



# South Georgia State College

Office of Residence Life & Housing

## **RESIDENCE HALL HANDBOOK 2017 - 2018**

**Residents' Guide to Campus Living  
at South Georgia State College**

**100 West College Park Drive  
Douglas, Georgia 31533-5098  
[housing@sgsc.edu](mailto:housing@sgsc.edu)**

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# Welcome!

This Residence Hall Handbook supplements information in the South Georgia State College Catalog and the Student Handbook. We want to help you 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**

**Dean of Students:** Dr. Greg Tanner  
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**Residence Life & Housing Coordinator:** Sandra Adams  
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## **OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS**

**Vice President for Academic  
and Student Affairs:**  
Dr. Robert Page  
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## **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 publications. 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](http://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 (D.A.s), Resident Assistants (R.A.s), the Residence Life & Housing Coordinator, and the Dean of Students. The Physical Plant staff members maintain the facility, the Public Safety Officers maintain security, and the Fiscal Affairs Office handles financial matters and related services.

### **Dean of Students**

The Dean of Students is primarily responsible for the overall operation and supervision of Campus Life and Residence Life operations at SGSC. The Dean of Students oversees student support services, student engagement, residence life operations, student conduct, and athletics. The Dean of Students reports to the Vice President for Academic and Student Affairs.

### **Residence Life & Housing Coordinator**

The Residence Life & Housing Coordinator assists in the management of the Residence Life & Housing program at SGSC. The Coordinator is responsible for the supervision of the Residence Life & Housing staff, managing the housing assignment process, the daily operation of the residence halls, and in-hall educational and social programming. The Coordinator reports to the Dean of Students.

### **Resident Assistants (R.A.s)**

On each floor of the residence halls, there is a Resident Assistant (R.A.), whose primary function is to assist his/her group of residents in developing their community. R.A.s are student staff members who have been carefully selected and rigorously trained to serve in a variety of capacities for each building. The R.A. 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 an R.A. 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 & Housing Coordinator.

### **Desk Assistants (D.A.s)**

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 & Housing Coordinator. D.A.s 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 lock-outs, 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 (L.A.) covers the regular academic year, consisting of the fall and spring semesters. A new Residence Hall Application and L.A. are required for the summer semester (if housing is offered). The Residence Hall Application and Licensing Agreement are 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. Fee rates are posted on the SGSC website, following approval by the University System of Georgia Board of Regents. The L.A. defines the terms and conditions of occupancy and the procedures for termination. As a term of the L.A., 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 Dean of Students, suggests that they could have an adverse impact on the educational environment and the health and safety of others.

**Application Fee:** All new applicants are required to submit a non-refundable \$125.00 application fee at the time they submit their Residence Hall Application. All returning residents are required to submit a non-refundable \$40.00 application fee at the time they submit their Residence Hall Application. This fee must be paid out of pocket as it cannot be covered by financial aid, which includes, but is not limited to, loans, grants and scholarships.

**Licensing Agreement (L.A.) Cancellation:** Any applicant who turns in a signed housing L.A. will be responsible for the fees associated with the Licensing Agreement. If an applicant wishes to cancel his/her housing L.A., all non-refundable fees will be forfeited and a \$500 cancellation fee will be 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 the Georgia Bureau of Investigations (GBI). 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.

**Early Arrival & Late Departures:** Each student is expected to arrive/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. A student may submit an early arrival/late departure request form if there are extenuating circumstances that prevent the student from adhering to the posted arrival/departure dates/times. Submission of the form does not guarantee approval. If the request is approved, the student will be assessed a fee for each extra day that they are residing on campus. Please direct all inquiries regarding early arrivals/late departures to [housing@sgsc.edu](mailto:housing@sgsc.edu). Athletes on SGSC teams should arrive/depart during the posted dates and times agreed upon by the Office of Residence Life & Housing and the Athletics 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. 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.

Expectant 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 full acceptance to the College, 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 e-mailing/calling the Admissions and/or Financial Aid offices.

**Residence Hall Suite/Room:** Each room is furnished with an extra-long twin bed and 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. Wireless internet is provided. However, in order to have best signal, wireless routers are not allowed. 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 may offer 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, and 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 Dean of Students.

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.

**Suite/room Changes:** The room change period will begin approximately 3-5 weeks into each semester. Suite/room changes may be made only after receiving approval for the change from the Residence Life & Housing 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 & Housing Coordinator.

**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 replaced for a \$10 charge per card.

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 Admissions Office window in Engram Hall during normal business hours. Each new ID Card you receive must be encoded by the Residence Life & Housing Coordinator so that you can access your apartment.

