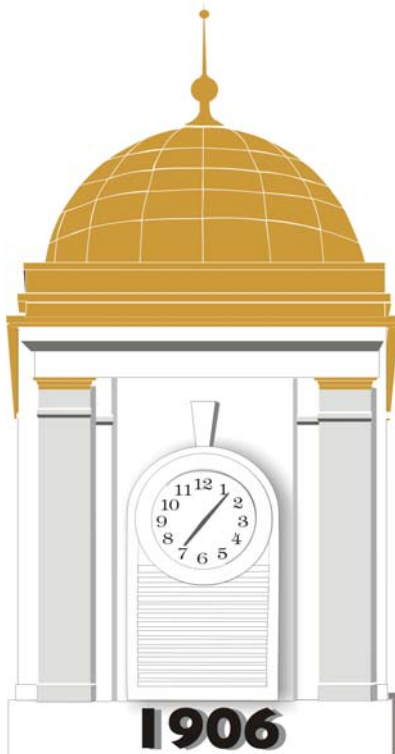


# RESIDENCE HALL HANDBOOK

## 2010 - 2012

Residents' Guide to  
On-Campus Living at South Georgia College

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



UPDATED NOVEMBER 1, 2010

# **RESIDENCE HALL HANDBOOK**

## **2010 - 2012**

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Douglas, Georgia 31533-5098  
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**Welcome!**

This *Residence Hall Handbook* supplements information in the *South Georgia 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 central goal.

#### **RESIDENCE LIFE AND HOUSING STAFF**

**Director of Residence Life: Mr. Andrew Johnson**

260-4429, [andrew.johnson@sgc.edu](mailto:andrew.johnson@sgc.edu)

**Housing Enrollment and Retention Coordinator: Ms. Diane Blum**

260-4431, [diane.blum@sgc.edu](mailto:diane.blum@sgc.edu)

**Tiger Village 1 Residence Life Coordinator: Ms. Jasmine Flores**

260-4413, [jasmine.flores@sgc.edu](mailto:jasmine.flores@sgc.edu)

**Tiger Village 2 Residence Life Coordinator: Ms. Sandra Adams**

260-4417, [sandra.adams@sgc.edu](mailto:sandra.adams@sgc.edu)

#### **OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS**

**Vice President for Student Success: Mr. Wes Brown**

260-4312, [wes.brown@sgc.edu](mailto:wes.brown@sgc.edu)

The official copy of this *Residence Hall Handbook* is online at [www.sgc.edu](http://www.sgc.edu)

## **OUR MISSION**

The mission of the Department of Residence Life 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.

## **DEPARTMENTAL STAFF**

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

### **Director of Residence Life**

The Director of Residence Life is a full-time housing professional who is primarily responsible for the overall operation and supervision of the department. The Director is responsible for the safety of the residence halls, budgeting, supervision and training of the residence life staff, policy enforcement, departmental 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 the Vice President of Student Success.

### **Residence Life Coordinator (RLC)**

Residence Life Coordinators are responsible for the daily operation of an assigned residence hall. The Residence Life Coordinators are responsible for ensuring residence hall conditions 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 RLC reports to the Director of Residence Life.

### **Housing Enrollment & Retention Coordinator (HERC)**

The Housing Enrollment and Retention Coordinator (HERC) is a full time position that involves working with students, potential students, families and the general public in the implementation of South Georgia College and Board of Regents residential housing policies. The HERC deals directly with students, potential students and their families in the areas of recruitment, enrollment, and retention. The Housing Enrollment and Retention Coordinator reports to the Director of Residence Life.

### **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 with community development. RA's 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 are 2 RA's on call during the evening hours to ensure the safety and security of the campus and student body. The Resident Assistants report to the Residence Life Coordinator.

### **Desk Assistants (DA)**

Desk Assistants are SGC students hired under the Federal Work Study Program each semester to assist in the daily front desk operations of the residence halls and 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 lock-outs, reporting maintenance and housekeeping issues, enforcing policies and modeling expected behavior.

## ASSIGNMENT POLICIES AND REGULATIONS

**Residence Hall Application and Contract:** The Residence Hall Application and Contract cover one academic year, consisting of fall and spring semesters. Renewal Forms are required for summer semester. A new Residence Hall Application (with fee) and Contract are required each new school year, beginning in the fall. The contract defines the terms and conditions of occupancy and the procedures for termination. As a matter of contract, South Georgia 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 Residence 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 \$30.00 fee annually with the Residence Hall Application. This fee cannot be applied toward other fees.

