



# **Resident Student Handbook**

## **Guide to Community Living**

### **Academic Year 2017-2018**

Office of Housing and Residence Life

131 College Circle

Swainsboro, GA 30401

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**Adopted by President's Cabinet 12/19/17**

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*For more information about forms, documents and frequently asked questions, visit our housing website documents and forms page at [www.ega.edu/housing](http://www.ega.edu/housing).*

# IMPORTANT PHONE NUMBERS

Full Directory at [www.ega.edu](http://www.ega.edu)

EGSC Main Number	478-289-2000
Campus Police	478-455-0125
Housing and Residence Life (main office)	478-289-2172
Director of Housing	478-289-2173
Assistant Director of Housing	478-289-2371
Residence Life Coordinator	478-289-2363
Resident Assistant (RA)-on-Duty	478-455-1492
Admissions	478-289-2169
Financial Aid	478-289-2169
Registrar's Office	478-289-2169
Information Desk/Lost and Found	478-289-2169
Student Health Clinic	478-289-2182
Counseling	478-289-2039
Student Conduct	478-289-2360
Business Office	478-289-2142
Library	478-289-2083
Bookstore	478-289-2098
ACE (Academic Center for Excellence)	478-289-2151

# IMPORTANT DATES

**January 1:** All monies owed to EGSC for Spring semester due

**May 1:** Deadline for Summer Housing contract cancellation without financial penalty.

**May 1:** Deadline for returning residents to apply for guaranteed housing for Fall semester

**May 1:** All monies owed to EGSC for Summer semester due.

**July 1:** Deadline for Housing Agreement Cancellation (Fall/Spring agreements) without financial penalty (After this date, a \$1000 cancellation fee will be applied)

**August 1:** All monies owed to EGSC for Fall semester due

**November 1:** Deadline for Housing Agreement Cancellation (Spring semester starts only) without financial penalty.

Move-In and Move-Out dates will be determined and advertised on the EGSC housing website at least 1 semester in advance. Students with special circumstances should contact the Director of Housing for more information.

**Bobcat Villas closes for Spring break (March or April), Thanksgiving break (November) and the Winter break (December).** Specific dates will be available on the academic calendar. Any resident who has special circumstances and needs to request permission to stay should complete a Break Stay request form (Located on housing forms and documents web page). Information regarding the procedure for break stay requests will be communicated to students via EGSC student email a minimum of 2 weeks prior to the break period start. *Breaks are not calculated in the semester rent structure. Student wishing to stay for academic breaks may be charged an additional fee depending on the break period and length of stay. Students who are required to*

*remain on campus for college sponsored events or employment positions are required to provide proof in writing from your sponsoring department.*

## **OFFICIAL COMMUNICATION**

The official means of communication with all students is their EGSC email account (catmail). Any mention of a student being notified in writing should be construed to mean via their EGSC email account. Official communication to students prior to their acceptance to the college will be the email address provided on the admissions application to EGSC. Once the EGSC email address is available, that will be the primary communication email.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

East Georgia State College is committed to assisting students in attaining their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or psychological disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the JAM Student Services Complex on the Swainsboro campus at 478-289-2039.

Process for Special Accommodation in Bobcat Villas: Student must first contact the Disability Service Provider to disclose the disability and request for special accommodations. If providing special accommodations is warranted, the student will work with the Disability Service Provider to arrange appropriate accommodations in conjunction with the Director of Housing and Corvias Campus Living.

Emotional Support Animals: Students with an approved emotional support animal (ESA) must notify the Director of Housing of the presence of the animal within the residence hall facility and provide a current photo of the animal with animal's name and room number location. All animals in housing must be on file with the Director of Housing for liability and room access purposes – notification will be provided to maintenance personnel and related vendors as appropriate. Additional measures may need to be taken to ensure the animal is secured while maintenance is being performed within the unit.

### Rules for ESAs in the Residence Halls:

1. A current photo of the animal must be sent to [housing@ega.edu](mailto:housing@ega.edu) and include the animal's name.
2. All ESAs must be under the control of the owner (collared and leashed minimally with dogs; in a secured carrier if cat or any other small animal) any time they leave the residence hall room or apartment. This includes corridors, common spaces, laundry rooms, and exterior grounds.
3. Any time the animal is left in the apartment and the owner leaves the unit, the animal must remain in the owner's bedroom with the door closed and secured.
4. The animal should not be out of the company of the owner for longer than 12 hours at a stretch, and the owner is entirely responsible for the care of the animal while on the premises of East Georgia State College.
5. If maintenance is required in the apartment bedroom in which an ESA resides, the animal must be crated or otherwise under control on the date that maintenance will be performed. The presence of the animal in the apartment must be communicated in the narrative of any submitted maintenance request so that maintenance staff members and vendors are aware of its presence and plan accordingly.
6. If an ESA bites or otherwise causes damage to person or property, the animal may face immediate removal from the facility.

