediately reported to the Residence Life Coordinator.
• Do not cover or tamper with ventilation units. Fines are assessed for violations.
• Do not cover or tamper with or hang anything from sprinkler heads. Fines are assessed for violations.

**Fire Drills:** In accordance with SGSC regulations, a fire drill shall be conducted at least once each semester. Failure to evacuate the residence hall will result in disciplinary action. Residents and guests should immediately evacuate through the nearest exit and meet in a designated location. No one should reenter the building until told to do so by a College official.

Evacuation Sites
Tiger Village I – Red Barn
Tiger Village II – Baseball Field

**Tobacco Use:** Tobacco use is not allowed in the residence halls or on any SGSC property. The official Tobacco Use policy is available in the student handbook and on the SGSC website. Violating this policy may result in disciplinary action.

**Decorations:** The decoration of residence halls and individual suite/rooms is encouraged. In the interest of safety for all residents and to protect residence halls, the following guidelines and restrictions on decorations shall be adhered to:

a. In order to prevent damage to resident suite/rooms, limitations must be placed on the types of adhesives and hangers that may be used. No nail/screw holes should be made in the walls. Students will be responsible for any damages that occur. No stickers other than the College inventory number are to be placed on suite/room doors, furniture or glass surfaces. Residents are responsible for all damages to a suite/room beyond normal wear and tear.

b. When residents move out, suite/rooms must be left in the same condition as prior to moving in.

c. Nothing is to be placed over vent areas or sprinkler heads.

d. Candles and incense are not permitted.

**Laundry Room:** Washing machines and dryers are available in each residence hall. Machines in residence halls are coin-operated. The machines
can also use flex money placed on residents’ ID cards. The Office of Residence Life & Housing will credit $25 to student ID cards for laundry at the beginning of each semester once the student has a zero balance with the college.

**Residence Hall Furniture:** Each residence hall suite/room is provided with certain items of furniture. Residents may not move additional items into their suite/rooms from public areas of the halls or other residence hall suite/rooms. Residents may not remove items that are furnished by the College without prior approval of the Residence Life Coordinator. Students will be fined $100 per item for any unauthorized furniture moved or removed.

**Pets:** No animals, with the exception of fish in properly maintained aquariums of 20 gallons or less, will be allowed inside the residence hall. Students will be fined $250 for damages and the animal must be removed from campus within 24 hours. Failure to do so will result in a referral to the Director of Campus Life and an additional $100 per day.

**Recycling:** Recycling receptacles are available in each residence hall for plastic, aluminum, aerosol cans and paper. Thank you for helping us keep our campus as safe and green as possible. Sustainability is one of our goals.
RESPONSIBILITY FOR STUDENT PROPERTY

Precautions are taken to maintain appropriate security, but the College cannot assume the responsibility for the loss of or damage to resident possessions. Residents or their parents/guardians are encouraged to carry appropriate insurance to cover such losses. Residents are also cautioned to keep their suite/room doors closed and locked at all times.

**Suite/Room Entry:** While the College will make efforts to respect the privacy of the resident and give prior notice when practical, the College reserves the right of entry for inspection, verification of occupancy, or repairs. The College also reserves the right of entry without notice in circumstances posing a threat to life or property or as is reasonably necessary to preserve campus order, the educational environment, and/or discipline.

Resident suites/rooms may be inspected by a professional member of the Office of Residence Life & Housing. In the case of suspected criminal violations, a SGSC Campus Police department staff member and/or Public Safety officer will follow the prescribed criminal procedures listed by Georgia Statutes.

If a resident(s) is suspected of violating the law and fails to voluntarily consent to a search of the room, the Office of Residence Life & Housing will seal the room, relocate the resident(s) to another room, and notify the SGSC Campus Police Department. The room will remain sealed until the criminal investigation is complete.

**Abandoned Items:** Residents must remove personal property when moving out. South Georgia State College assumes no responsibility for personal property left by residents upon withdrawal from residence hall or at the end of a term. In the absence of prior arrangements with the Residence Life Coordinator, any personal property left in the residence hall is considered disposed/abandoned property. The College will discard personal property stored in the residence hall after 3 days and the student(s) responsible may be subject to a removal fee.
RESIDENCE HALL POLICIES
These policies supplement those published in the SGSC Student Handbook and the SGSC Academic Catalog.

