



# East Georgia

STATE COLLEGE<sup>®</sup>

SWAINSBORO | STATESBORO | AUGUSTA | ONLINE

## **RESIDENT STUDENT HANDBOOK**

Academic Year 2023 - 2024

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## WELCOME FROM THE DIRECTOR

Dear Resident,

Welcome to Bobcat Villas at East Georgia State College!

You have taken the next step to jumpstart your professional career. You are embarking on a journey that will positively impact your life. My staff and I are here to ensure that your journey is one that will challenge you in several ways—ways you may not even expect—within a supportive and engaging living community. We believe that challenge leads to growth, and that both social and academic growth are essential pieces of the college experience.

Campus living provides more than a place to lay your head at night. It provides a unique living environment that few get to experience, and even fewer take the time to appreciate. The opportunity for exposure to the diversity of ideas, backgrounds, and life experiences that you will find in college is a rare one. I hope you will take time to get to know your neighbors and reach outside of your comfort zone by trying something new. Take advantage of all the resources and experiences East Georgia has to offer.

The main housing administrative office is in Bobcat Villas West (Building M). If you need anything, do not hesitate to stop by during operation hours 8 a.m. to 5 p.m., Monday through Friday. Our Bobcat Villas lobby front desks are staffed to ensure that customer service is available when needed most. We also have an on-call phone available for student emergencies after hours which can be reached by dialing 478-455-1492. Our supportive and dedicated residence life and maintenance staff members are on call 24/7/365 to ensure your living experience is a safe and satisfying one.

Remember to enjoy the journey, but don't lose sight of the destination—GETTING YOUR DEGREE! If you get lost along the way, there is someone here who can put you back on the path to success. Come by and see us any time.

Sincerely,

**Sheldon DeMills**

Director of Housing

[sdemills@ega.edu](mailto:sdemills@ega.edu)

478-289-2371



## HOUSING MISSION

The Office of Housing and Residence Life creates a safe living environment which promotes holistic learning and personal growth among residents. This environment fosters independent thinking and accountable personal decision making. Through our programs and services, we challenge students to be engaged, community-minded and academically successful.

## HOUSING CORE VALUES

- Providing residents with the support and resources to promote successful transitions and contribute to academic and personal success.
- We strive to ensure that students are civically aware and engaged by providing opportunities for involvement with East Georgia State College and the greater Swainsboro community.
- We encourage students to understand, appreciate, and promote awareness of diverging views, opinions and differing backgrounds through intentional programs and educational conversations.
- We promote an ethic of teamwork that connects our department with others in support of the mission of East Georgia State College.

We collaborate strategically and closely with the College Police Department, Corvias, IT Services, and Plant Operations to ensure that student residences are safe, secure, and well maintained.

## NON-DISCRIMINATION POLICY

East Georgia State College is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and college policy, East Georgia State College prohibits the harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the college community on campus, in connection with a college program or activity, including admissions and employment, or in a manner that denies access and/or creates a hostile environment for any member of the college community.

The complete Non-Discrimination Policy for the college can be found at the following website address: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-non-discrimination-and-anti-harassment-policy.html>

## HOUSING & RESIDENCE LIFE STAFF



**Resident Assistant** – Resident assistants are employed by the Office of Housing and Residence Life. Resident Assistants are students who live and work within the housing facilities. They assist and provide administrative support to students through desk hours, duty rounds, student engagement programming, overnight on-call response and liaising between residents and professional staff members. They are a critical part of the housing staff team. Students interested in being resident assistants are eligible to apply once they complete one term of living in housing

(or by special permission from the Director of Housing) and maintain a 2.0 minimum cumulative GPA.

**Residence Life Coordinator** – The RLC provides leadership input at departmental and College levels to include assisting with staff hiring/training, student leadership development, academic initiatives, alcohol education, multicultural education, orientation, health, and wellness, etc. The RLC facilitates the evening activities of the Bobcat Villas communities. The RLC is also the first level responder for roommate conflict and dispute resolution. The RLC is responsible for educational and social programming, efforts within the residential community in conjunction with the student staff in support of our residential curriculum, as well as health and safety inspections and reports and visitation.

**Assistant Director of Housing** – The Assistant Director of Housing (ADH) is the primary housing professional staff member with respect to the supervision and training of housing student staff members. The ADH is also our primary departmental liaison to the Office of Student Conduct and is the first level responder for roommate conflict and dispute resolution. The ADH serves as the chief housing officer in the absence of the Director of Housing.

**Director of Housing** – The Director of Housing (DH) is the senior most staff member in the Office of Housing. He/she provides supervision and training to the professional staff employees, conducts all hiring processes for the department, as well as evaluation of employee performance. The DH provides strategic guidance and long-term planning for departmental growth, oversees the Starrez student database, facilitates the housing assignments process, and provides second level response to student conduct issues that rise above the scope of the ADH. In addition, the Director serves on numerous campus committees and serves as primary liaison to Corvias in support of East Georgia State College.