7. Any student found in violation of this policy will be submitted to the Student Conduct Office for further action.
8. Students who want to file a grievance about the behavior of an animal or pet owner within the facility should submit an [ESA grievance form](#) located on the forms and documents page of the housing website. For complete information about the emotional support policy of East Georgia State College, visit the following website link: <http://www.ega.edu/policy/04-emotional-support-or-assistance-animals-in-on-campus-housing.pdf?31116>

## GETTING READY TO MOVE IN

### A: Application Process

Residence hall rooms are temporarily assigned after all items below have been completed. Students who complete all required housing application components will be assigned on or before the first week of July for fall/spring, the first week of November for spring, or the first week of May for summer, provided all of the items below are met.

1. Acceptance to East Georgia State College by the Admissions Office, including receipt of the required immunization documentation.
2. Receipt of the Residence Hall Application in the Office of Housing and Residence Life and the \$50 non-refundable application fee to the Business Office.
3. Receipt of the Criminal Background Investigation Consent Form and review/approval by the Criminal Background Report Committee.
4. Receipt of Residence Hall Housing Agreement for the appropriate term in the Office of Housing and Residence Life and the \$50 reservation fee to the Business Office.

A student who has completed steps 1-4 above AND has paid all EGSC housing fees (application fee, housing reservation fee and semester housing payment, including meal plan) in full, or been provided with appropriate financial aid, will receive a confirmed assignment by email to their EGSC account. This email will be sent to the student no later than 2 weeks prior to the start of the subsequent term of enrollment. Students may use financial aid money to cover housing with exception of the application fee and reservation fee. The priority dates for financial aid are available from the Financial Aid Office.

A student may not move in to the residence hall until **all** EGSC fees have been paid in full, including tuition/fees and all housing fees (application fee, housing deposit and semester housing payment, including meal plan).

Students who plan to live on campus during the Summer semester or return for a new academic year will be required to submit a new application and housing agreement for that term as well as pay applicable fees. The application fee and reservation fee are required once per academic year (fall, spring, summer). If a student begins as a new student for summer term, the student must pay the application and reservation fees again for fall term as it begins a new academic year cycle.

### B: Room Assignments

1. Roommate assignments are made without regard to race, religion, national origin, age, personal appearance, family, political affiliation, actual or perceived physical or mental disability and/or sexual orientation. Roommate contact information (EGSC email address only) will be provided to all confirmed roommates prior to move in.
2. The college will assign a room based on available housing space after the student (and guardian if

student is a minor child at the time occupancy is assumed) has completed the housing application process (i.e. submitted housing application, submitted appropriate housing agreement, submitted and confirmed CBI request form, \$50 app fee, \$50 reservation fee).

3. Housing and Residence Life will give room preference priority to all completed housing applications received by our office on or prior to May 1, as space allows. Additional priority will be determined by complete date with students completing their application process earlier receiving priority placement.
4. The college reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. The college further reserves the right to make room changes during the year as deemed necessary by Housing and Residence Life.
5. Rooms in housing may only be occupied by the students assigned to that particular space. Students found residing in a residence hall room that is not assigned to them will be asked to vacate immediately and may be banned from Bobcat Villas.
6. A student's right to occupy a room may not be assigned or transferred by the student without the written approval of Housing and Residence Life.
7. Room assignments may be changed only upon written authorization from Housing and Residence Life. Under normal circumstances, no changes of room assignment will be made during the first 2 weeks or the last 2 weeks of each semester so that occupancy can be verified and new room assignments made for the subsequent term.
8. Students of the opposite sex will not be assigned to, nor may they reside in, the same room or apartment.
9. Failure to check in or to occupy an assigned space by 5pm on the first day of classes as outlined in the academic calendar could result in the assignment of the room to another student unless that student has contacted and obtained approval from Housing and Residence Life.
10. Housing and Residence Life reserves the right to relocate and consolidate spaces at any time to cope with enrollment increases, for purposes of renovation and/or the reduction of resource consumption. Any student participating in an approved college event beyond the limits of the contract term will be relocated, as necessary, so that the department can perform facilities related activities, including but not limited to consolidation of break housing, cleaning and maintenance of buildings for the upcoming term, and rehabilitation of properties.

### C: Housing Agreement, a.k.a. "Contract"

Students sign a Housing Agreement for each term (academic year or summer) that they live on campus. This document is legal and binding and should be carefully read before a student signs and returns it. Although the entire agreement is important, the things that students most often have questions about are:

1. **Cancellation:** Section V. and VI. of the Housing Agreement discusses **deadlines to cancel**, reasons for cancellation and fees associated with cancellation. A copy of the Housing Agreement Cancellation Request can be found in the Forms section or requested from the Director of Housing.
  - a. If a student enters on-campus housing in **Fall**, they sign a two-semester Housing Agreement.
    - i. The deadline to cancel for no specific reason is **July 1; student will forfeit their reservation fee.**
    - ii. After July 1, if the student cancels the agreement for either term or for both terms, they will *forfeit their reservation fee, may lose a semester's rent, or owe a \$1000 cancellation fee.*
  - b. If a student enters on-campus housing in **Spring**, they sign a one-semester Housing Agreement.
    - i. The deadline to cancel for no specific reason is **November 1; student will forfeit their reservation fee.**