1. Residents are required to comply with appropriately posted notices governing quiet times, meetings, and conduct. Failure to comply may result in disciplinary action.
2. Attendance at all duly called residence hall meetings is mandatory.
3. Soliciting is not permitted in the residence halls.
4. Entry into another resident's suite/room is prohibited without prior and proper permission.
5. Participation in fire drills is mandatory. Tampering with fire equipment or the sounding of false alarms is in violation of State Law. Violators are subject to fines and/or prosecution through the court system.
6. No television or radio antennas or other objects may be placed on the exterior of the building.
7. Refrigerators up to 4.4 cubic feet are permitted in resident suite/rooms. These refrigerators must be kept clean and are subject to inspection.
8. Clothes lines are not permitted in resident suite/rooms.
9. No "horse-play" or sports are permitted in the common areas. This includes and not limited to throwing, catching, or hitting any objects. Baseballs, soccer balls, basketballs, tennis balls, Frisbees, bats, golf clubs, tennis rackets, etc. may not be used inside.
10. Residents are required to clean up after themselves in all public areas such as the lobby, bathrooms, hallways, etc. Hair cutting/styling is only permitted inside residence hall suite/rooms. Students may not cut, style, or wash hair in the common area kitchenettes or sinks.
11. Tobacco usage is not permitted in the residence halls or on any SGSC property.
12. Alcoholic beverages and illegal drugs, including improperly/tampered/mismatching labeled prescriptions, are forbidden on the campus. Please see the Student Handbook for further details.
13. Gambling is forbidden by State Law and is not permitted in the residence halls.
14. Furniture, fixtures, and equipment may not be moved without proper authorization.
15. Fighting is strictly prohibited. Violators are subject to arrest and expulsion from the residence hall and the College.
16. Inciting others to fight or violate rules is a violation of residence hall rules. Violating this policy may result in disciplinary action.
17. Possessing or using a weapon and/or ammunition is grounds for expulsion and criminal prosecution. A weapon is defined, but not
limited, as any object that emits a projectile; a knife with a blade larger than 3 inches; or any other object not used for defensive purposes.

18. Residents are required to wear appropriate clothing while in the lobby and the other common areas of the residence hall. Underwear of any sort should not be visible.

19. Stereo, TV, computer, or radio volume should not be heard outside the suite/room when the door is closed. Residents will receive only one warning about loud noises; after this, an incident report will be submitted to the campus judicial system. Shouting is not permitted in any part of the residence hall. The RLC can place restrictions on the permitted size and capacity of radios, stereos, and electronic equipment.

20. The main lobby, T.V. room, study rooms and laundry room can be closed at night at the discretion of the RLC.

21. Minors are permitted in the building as guests only by prior approval of the Residence Life Coordinator. The minor must be accompanied by an adult who is a parent or adult guardian. Minors are required to remain in the lobby area of the building only. SGSC defines a minor as anyone under the age of 18.

22. The RLC is authorized to post additional rules that improve the living environment.

23. Unauthorized visitation is prohibited.

24. Residents are prohibited from loaning their keys or ID cards to others, or using others’ keys or ID cards.

25. Candles and incense are not permitted.

26. Window screens are not to be removed, modified, or destroyed. Individuals entering or exiting through windows, or permitting others to this, are in violation of the Code of Conduct. Any student with a removed, modified or destroyed window screen will be fined and must pay the replacement cost.

27. Refrigerators and microwaves are to be plugged directly into the wall.

28. Water fights are prohibited in the residence halls due to the potential for personal injury and property damage. This includes water balloons, water guns, and/or hoses.

29. Any gas powered items are prohibited.
RESIDENCE HALL PENALTIES

Residents found to be in violation of Residence Hall Policies are subject to fines, campus service, loss of privileges, and/or disciplinary actions as described in the Student Code of Conduct. Notifications of violations are sent to the student’s College e-mail account as an official mean of communication. Failure to respond to an official correspondence will not hinder the College from pursuing appropriate action and does not create grounds for an appeal.

The consequences include, but are not limited to, warnings, reprimands, fines, campus service, probation, suspension, expulsion, residence hall restriction or removal, restitution, and other special actions up to and including suspension from college. Residents may be assessed fines and other consequences by the Residence Life Coordinator when damages to the halls or welfare of the occupants are concerned.

In the event of common area damage, the following methods will be utilized: (1) Individuals will be fined if they can be identified or (2) when individuals cannot be identified, groups of residents may be fined or disciplined. Should a resident choose to appeal a residence hall violation, the resident must submit the appeal in writing to the Director of Campus Life within 5 days of receiving the citation. An appeal should state the grounds for the appeal.