## **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. The only I.D. card that will be accepted are a valid SGSC I.D. card, State Issued Driver's License, State Issued I.D. Card, passport, or Military I.D. card. The I.D. 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 being present.
- Visitation hours are posted by the Residence Life & Housing Coordinator on the residence hall lobby doors 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. The guest may also be documented and they will be asked to leave the residence hall immediately.

- Minors are permitted in the building as guests only by prior approval of the Residence Life & Housing 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. 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 & Housing Coordinator. During the weekend (Thursday – Sunday), a student may have only 1 guest at a time.
- A guest, whether they are a student or non-student, who is 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 & Housing 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.
- Contact the front desk of your residence hall to obtain an Overnight Guest Request Form.

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

**Quiet Hours:** Quiet hours will be observed from 10 p.m. to 8 a.m. each night and 24 hours a day during midterms and finals. Final exam quiet hours begin 24 hours prior to the first exam beginning. Courtesy quiet hours should be maintained at all times. 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.

1<sup>st</sup> Offense: \$150.00 fine, 20 hours of community service; alcohol awareness training

2<sup>nd</sup> Offense: \$300.00 fine; 40 hours of community service; alcohol awareness training

3<sup>rd</sup> 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 anyone 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.

## SERVICES 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 debit/credit card or by creating a food services account balance on their SGSC ID card. Additional funds can be added to an SGSC ID Card by utilizing one of the machines located in the Library and the Clower Center.

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.

Students living on campus are required to participate in a meal plan each term. The meal plan includes breakfast, lunch and dinner Monday – Friday and lunch and dinner only on Saturdays and Sundays, for a total of 19 meals per week. 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. The contact number for ABL is (912) 720-4825.

**Mailboxes:** Campus mailboxes for all residential students are currently located just off the Dining Hall lobby. 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. Student packages are available for pick up from the Residence Life & Housing Coordinator’s office in the residence hall. Your address should be formatted as:

Your 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 (Alma Telephone Company or ATC). Setup information can be obtained from the Office of Residence Life & Housing website ([www.sgsc.edu](http://www.sgsc.edu)) or the Residence Life & Housing 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. In order to have best access, wireless routers are not allowed.

**Services for Students with Physical Disabilities and/or Learning Disabilities:** The College strives to meet the needs of students with documented disabilities. It is our goal to provide services and resources that will reduce barriers and help students maximize their college experience. Information regarding receiving accommodations for physical and learning disabilities may be obtained from the Office of Disability Services at (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 includes, but is not limited to, athletics, intramurals, the Student Government Association, and other recognized student organizations. Campus residents are encouraged to participate in all of the above activities.

**Health Fee for Residents:** Each student residing on campus is charged a health fee of \$35.00 per semester. 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 basic 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.

This fee does not cover emergency room visits, prescriptions, hospital costs, or other medical expenses. Residents must provide a valid SGSC ID Card. The clinic's number is (912) 383-6966. A ride to/from the clinic may be arranged with the Residence Life & Housing Coordinator if no other transportation option is available. Transportation to the emergency room is available via ambulance only.

## **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. Hoverboards are prohibited on the SGSC campus.

**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 & Housing 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 & Housing 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:** SGSC and all other USG institutions are Tobacco-Free. Tobacco (including, but not limited to e-cigarettes and chewing tobacco) is not allowed anywhere on 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. Money not used in a given semester does not carry over to the following semester.

**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 & Housing 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 Dean of Students and an additional \$100 fine 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, an 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 & Housing 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, but is 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 anywhere on SGSC property.
12. Alcoholic beverages and illegal drugs, including prescription containers that are improperly labeled, have been tampered with, and/or do not match their contents, 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 to, 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. If the behavior repeats after this initial warning, an incident report will be submitted to the campus judicial system. Shouting is not permitted in any part of the residence hall. The Residence Life & Housing Coordinator can place restrictions on the permitted size and capacity of radios, stereos, and electronic equipment.
  20. The lobby areas, T.V. lounge, computer lab, study rooms and laundry room can be closed at night at the discretion of the Residence Life & Housing Coordinator.
  21. Minors are permitted in the building as guests only by prior approval of the Residence Life & Housing Coordinator. The minor must be accompanied by an adult who is a parent or adult guardian. Minors are required to remain in the main lobby area of the building. SGSC defines a minor as anyone under the age of 18.
  22. The Residence Life & Housing Coordinator 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 the keys or ID cards of other persons.
  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.
  30. Hoverboards are prohibited anywhere on the SGSC campus.

## **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 means of communication. Failure to respond to 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 the College. Residents may be assessed fines and other consequences by the Residence Life & Housing 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 Dean of Students 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.