- ii. After November 1, if the student cancels the agreement, they will *forfeit their reservation fee, may lose a semester's rent, or owe a \$1000 cancellation fee.*
- c. If a student enters on-campus housing in **Summer**, they sign a one-semester Housing Agreement.
  - i. The deadline to cancel for no specific reason is **May 1; student will forfeit their reservation fee.**
  - ii. If the student cancels the agreement after May 1, they will *forfeit their reservation fee and lose their semester's rent, or be charged a cancellation fee, whichever is lower.*
- d. A student can request cancellation with no penalty if they meet one of the reasons listed and follow guidelines listed in the Housing Agreement.
  - i. Resident's Graduation;
  - ii. Resident's Call to active military duty;
  - iii. Resident gives birth during the contract term
  - iv. Resident Enrolls in a College-sponsored study abroad program or affiliated academic internship;
  - v. Resident receives an approved medical withdrawal from the College
  - vi. Resident Death

#### Payment Deadline

- e. Each Housing Agreement gives a payment deadline for students for each semester; these dates are also listed on the Academic Calendar.
- f. If a student misses the payment deadline, their space will be given to someone else and they will be placed on the waiting list.
- g. Financial aid funds can be used as long as the student has completed all paperwork required by financial aid and has been awarded adequate funds to cover expenses.

#### Closing during breaks

- h. The Housing Agreement states that Bobcat Villas will close for posted breaks.
- i. A student will return to the same room after the break and may leave their belongings (*all students not continuing in summer school and residing on campus must remove their belongings for the summer.*).
- j. Any student who has extenuating circumstances that will not allow them to leave during a break should complete a Break Stay Request Form which can be found in the Forms section of the housing website.
  - i. A student must be in good academic standing and have had minimal disciplinary interaction in order to be approved to stay.
  - ii. No outside visitors will be allowed during any academic break.
  - iii. During most breaks, limited services will be available on campus. This typically means that most offices, with the exception of Campus Police, will be closed and no food services will be offered.

#### Right of Entry

- k. EGSC and its authorized representatives may enter an apartment and bedroom without notice for routine maintenance or emergency situations.
- l. EGSC will provide a minimum of 48 hours' advance notice of scheduled, midterm health and safety inspections.
- m. Civil authorities (police) can search an apartment or bedroom with the permission of the resident or with a legal warrant.

## D: Choosing Roommates

Residents participate in roommate selection in a multitude of ways.

1. The Residence Hall Application has a section that asks students to list names of those they would like to select as roommates. These will be honored when possible provided that all participating roommates have complete housing applications on file (A complete application includes the application form, signed housing agreement, paid application and reservation fees, and CBI request form).
2. The Residence Hall Application also has a section that allows students to answer questions about themselves that we can use to match them with others. We will utilize this as we are able, but space constraints may limit our ability to make solid matches.
3. Residents often meet people when they attend Orientation that they would consider for roommates. Names of those they choose should be forwarded to the Office of Housing and Residence Life at Orientation for further consideration. Matches will be made on a space available basis and according to the date an application was completed.

Students who submit their completed applications prior to the May 1<sup>st</sup> priority deadline will have the strongest likelihood of receiving their intended roommates. After the deadline, the decision will be made by the Office of Housing and Residence Life.

Although we attempt to honor all requests, no guarantees are made that a resident will be roomed with those they choose.

## E: Items to Bring/Not Bring

Each apartment is a four-bedroom, two-bath unit with full kitchen and living room. The apartment includes living room furniture, basic cable, kitchen appliances (stove, microwave, dishwasher (South only), and refrigerator), as well as a pantry and cabinet storage space. While large family-size refrigerators are supplied in each unit, residents are welcomed to bring their own mini fridge for their bedroom provided that it does not exceed 3.5 cubic feet in size.

Each bedroom includes an extra-long twin mattress, under-bed drawer space, a desk, a convertible desk chair that can become a gaming chair (South only) and stool and a build-a-closet set up with one shelf and hanging rack. A ceiling fan is located in each bedroom and in the living room and the apartment has a thermostat to individually control the heat/air in each unit. Blinds are provided on each window.

### Items You Should Bring:

There are items that **residents must provide for themselves**. We suggest that a resident speak with their roommates before purchasing some items, in order to coordinate and not purchase multiples of some items. These items may include, but are not limited to, cleaning supplies, mops, brooms, dishes, pots/pans, ironing boards, shower curtains, common area rugs and bathmats.

A resident must provide their own bedding, towels/washcloths, toilet paper and toiletries. A laundry room is provided at no cost to the resident, but they must bring their own detergent.