SHARE YOUR IDEAS WITH THE STAFF

Residents and other interested individuals are encouraged to discuss ideas for improvement with members of the Residence life & Housing staff. Ideas are welcome that will help us meet our goal of providing a safe and supportive living and learning environment that promotes student success.
South Georgia State College Residence Life & Housing
Overnight Guest Request Form

Directions: Complete this form and submit it to the RLC no later than 48 hours prior to the visitor’s arrival (if your guest will be arriving on Sunday, your request must be submitted by 12 noon on Friday).

- Submission of this form does not necessarily guarantee approval.
- No overnight guests of the opposite gender.
- You may have an overnight guest 3 nights per month.
- Limit of one guest per night.
- Do not loan or give your room key/ID card to anyone else.
- Your guest must have a valid picture ID with them at all times.
- Must be adult (18 years or older).
- Your guest must remain with you at all times.
- You are responsible for your guest and their behavior.
- The approved guest form will be on file at front desk.

Your Name: ___________________________________________
Your Room Number: _________________________________
Your Contact Phone Number: ____________________________
Name of Guest: _______________________________________
Relationship of Guest to You: ___________________________
Age of Guest: _________________________________________
Date of Arrival: ______________________________________
Date of Departure: ____________________________________
Your Signature: ______________________________________

DEPARTMENTAL USE ONLY
Date Received: _________________________________
_____ Date Approved _____ Date Denied ( Reason: ___________________________ )
Early Arrival/Late Departure Request

Please note that this form is only a request and can only be submitted in writing to the Director of Campus Life in Powell Hall. No requests will be taken over the phone.

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>Student ID #: 988_________ Semester of Request: Fall [ ] Spring [ ] Summer [ ] Year: [ ]</td>
<td></td>
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<tr>
<td>Student Name:</td>
<td></td>
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<td>[ ] First [ ] M. [ ] Last</td>
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<tr>
<td>Permanent Address:</td>
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<td>[ ] Street / P.O. Box.</td>
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<tr>
<td>[ ] City [ ] State [ ] Zip</td>
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<tr>
<td>Home Phone #: (<strong><strong><strong>) [ ] _______ [ ] _______ _______ Cell Phone #: (</strong></strong></strong>) [ ] _______</td>
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</tbody>
</table>

We will communicate early arrival information to you exclusively via College-mail. It is your responsibility to monitor your student e-mail. Email: [ ]

<table>
<thead>
<tr>
<th>Request Information</th>
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<tbody>
<tr>
<td>Type of request (circle): Early Arrival [ ] Late Departure [ ]</td>
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<tr>
<td>Reason for Request: (attach an additional sheet and/or travel documentation if necessary)</td>
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<tr>
<td>[ ] ___________________________________________________________ [ ] ___________________________________________________________ [ ] ___________________________________________________________</td>
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<tr>
<td>Requested Arrival/Departure Date: [ ] ____________ Time: [ ] a.m. / p.m.</td>
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**READ THE FOLLOWING INFORMATION CAREFULLY**

- I am aware the deadline for submission of a Request to the Office of Residence Life & Housing is five business days before scheduled opening or closing.
- I understand Early Arrival and Late Departure housing are a privilege offered as a convenience to students.
- I understand if I withdraw from the program/event that necessitated my early arrival, I will no longer be eligible to arrive early.
- I am aware that during the Early Arrival or Late Departure period, I am responsible for the terms and conditions outlined in my signed Residence Hall Licensing Agreement.
- I further understand that I will be expected to abide by all housing policies & procedures and I am aware that violations of such may result in disciplinary action and/or dismissal from the residence halls.
- I understand that during the Early Arrival and/or Late Departure period, overnight guests are not permitted.
- I understand I will be charged at a rate of $50.00 per day if my request is approved.
- I understand that if I am approved, I may only arrive up to 48 hours prior to opening or depart up to 48 hours after closing.
- I understand that if my request is approved, I must check in or out between 10:00 am – 5:00 pm.
- I understand that meals will not be provided during this time while the dining hall is closed.
- I am aware building maintenance, including painting and final cleaning, may be ongoing in the residential communities during the Early Arrival and/or Late Departure period.

Student Signature: [ ] __________________________ Date: [ ]

<table>
<thead>
<tr>
<th>For Office Use Only</th>
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<tbody>
<tr>
<td>Date Received: [ ] ____________ Time: [ ] ____________ Date Entered: [ ] ____________</td>
<td></td>
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<tr>
<td># of Days arriving prior to Opening: [ ] _______ (x $50 per night) Total Early Arrival Charges: $[ ] _______</td>
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<tr>
<td>Comments:</td>
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<td>[ ] ___________________________________________________________ [ ] ___________________________________________________________ [ ] ___________________________________________________________</td>
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(Check one) Approved [ ] Denied [ ]