All EGSC staff members are subject to criminal background checks and office of student conduct checks to ensure high standards of integrity and accountable decision making. Students with criminal history and/or conduct infractions will not be eligible for student worker positions in housing.

## IMPORTANT PHONE NUMBERS

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

<b>Housing Emergencies</b>	<b>478-455-1492</b>	Registrar's Office	478-289-2014
EGSC Main Number	478-289-2000	Enrollment Services	478-289-2169
<b>Campus Police</b>	<b>478-289-2090</b>	Student Health Clinic	478-289-2182
Housing and Residence Life Office	478-289-2172	Counseling	478-289-2039
Director of Housing	478-289-2371	Student Conduct	478-289-2360
Assistant Director of Housing	478-289-2173	Business Office	478-289-2186
Residence Life Coordinator	478-289-2363	Library	478-289-2083
Admissions	478-289-2017	Bookstore	478-289-2098
Financial Aid	478-289-2009	Academic Center for Excellence	478-289-2151

## IMPORTANT DATES

### FALL TERM

**July 1:** Deadline for Housing Agreement Cancellation (Fall/Spring agreements) without financial penalty (After this date, a cancellation fee will be applied); *this applies to all housing applications submitted even if they were completed after the July 1 date.*

**August 1:** All monies owed to EGSC for fall semester due. *Students will not be permitted to move into Bobcat Villas until their bill is paid or they have fulfilled all financial aid requirements.*

### SPRING TERM

**November 1:** Deadline for Housing Agreement Cancellation (new spring semester starts only) without financial penalty; *this applies to all spring only housing applications submitted even if they were submitted after the November 1 date.*

**January 1:** All monies owed to EGSC for spring semester due. *Students will not be permitted to move into Bobcat Villas until their bill is paid or they have fulfilled all financial aid requirements.*

### SUMMER TERM

**May 1:** Deadline for Summer Housing contract cancellation without financial penalty (even if student completed the summer housing application after May 1). All monies owed to EGSC for summer semester due.

**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.

*Winter break is not calculated in the semester rent fee structure. Students wishing to stay for winter break will be charged an additional winter rent fee. This fee will appear on the student's account for the spring term immediately following the winter break period. Winter break housing is only available for current residents continuing from Fall to Spring who have registered for Spring courses.*

## OFFICIAL COMMUNICATION

The official means of communication with all students is their EGSC email account (ega.edu). 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 Director of Counseling and Disability Services in the Jean and Shot Strange Clubhouse (Between BCV South and BCV WEST) on the Swainsboro campus at 478-289-2039.

**Process for Special Accommodation in Bobcat Villas:** Student must first contact the Director of Counseling and Disability Services to disclose the disability and request special housing accommodations. If providing special housing accommodations is warranted, the student will work with the Director of Counseling and Disability Services to arrange appropriate accommodations in conjunction with the Director of Housing and Corvias Campus Living. Remember that not all accommodations received in a K-12 setting will be available at the college level. We recommend that the student reach out as soon as they express an interest in living on campus to see what accommodations are available.

**Assistive and Service Animals:** Students with an assistive or service animal must have approval by the Director of Counseling and Disabilities Services and must notify the Director of Housing of the presence of the animal within the residence hall facility. The student must provide a current photo of the animal with the 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, related vendors, security

personnel and roommates as appropriate who need to access the room to provide service to the unit. All approved animals will need to be crated or removed from the unit during time periods when maintenance work is being performed within the unit.

For complete information about the service animal policy of East Georgia State College, visit the following website link: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-service-animal-policy.html>

## GETTING READY TO MOVE IN

### Housing Application Process

Students who complete all required housing application components will be assigned on or before the first week of July for academic year, the first week of November for spring only, or the first week of May for summer terms, 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 completed online Residence Hall Application and \$100 non-refundable application fee.
3. Receipt of the completed and signed Criminal Background Investigation Consent Form and review/approval by the Criminal Background Report Committee.
4. Receipt of electronically signed Residence Hall Housing Agreement for the appropriate term (online – part of the housing application).
5. Registration in the minimum required number of credit hours (12 for fall or spring, 6 for summer)

A student who has completed steps 1-5 above AND has paid all EGSC fees (application fee, semester housing payment including meal plan, tuition, and mandatory fees) in full, or been provided with appropriate financial aid to cover the balance, 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 term of enrollment. Students may use financial aid money to cover housing with exception of the non-refundable application fee. The priority dates for financial aid are available from the Financial Aid Office.

A student cannot move into the residence hall until **all** EGSC fees have been paid in full, including tuition/fees and all housing fees (application fee, 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 is required once per academic year (fall, spring, summer). If a student begins as a new student for summer term start, the application fee for fall term will be waived.