If students would like to hang items on their walls, we recommend using painter's tape, light gray/white poster putty, or push pins. Nails and screws are NOT permitted. Reminder: the sticky squares that do not have a tab to remove them are not safe to use. **Students will be billed for any damages incurred due to use of unapproved fasteners, nails, or sticky tape.**

### Do not bring:

Items residents should not bring to campus include weapons, tobacco products, drugs/alcohol or any paraphernalia (including empty alcohol bottles/cans), toasters, toaster ovens, personal grills (including George Foreman-like), sandwich or waffle makers, heaters with glowing-red coils, candles, incense, and hammer/nails. Residents are also not allowed to have personal microwaves or other cooking appliances in the bedroom areas as they are not properly ventilated for cooking purposes. **See the *Prohibited Items section for a complete list of unapproved items.***

### Abandoned property

1. Bobcat Villas does not have or provide storage space. Abandoned items will be given to charity or thrown away if not removed during check out. Additionally, students may be charged for the removal of excessive trash or abandoned property.
2. If a resident follows the proper check out procedures, any items left will be seen as abandoned property.
3. If a resident has an improper check out, we will attempt to contact the resident on three separate occasions up to ten days after separation from the college. After 10 days, and no follow up from the resident to arrange remove, the items will be discarded or donated to Goodwill charities.

### F: Mail

Mail keys will be issued to residents upon request and can be picked up in the Maintenance office in the Strange clubhouse. Mail is delivered to mailboxes by housing staff at approximately 5pm on Monday, Wednesday and Friday. Mail is not delivered on Tuesday, Thursday, or the weekends. It is the resident's responsibility to provide a forwarding address to businesses/friends when they no longer live on campus. All mail that is received after a student moves out will be returned to sender. Replacement of a lost mailbox key is \$25.

### G: Liability

Although precautions are taken to maintain the security of the EGSC campus, EGSC does not assume any legal liability to pay for injury to person (including death) or loss of or damage to personal property which may occur in buildings or on its grounds prior to, during or subsequent to the contract period. The resident and his/her parent, guardian or other guarantor are encouraged to carry appropriate insurance to cover such losses (renter's insurance).

## **MOVING IN**

Each resident will be sent a move in packet to their EGSC email address. This packet of information will include their mailing address, roommate information, room assignment and their move in appointment time. Residents cannot move in until all EGSC fees (rent, meal plan, tuition, fees, etc.) have been paid. Students who have not satisfied these requirements will be turned away until such financial requirements are met. Representatives from financial aid and the business office will be on hand during move-in to provide assistance to students with outstanding balances at move-in.

When a resident moves in, they will complete an Emergency Information Card that provides general information about any health conditions or drug allergies they may have and tells our staff who to contact in case of an emergency. While the basic emergency contact information is required, any medical conditions that the student chooses to disclose is voluntary in nature. This information is kept on file in the Housing and Residence Life Director's office and can be shared with emergency personnel as deemed necessary to

maintain the health and wellbeing of our residents.

A resident will also complete a Room Condition Report (RCR). All rooms will be inventoried and inspected by a staff member prior to resident arrival for move-in. When the resident arrives, they will be prompted to review the RCR and provide notes on any discrepancies within 24 hours. The signed RCR is kept on file until the resident moves out.

Residents receive one key when they move in for their bedroom door. Replacement of a lost key is \$25.

Residents use their EGSC ID card to enter lobbies, interior hallways and their apartment door. Their ID card will be activated at move in. Pin numbers will also be issued for Residents of South. If a resident loses their ID card, they should report to the Business Office during normal business hours (typically, Monday-Friday from 8 am to 5 pm) to have a replacement card issued. A replacement card is \$20. If a resident forgets their pin, they should see the Residence Life Coordinator or Assistant Director of Residence Life.

## **EVERYDAY LIVING**

### **A: Conduct**

Each student of EGSC is bound by the Student Code of Conduct in the *Student Handbook* and sanctions can include removal from Bobcat Villas. Residents of Bobcat Villas are also bound by terms in their Housing Agreement. Failure to attend and/or pass classes can be grounds for removal. Failure to report arrests and convictions can be grounds for removal.

#### **a. Alcohol and Controlled Substances**

In accordance with college policies, students, staff and visitors are not permitted to have alcohol beverages in housing and residence life properties or anywhere on the campus grounds. Alcoholic beverages (full, partially full, or empty) cannot be brought to, stored in, displayed, or consumed in any residential community, including parking lots, regardless of the age of the resident(s). Decorative alcohol containers are not permitted in housing and residence life properties. Depending on the severity of the infraction, violators of this policy may face criminal prosecution, referral to the Office of student conduct, and potential ban from Bobcat Villas.

The manufacture, distribution, sale, possession, or use of marijuana and/or other controlled substances and drugs is prohibited and may result in immediate cancellation of the Housing agreement. Anyone found violating this policy may face arrest and referral to the Office of Student Conduct as well as removal from Housing. Any student removed from housing for conduct related reasons will forfeit any possibility of a housing refund.