**Deposit:** Each applicant is required to submit a non-refundable \$200 room reservation fee. Note: Applications for campus housing are processed in the order that reservation fees are paid. The \$200 non-refundable room reservation fee maybe paid via cash, check, TouchNet or the student may chose to have their financial aid pay for it. Please note on your application how you intend to pay it.

**Housing Assignment:** Housing assignments are made on the basis of (1) date of contract with deposit, (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 financial aid documentation has been submitted and the Financial Aid office has approved. If you have any questions about the required documentation or your financial aid status, please login to your Self-Service Banner before calling the Financial Aid office.

**Residence Hall Suite/Room:** Each resident is furnished with a bed, mattress, desk, desk chair and dresser. Each room has closet space, window blinds, and a ceiling fan with lamp. Each suite has a telephone jack and 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, or requesting telephone service.

**Schedule:** Your SGC residence hall will open as announced prior to the beginning of each semester. Residents may remain in the halls at the end of the semester for twelve hours after their last scheduled examination or until noon the day after the last officially scheduled examinations as stated on the official College calendar. Housing will be provided for graduating residents until immediately following graduation exercises. The regular suite/room rate does not include housing between semester breaks. The Residence Life Coordinator determines availability of space between terms.

**Holiday/Semester Breaks 2010 -2011**

The residence halls will close for Thanksgiving, Christmas, & Spring breaks. Arrangements can be made in advance for residents who need to stay during the break for an additional charge. Moving to a different hall may be required.

**Suite/roommate Assignment:** Efforts are made to honor suite/roommate preferences, particularly when both applicants request each other. Suite/roommates are assigned to residents not stating a preference.

**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 in writing and receive approval from the Director of Residence Life. 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 SGC. Exceptions may be given by consideration of the Housing Committee.

**Assignment of Space:** The Department of Residence Life 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.

**Suite/room Changes:** Suite/room changes may be made only after receiving approval for the change from the Residence Life Coordinator.

**Key/Key Card Policy:** A resident will be issued one or more keys and an ID card for the assigned residence hall suite/room and for access to the residence hall and the wing. In the event that the keys or key card are misplaced, stolen, or lost the resident will bear the financial responsibility for the keys, key card, and lock replacement, even though the lost keys may later be found. The key replacement is \$100.00 for a physical (BEST) key. Identification/Key Cards can be re-issued for a \$10 charge for the 1<sup>st</sup> lost card. Higher fees may be assessed for subsequent losses. The ID/Key Card is classified as a “financial transaction card” and is governed by Georgia law (see the *SGC Public Safety Information booklet* and the SGC Code of Conduct in the *Student Handbook* for additional information). You are to report missing keys and key cards immediately. It is a violation of residence hall rules 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) may result in an incremental fine of \$5.00 per incident at the discretion of the Residence Life Coordinator.

## **STUDENTS’ RIGHTS AND RESPONSIBILITIES**

Students at South Georgia College are assured the rights, privileges and freedoms granted to other United States citizens. These rights come with responsibilities. Please note the statement of Students' Rights and Responsibilities and the Code of Conduct in the *SGC Student Handbook*. The requirements outlined for students in the *SGC 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. Please see the overnight guest policy below about the number of guests permitted at a 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 to the resident's suite/room. A guest may not enter the residential corridors without being escorted.

- Residents' 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 host resident must come to the lobby and check in the guest.
- The host 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 have a current picture and expiration date may be used. 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.
- 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 referred to the Office of Student Conduct. Penalties 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. (SGC 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 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 SGC website.
- Anyone defying the reasonable directions of the residence hall staff and desk workers is 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.

### **Overnight Guests:**

- Overnight guests must be approved 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

### **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. Courtesy hours should be maintained 24/7.

### **Closing Hours:**

- Designated doors to the residence halls will be locked 24 hours a day.
- Guests may enter only through the designated front lobby.
- Residence hall and all surrounding areas are "off limits" to non-residents after visitation hours.

**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. 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 service; alcohol awareness training

2<sup>nd</sup> Offense: \$300.00 fine; 1500 word paper & presentation; 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 in Georgia includes those who have consumed alcohol. Those who cause a disturbance and/or are considered to pose a threat to themselves or others are reported to campus police and other

law enforcement agencies that may impose disciplinary actions in addition to 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, bongos, etc.), non-prescribed prescription medications, and other controlled substances are forbidden on the campus, including the residence halls and the surrounding areas. The consequences for a drug policy violation are expulsion 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 College has an agreement with ABL Food Management 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 SGC ID. The card is classified as a “financial transaction card” and is governed by Georgia law (see South Georgia 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 College Union. Food services accounts are issued in conjunction with the college ID which is validated by the Cashier’s Office in the College Union. Students living on campus are required to participate in a meal plan each term. Commuting students and staff members may establish accounts as outlined above. Food service hours are posted in the College Union. For assistance or more information, please contact the Cashier’s Office at 260-4239, the Student Affairs Office at 260-4431, or ABL Food Management at 260-4525.

**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 campus Post Office. For more information call 260-4396.

**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.

**Telephones:** Each suite/room has a phone jack. Residents desiring phone service assume this expense and must make arrangements with the local telephone company for activation. The College assumes no responsibility for this service other than suite/room placement. Guidelines for activating phone service are listed below:

1. Confirm suite/room assignment. Since there are additional fees for changing locations, early installation is not recommended.
2. Call Windstream at: 1-800-501-1754
3. Give the following information billing address:

Name  
SGC P.O. Box \_\_\_\_\_  
South Georgia College  
100 W. College Park Drive  
Douglas, GA 31533-5098

Location: Your residence hall name and suite/room number.

**Internet Service:** Internet access is provided through ATC. Setup information can be obtained from the Residence Life website ([www.sgc.edu](http://www.sgc.edu)) or the Residence Life Coordinator.

### **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 the Vice President for Student Success (912-260-4312).

**Summer Housing:** SGC offers housing during the summer term for an additional rate. Students are encouraged to inquire about residential options during the spring semester.

**Student Activities:** Residence hall activities are a part of the cultural pattern of student life and are designed to complement academics at the College. Student Activities at South Georgia College include athletics, intramurals, Student Government Association, campus organizations, campus

publications, dramatic series, 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 Clinic for up to two (2) visits per semester. This fee will cover evaluation and treatment services provided by Coffee Regional Medical Center's Clinic providers, usually a physician assistant or nurse practitioner. The walk-in clinic is located at 205 Shirley Avenue. From Brooks Circle turn west on College Park Drive, then turn right (north) on Shirley Avenue and travel about 6 blocks. The clinic is on the left. Clinic hours are:

Monday – Sunday: 10:00 AM – 10:00 PM (Hours are subject to change.)

This fee does not cover emergency room visits, prescriptions, hospital costs, or other medical expenses. Residents must provide appropriate South Georgia College identification. Their number is 383-6966.

**Student Health Insurance:** South Georgia College urges all students to carry sickness and accident insurance, and international students are required to do so. The Voluntary Student Insurance Program Premiums cost about \$900 per year, or can be purchased by the semester. More information can be found at [www.studentinsurance.com](http://www.studentinsurance.com) or through the Student Affairs Office.

**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](http://www.legis.state.ga.us/legis/2003_04/fulltext/hb521.htm)

## **RESIDENCE HALL RESPONSIBILITY**

**Storage:** Residents who plan to continue living on campus another term can receive permission to 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. 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 should be turned into the Residence Life Coordinator's office.

**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, 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. With the Residence Life Coordinator's approval, residents may repair or replace damaged items. 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 to be used for temporary applications only. When not in use, extension cords must be unplugged from machine/appliance AND the wall socket, rolled up and placed near the equipment or in a drawer.
- Candles and incense are not permitted in the residence hall.
- Do not cover, remove or tamper with fire detection devices. 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.

**Fire Drills:** In accordance with SGC regulations, a fire drill shall be conducted at least once each semester. Failure to evacuate the residence hall will result in disciplinary action by the Office of Student Conduct. 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

**Smoking:** Smoking is not allowed in the residence halls, within 25 feet of any entrance or in any stairwells. Violating this policy may result in disciplinary action from the Office of Student Conduct.

**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. Bulletin boards or tack strips should be used whenever possible. If it is necessary to place something on a painted surface, a good grade of masking tape will normally not result in damage to a painted surface as long as the masking tape is carefully removed. 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.

**Misplaced Property:** 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.

**Pets:** No animals, with the exception of fish in properly maintained aquariums of 20 gallons or less, will be allowed inside the residence hall.