#### **b: Guests and Visitation**

Visitors are welcome at Bobcat Villas; however, residents and guests must follow the college's visitation and guest policies as provided in the Student Code of Conduct: <http://www.ega.edu/policy/04-student-code-conduct-disciplinary-process.pdf?102017>

*Be courteous to your roommates by not bringing guests into your apartment until after morning quiet hours end. (9am: Monday-Friday, 10am: Saturday-Sunday)*

### c. Lockout Assistance

Lock out assistance may be obtained by contacting the resident assistant on duty via the RA duty phone at any time during the week or by visiting the front desk of the building between the hours of 10am-Midnight. All lock outs will incur a charge of \$20 immediately applied to the student account. This fee applies whether the access is granted for the main apartment door or the Bedroom door of the unit. Payment of these fees can be made at the business office.

### d. Pets

Pets are not permitted anywhere within or on the grounds of Bobcat Villas (exception: non-carnivorous fish in 10 gallon or less aquarium and Approved Emotional Support/Service Animals). Emotional Support and Service animals must be appropriately requested and approved through disability services and reported to the Director of Housing. Students found in possession of unapproved animals will be asked to remove the animal immediately. Students who fail to comply with this directive may face removal from Bobcat Villas.

### e. Prohibited Items

Prohibited items inside and on the grounds of Bobcat Villas include:

1. Airsoft/Aerosol Guns
2. Guns and Ammunition
3. Slingshots
4. Alcohol Bottles (full, empty, decorative)
5. Candles (burned or unburned)
6. Dangerous chemicals and flammable fluids
7. Explosives
8. Fireworks
9. Extension Cords (Only 1 6-outlet strip per bedroom permitted)
10. Gas or Charcoal Grills
11. Hookahs
12. Illegal drugs (includes possession of prescriptions not prescribed to you)
13. Incense
14. Internal combustion engines
15. Kitchen appliances without auto shut off
16. Lofting Kits and/or Bed Risers
17. Microwaves (other than that provided by the college)
18. Toasters
19. Toaster Ovens
20. Buffet Burners
21. Knives (excluding cutlery)
22. Large fabric decorations/wall hangings
23. Paintball guns
24. Portable Heaters or Air Conditioners
25. Projectile Launchers
26. Propelled Missiles
27. Weapons, including replica weapons
28. George Foreman Grills
29. Hot Plates
30. Electric Skillets
31. Fryers
32. Open heat element appliances of any kind
33. Flame producing appliances
34. Hoverboards
35. Fabuloso (cleaner)
36. Tobacco products (including vapes, chewing tobacco, cigarettes, etc)

Please note that concealed carry firearms, even for those who possess a valid concealed carry permit, are not permitted in any residential building of any college campus at any time in the state of Georgia. Guns should be stowed securely in the owner's vehicle or stored in an off campus location. Gun storage is not provided by East Georgia State College. Visit the following link for more information on East Georgia State College's Weapons Policy. <http://www.ega.edu/policy/13-weapons-and-explosives-policy.pdf?72717>

### f. Quiet and Courtesy Hours

Quiet hours in Bobcat Villas extend from **10pm to 9am on week days** (Sunday night through Friday morning), and **Midnight to 10am (Friday night through Sunday morning)**. Any noise heard outside of a

residence hall room during this time may be documented and submitted to student conduct for follow up. In addition, courtesy hours are in effect 24/7. If another student, staff, or faculty member asks you to discontinue loud music or other noise during this time, you are expected to comply to maintain a studious environment within Bobcat Villas.

#### g. Smoking/Tobacco Use

Tobacco use is prohibited on the premises of East Georgia State College. For the complete Tobacco policy, visit this web address: <http://www.ega.edu/policy/09-tobacco-free-campus-policy.pdf?2102016>

#### B: EGSC ID Card/Keys

It is the responsibility of each resident to keep up with their ID card and bedroom key. If a staff member is required to let a resident into his/her apartment or bedroom, the resident will sign a Lockout Fee form and be charged \$20 per lock out. There will be no exceptions.

Students are entirely responsible for their own card keys and/or ID's. **A resident may not provide their card key or ID to any student, staff member, or visitor at any time.** Allowing another student or visitor to use your ID or card key for entry and exit of the building or an apartment will result in a student conduct referral.

#### C: Amenities

Residents of Bobcat Villas enjoy access to a computer lab with printer and no-cost laundry facilities. A clubhouse is located directly behind Bobcat Villas and includes a fitness room, a game room, a computer lab, study rooms, a kitchen and meeting space. A piano is also provided in the main gathering space of the clubhouse. Hours of operation are posted at the beginning of each semester and may change without notice.

#### D: Meal Plan

Residents are required to purchase the meal plan during Fall and Spring semesters. The meal plan includes lunch and dinner Monday-Thursday, lunch on Friday and \$200 in flex funds. Flex funds can be used at the cafeteria, café or in the coffee shop in the library. Lunch and dinner hours are posted each semester. Meals are all you can eat.

#### E: Getting Involved

Students at EGSC have many ways to get involved, including student clubs/organizations, intramural sports, a literary magazine, inter-collegiate sports, community service opportunities and student employment. The Office of Student Life hosts multiple events throughout the semester using student activity fees. A calendar of events is provided to residents each month. Student employment opportunities are handled through Human Resources. Ask about becoming a resident assistant!

#### F: Student Health Clinic

All students on the Swainsboro campus pay a health fee and can use the health clinic on campus at no cost. Any services that cannot be provided by the health clinic or that are not covered by the health fee will be discussed with the patient and appropriate recommendations/referrals made. Operating hours are posted each semester on the window of the health clinic.

## G: Safety and Security

Security is a top priority for EGSC and the Office of Housing and Residence Life. The outside doors of Bobcat Villas remain locked at all times and can only be accessed by those with a valid EGSC ID who have right of entry. Hallways and apartment doors can only be accessed by those with a valid ID (and pin number in South Bobcat Villas). The common areas of the facility are monitored by video surveillance by Campus Police, the Office of Housing and Residence Life and the Office of Student Conduct. Campus Police has 24-hour police presence on campus. Emergency phones that dial directly to 911 are available on each hallway, and the entire facility has monitored fire alarm and sprinkler systems. Fire extinguishers are provided in the hallways, common areas and in each apartment.

Personal safety is also an essential element of successful residential living. Students can play an active role in their own safety on campus by taking some of the following precautions:

- Avoid walking alone at night. Walk in well-lit areas accompanied by at least one other person.
- Maintain awareness of your surroundings by taking out your ear phones. Be alert.
- Do not use bed risers, blocks, or lofting kits to raise your bed. These are on our prohibited items list and pose an unnecessary fall risk.
- Avoid horseplay that could result in the injury of yourself or another.
- Be sure to lock your bedroom door and DO NOT prop your apartment door. Students found propping their apartment door and allowing entry will be referred to Student Conduct for disciplinary action.

## H: Maintenance/Cleaning

Every effort is made to keep Bobcat Villas in peak condition. Apartments are inspected regularly for maintenance concerns and cleaned professionally between resident occupations. Residents are responsible for promptly reporting any maintenance issues and cleaning all living spaces during residency. This can be done by using the Housing Student Yardi Work Order form found in the MyEGSC portal. Emergencies can also be phoned in to the RA on duty.

### a. Responsibility for assigned space:

1. The resident is responsible for the condition of the assigned space and shall reimburse the office of Housing and Residence Life for all damages to the space and damage to or loss of fixtures, furnishings, or other properties furnished under the housing agreement.
2. No alterations may be made to the area or furnishings provided by the college, including thermostats and temperature control devices. All furniture in the resident's assigned space at the time of move-in must remain there for the duration of the resident's agreement term. The resident may not remove, store, or trade furnishings from his/her assigned space.
3. Additional furnishings brought to the unit by the resident(s) must be freestanding and clear of all existing furniture, fixtures, and walls. In addition, we may ask you to remove self-supplied furnishings if the presence of such furnishings could cause a safety issue or block access to areas that require routine maintenance (block exits or egress during fire, blocks mechanical or HVAC closets, etc).
4. Residents may not sublease or let out their unit at any time, nor may they provide their accommodation via online services such as Air BNB due to the safety and security issues this imposes on the college and roommates.

5. Keys are to be of sole possession of the resident. Any resident who lends out or provides access to their card key or room key will be sent to the Office of Student Conduct for further action due to the security risk this imposes.
6. Solicitation in Bobcat Villas is strictly prohibited. Residents may not advertise goods or services for sale, nor may they use their dwelling for business related purposes. Door to door charity solicitation is also strictly prohibited. Students wishing to collect charity donations or set up an informational table may request to set up a table in the lobby of Bobcat Villas.
7. Main apartment entry doors may not be propped open at any time. This poses a security risk. Any apartment found to be using the dead bolt, or any other means, as a door prop will be documented and submitted to the Office of Student Conduct for review.

**b. Responsibility for Community Property:**

1. Residents are expected to take every precaution to ensure that communal property is not abused. Communal property includes, but is not limited to, hallways, bathrooms, stairwells, elevators, lounges, study rooms, computer labs, utility rooms, breezeways, courtyards, laundry rooms and conference rooms.
2. In buildings or areas where the college has determined there is abuse or destruction of property and the responsible individuals cannot be identified, all residents of the community or a section of the community may be held responsible for costs associated with the repair and/or replacement of damaged/missing items.
3. Furniture from communal areas may not be relocated to individual apartments or bedrooms.
4. Residents may not abuse and/or modify the residential community grounds including, but not limited to, the following: flower beds, courtyards, sidewalks, lawn, volleyball court, basketball court, and clubhouse facilities.

**c. Responsibility for Information:**

Residents are responsible for reading and understanding all policy and procedural information posted on bulletin boards, resident unit doors, the EGSC Housing website, departmental emails, and newsletters.