**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**

Precaution is taken to maintain adequate security, but the College cannot assume the responsibility for the loss of or damage to resident possessions. Residents or their parents 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:** The College reserves the right to enter resident suites/rooms for purposes of safety, rules enforcement, improvements, routine maintenance inspections, equipment management, or in response to public health concerns or emergencies which may jeopardizes the well-being of the residents.

Resident suites/rooms may be searched for cause by the Residence Life Coordinator or Director of Residence Life without obtaining a warrant. In the case of suspected criminal violations, a police officer will obtain a search warrant issued by the magistrate or appropriate authority to search a room if permission is not given by the resident.

**Residents must remove personal property when moving out of the facility:** South Georgia 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 RLC, any personal property left in the residence hall is considered disposed property. The College will discard personal property stored in the residence hall at the end of 14 days.

### **RESIDENCE HALL RULES**

These rules and regulations supplement those published in the *SGC Student Handbook* and the *SGC General Catalog*.

1. Residents are required to comply with appropriately posted notices governing quiet times, meetings, and conduct.
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. Weight-lifting equipment is permitted in designated areas only.
7. No television or radio antennas or other objects may be placed on the exterior of the building without prior permission of the RLC.
8. Refrigerators up to 4.4 cubic feet are permitted in resident suite/rooms. These refrigerators must be kept clean and are subject to inspection.
9. Clothes lines are not permitted in resident suite/rooms.
10. No "horse-play" is permitted in the common areas. This includes throwing, catching, or hitting any objects. Baseballs, soccer balls, Frisbees, bats, golf clubs, tennis rackets, etc. may not be used inside.
11. Residents are required to clean up after themselves in all public areas such as the lobby, bathrooms, hallways, etc. Hair cutting is only permitted inside residence hall suite/rooms.
12. Tobacco usage is not permitted in the residence halls.
13. Smoking is not permitted within 25 feet of any entrance. Smoking is not permitted in the stairwells.
14. Alcoholic beverages and illegal drugs are forbidden on the campus.
15. Gambling is forbidden by State Law and is not permitted in the residence halls.
16. Furniture, fixtures, and equipment may not be moved without proper authorization.
17. Fighting is strictly prohibited. Violators are subject to arrest and expulsion from the residence hall and the College.
18. Inciting others to fight or violate rules is a violation of residence hall rules.
19. Possessing or using a weapon is grounds for expulsion and criminal prosecution.
20. Residents are required to wear appropriate clothing while in the lobby and the other common areas of the residence hall.
21. 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 Office of Student Conduct. 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.
22. The main lobby, T.V. room and laundry room can be closed at night at the discretion of the RLC.
23. Children under the age of 18 are not allowed in the residence hall without prior permission of the RLC. Each guest is the responsibility of the host resident.
24. The RLC is authorized to post additional rules that improve the living environment.
25. Unauthorized visitation is prohibited.

26. Residents are prohibited from loaning their keys or ID cards to others, or using others' keys or ID cards.
27. Candles and incense are not permitted.
28. 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.
29. Refrigerators and microwaves are to be plugged directly into the wall.
30. 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.

### **RESIDENCE HALL PENALTIES**

Residents found to be in violation of **Residence Hall Rules** are subject to fines, campus service, loss of privileges, and/or disciplinary actions as described in the **Student Code of Conduct** (Please see the *Student Handbook*, which is posted at [www.sgc.edu](http://www.sgc.edu)). 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. Individuals will be fined if they can be identified. 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 Residence Life within one (1) week of receiving the citation. An appeal should state the grounds for the appeal.

### **ALTERING THE CONTENTS OF THIS HANDBOOK**

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 printings, changes will be on file in the Department of Residence Life and posted in appropriate areas. Updates and editorial changes may be reflected in subsequent printings. The official version can be accessed through the South Georgia College homepage.

## **SHARE YOUR IDEAS WITH THE STAFF**

Residents and other interested individuals are encouraged to discuss ideas for improvement with members of the residence life 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.



# Appendix A

## South Georgia College Residence Life Overnight Guest Request Form

Directions: Complete this form and submit it to the R.L.C. on Duty 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.
- Your guest must remain with you at all times.
- You are responsible for your guest and their behavior.
- Keep the approved guest form with you at all times.

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: \_\_\_\_\_

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### DEPARTMENTAL USE ONLY

Date Received: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied ( Reason: \_\_\_\_\_ )