**I: Academics**

Residents of Bobcat Villas are students above all else. Residents must be enrolled in at least 12 hours each Fall and Spring semester and at least 6 hours each Summer semester (12 hours is still a full-time load for financial aid purposes). If a student has extenuating circumstances that make it impossible for them to take or maintain the required hours, they must complete a Full-time Status Waiver Request form (located on the forms and documents section of the housing website) and have it approved in order to remain on campus. Removal from Bobcat Villas for failure to maintain the required hours will violate the Housing Agreement and cancellation terms will be applied. Students may be contacted and provided additional academic support resources if they are identified as an academically at-risk student during the course of the term.

**J: Inspections and Access**

1. **Health and Safety Inspections:** Health and safety inspections will be completed at least once per semester and typically after the midterm week. These announced inspections are completed by at least two staff members (any combination of housing and maintenance) and are used as a tool to ensure proper care is being taken of the facility. Violations are seen as vandalism and are turned over to the Office of Student Conduct. Damages incurred while a resident lives on campus will be charged directly

to their student account and a hold placed on their record until paid.

2. **Restricted Areas:** Restricted areas include all areas that are not open to general resident use. These areas include, but are not limited to, roofs, ledges, attics, storage closets, and mechanical/electrical equipment rooms of all housing and residence life properties. This also includes any area, such as the clubhouse, computer labs, or study rooms that may be locked and not available for student use. Violations of this policy will be subject to disciplinary action.

### K: Posting Policy

All posters, flyers, and advertisements distributed in the residence halls must be stamped and approved by housing and residence life. Approval can be obtained through the Assistant Director of Housing and Residence Life in the Bobcat Villas West Office. Housing and Residence Life will not approve signage for programs not sponsored by the College or a recognized student organization; nor will it approve signage designed for solicitation purposes.

### L: Vehicles and Parking

Vehicles parked in residential parking must display the appropriate residential parking permit. Students are reminded to park only in the residential parking area assigned to their building of residence and that residents are not permitted to park in commuter parking areas or staff/faculty parking areas. Vehicle speeds should not exceed 15 miles per hour, the stated campus speed limit. Students found endangering the health and safety of other residents by driving over the speed limit on residential lots and streets will be documented and referred to the Office of Student Conduct for further action.

## **EMERGENCY PREPAREDNESS**

### A: Fire

In the case of a fire alarm sounding, you should immediately exit the building from the closest exterior door and meet in the grass on the back side of the clubhouse away from the residence halls. You should not reenter the building until EGSC personnel tell you that it is safe to do so, even if the alarm stops.

If you are inside an apartment, you should check the door for heat before opening the door. If the door is hot, DO NOT open the door. Immediately contact 911 and tell them that you are located in Bobcat Villas (and which building) on the EGSC campus and give them your apartment number. You should hang a white towel (or available material) from your apartment window and stay low to the floor near that window until the fire department can get to you. DO NOT open the window until help is there, as this may cause the fire to seek out this oxygen source and reach you faster. If the door is not hot, you can crack the door and see if smoke enters the room. If smoke is present, close the door and proceed with the same procedures you would use if the door was hot. If smoke is not present, stay low to the floor and proceed to the closest exit. Remember that smoke inhalation is the most common cause of death in a fire. Smoke rises, so stay low to the floor and cover your mouth and nose.

### B: Inclement Weather

Tornado Watch:

A tornado watch signifies that atmospheric conditions are such that a tornado could develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. You should monitor both television and radio weather bulletins and begin taking precautionary measures.

#### Tornado Warning:

A tornado warning means that a tornado has been sighted in the immediate area. You should take shelter at once on the first floor of Bobcat Villas, away from windows and glass. Should you be unable to come to the first floor of bobcat villas due to imminent risk or threat, proceed to your apartment bathroom and sit in your bath tub or shower and use your arms to protect your head and neck. This is the safest place in your apartment. Become familiar with the Designated Severe Weather Rooms in all buildings on campus.

#### Ice/Snow:

While it is rare for Swainsboro/EGSC to have ice/snow, it is not impossible. The Office of Housing and Residence Life and Campus Police will work together to keep you informed about the suspension of College operations. You should monitor both television and radio weather bulletins and take precautionary measures.

With the potential for inclement weather in the area, please be sure your contact information in the college's emergency notification system (ConnectED) is current. As a reminder, the college utilizes the ConnectED system to notify employees and students of emergency situations that impact the college – such as campus closings due to weather. In addition to notifications being sent via email and phone call, the system can notify you of alerts via text message on your smart phone.

For more information and instructions on verifying / updating your contacting information in the ConnectED system as well as how to sign up to receive system alerts via text message, please go to the EGSC Student Life / ConnectED web page ([www.ega.edu/student\\_life/connected](http://www.ega.edu/student_life/connected)). As noted in the information on the web page, you can utilize either of the two methods (myEGSC web portal or myEGSC mobile app) to verify / update your contact information in the system and/or setup text message alerts.

If you have any questions regarding the ConnectED system, please contact EGSC Information Technology via email at [cswork@ega.edu](mailto:cswork@ega.edu) or via phone at 478-289-2004.

#### C: Missing Person

This policy contains the official notification procedures for East Georgia State College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEAO).

Residents will be informed each academic year that they have the option to identify one or more people as confidential contacts on the Confidential Contact Information Form, which will be completed as part of move in weekend and updated when requested. This form is confidential and the information provided will not be disclosed to anyone other than authorized East Georgia State College officials and law enforcement personnel. If a resident is under 18 and not emancipated, EGSC must contact a custodial parent or guardian in addition to any contact person designated by the resident.

**To register a confidential contact:**

1. Residents may register a confidential contact by completing the Confidential Contact Information Form when they check in to the residence hall.
2. Residents may choose anyone, including their emergency contact.
3. Residents may make updates by completing a new Confidential Contact Information Form with the Residence Life Coordinator.

NOTE: The resident is responsible for the accuracy of the contact information provided.

**To report a missing resident:**

1. Contact Campus Police at 478-455-0125.
2. Provide information pertinent to report, including:
  - a. Date/time resident last seen
  - b. Any attempts made to contact resident and the information used (i.e. cell phone number, email address, Facebook status, etc.)
  - c. The general routine or habits of the resident including any recent changes in behavior or demeanor
3. Cooperate with Campus Police officials and provide your contact information in case more information is needed.

**When a report is received by Campus Police:**

1. An investigation takes place to determine if the resident has been missing for 24 hours or more.

**If yes, within 24 hours;**

- a. The Swainsboro Police Department will be notified by Campus Police.
- b. The Director of Housing will notify the confidential contact provided by the resident or the emergency contact if no confidential contact has been registered. NOTE: If a resident is under 18 and not emancipated, EGSC must contact a custodial parent or guardian in addition to any confidential contact person designated by the resident.

**D: Medical**

Each resident completes an Emergency Information Card when they move in. This card provides the Office of Housing and Residence Life with contact information and gives us general information about any health conditions or allergies that the resident wishes to disclose. This information will be shared with medical personnel only in the case of an emergency.

Swainboro/Emanuel County has a hospital within 3 miles of EGSC. In the case of a medical emergency, 911 should be called first, followed by EGSC Campus Police. You should calmly provide specific information about the emergency.

**For example:**

I am in Room 1111 in Bobcat Villas West at East Georgia State College. My friend fell and hit his head on the floor. He is not responding when we talk to him and is bleeding from his head and nose.

The 911 Operator may ask you questions. Be honest and specific, but only answer the question you were asked; you don't want to slow down the process. If you are alone, attempt to get someone's attention in the hallway and have them contact Campus Police.

### **E: Lockdown**

If there were a reason that EGSC had to go into lockdown, residents would be notified via Connect Ed. You should immediately go to the nearest room and secure the door behind yourself. The door should only be opened when the all-clear is given via Connect Ed or emergency personnel are there to evacuate.

If evacuation of EGSC becomes necessary, residential students will be given an evacuation location to report to and all information will be routed to those locations. If you do not have personal transportation, immediately report to the nearest EGSC employee.

## **MOVING OUT**

There will be a posted move out deadline for each semester; typically, it is the Saturday after the last final exam is given. If a student is returning to Bobcat Villas the following semester, they do not need to take their belongings home (except summer term), but should pay special attention to any procedures they need to follow in order to properly check out. Anyone who is not returning to Bobcat Villas, or has a semester break between residency, should follow these check out guidelines:

### **Standard Move Out:**

1. Sign up for a check out appointment on the list on the glass of the area office in your building.
2. At your appointment time, a staff member will meet you in your room.
  - a. Your bedroom must be completely empty
  - b. The bed should be pushed against the wall with the window (long-ways, giving you lots of floor space)
  - c. The desk and chair should be against the wall farthest from your door (if you are in bedroom A or C, this will be the left wall; if you are in bedroom B or D, this will be the right wall)
  - d. Pictures will be taken of all common areas when you check out...you will be responsible for anything that is not cleaned when you check out if it is not cleaned when everyone leaves.
  - e. You will return your keys (bedroom, mailbox)
  - f. You will complete and sign your Room Condition Report
  - g. If your room is not ready at the time of your appointment, you will have to sign up for a different time and may not be able to leave when you requested.
3. If you do not sign up for an appointment or miss your appointment, you will be charged a \$50 improper check out fee.

### **Express Move Out:**

Remember, students selecting the express check out option will waive their right to contest any damage or cleaning fees assessed to them in the inspection process.

1. Completely move out all of your belongings and clean your apartment space.
2. Once you have moved out all of your items, proceed to the area desk in your building to turn in your keys.
3. Complete the Express Check Out form.

4. Put your express check out form and your keys in the provided envelope making sure to seal the envelope thoroughly.
5. Observe as the staff member at the desk applies your name label to the outside edge of the envelope. Visually verify that the correct sticker information is present. If it is in error, please correct the error information by writing in the corrected information.
6. Once you have completed the envelope, you are free to go. Your room will be inspected for damage after you leave.