### Housing Agreement, "The 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 digitally signs it via the online StarRez housing application. Although the entire agreement is important, the things that students most often have questions about are:

#### 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 Form can be found in the Forms section of the Housing Website 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 without penalty for no specific reason is **July 1** preceding the contract term.
  - ii. After July 1, if the student cancels the agreement for either term or for both terms, they may *lose a semester's rent, or owe a cancellation fee*.
- b. If a student enters on-campus housing in **spring**, they sign a one-semester Housing Agreement.
  - i. The deadline to cancel without financial penalty for no specific reason is **November 1** preceding the contract term. After November 1, if the student cancels the agreement, they *may lose a semester's rent, or owe a cancellation fee*.
  - ii. *If a student enters on-campus housing in **summer**, they sign a one-semester Housing Agreement.*
- iii. The deadline to cancel without financial penalty for no specific reason is the **May 1** preceding the contract term. If the student cancels the agreement after May 1, they will *lose their term rent or be charged a cancellation fee (whichever is lower)*.
- c. 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 (verified with the Registrar);
  - ii. Resident's Call to active military duty (must provide copy of military orders);
  - iii. Marriage (attach marriage certificate copy)
  - iv. Resident gives birth or certified adoption of minor child (provide birth certificate copy or certificate of adoption)
  - v. Resident Enrolls in a College-sponsored study abroad program or affiliated academic internship (verified with sponsoring department);
  - vi. Approved hardship withdrawal from the College (unusual or emergency circumstances that are non-academic in nature and beyond the student's control; attach letter granting academic hardship withdrawal from VPASA or President; see *EGSC Drop and Withdrawal Policy* for definitions and procedure for requesting hardship withdrawal)
  - vii. Contracted Resident's Death
- d. Cancellation Fee Appeals – Students wishing to appeal a cancellation fee waiver decision should put all such requests in writing to the Director of Housing via email or postal mail. This correspondence must include any supporting details or documentation that the student feels was not adequately reviewed during the initial decision-making process.
  - The appeal must be submitted to the Director of Housing within 5 days of receipt of the decision. Within three business days of receipt of the appeal, the Director of Housing will refer the appeal to the cancellation fee appeals committee for review and decision.

- The committee will meet and render a written decision within 5 days of receipt of the appeal. The committee will notify the Director of Housing of the committee decision and the Director of Housing will notify the student.
- The student may appeal to the President on the grounds that the procedure for appeal was not followed or there was a procedural irregularity.
- The appeal to the President must be made within 5 days of student's receipt of the appeals committee decision and shall be in the form of a letter stating the reasons for appeal and include all supporting documentation.
- The appeal to the President is a review of the record only and no new information will be considered.
- The President will render a decision within 10 days of receipt of the appeal. The President will notify the student of the decision via EGSC student email.

### Payment Deadline

Each Housing Agreement gives a payment deadline for students for each semester; these dates are also listed on the Academic Calendar.

If a student misses the payment deadline, their space will be given to someone else, and they will be placed on the waiting list if applicable.

Financial aid funds can be used if the student has completed all paperwork required by financial aid and has been awarded adequate funds to cover expenses.

### Closing during breaks

The Housing Agreement states that Bobcat Villas will close for posted breaks.

A student will return to the same room after the break and may leave their belongings, provided they have registered for courses for the subsequent term. *(Summer Term is not considered a "break period" because it is its own separate contracted term.)*

All residents not continuing in summer school and residing on campus during that period must remove their belongings in the summer. 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.

- A student must be in good academic standing and have had minimal disciplinary interaction to be approved to stay.
- No outside visitors will be allowed during any academic break.
- During most breaks, limited services will be available on campus. This typically means that most offices, except for Campus Police, will be closed and no food services will be offered.

### Right of Entry

EGSC and its authorized representatives reserve the right to enter Resident's room for purposes of verifying occupancy, housing and College policy enforcement, maintenance, improvements, inventory control, sanitation, pest control, safety, fire protection, evaluation of conditions potentially affecting the health or safety of occupants of Residence Facility, responding to epidemic or emergency conditions, to reclaim College property, and for any other purpose allowed by College policy. Resident is not required to be notified prior to or present at the time of maintenance, inspection, or other entries described in this Agreement. Furthermore, EGSC and its authorized representatives reserve the right to provide law enforcement officers with access to Resident's room for purposes of conducting a valid search or serving an arrest warrant. Health, fire, and safety inspections will occur on a periodic basis and on as-needed basis to verify occupancy or to respond to reported health, fire, safety, or policy violations.

### Room Assignments

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 upon request to all confirmed roommates on the housing application once the room has been assigned and roommates confirmed.

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, \$100 application fee).

Housing and Residence Life will give room preference priority to all completed housing applications received by our office on or prior to May 31, as space allows. Additional priority will be determined by complete date with students completing their application process earlier receiving priority placement. **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 East Georgia State College.

Rooms in housing may only be occupied by the students assigned to that 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.

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.

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.

Students of the opposite sex will not be assigned to, nor may they reside in, the same room or apartment.

Failure to check in or to occupy an assigned space by 9am 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.

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.

### **Choosing Roommates**

Residents participate in roommate selection in a multitude of ways.

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 fee, and CBI request form) and the selected roommates have verified within the online housing application that they accept the roommate request.

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.

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 July 1 priority deadline will have the strongest likelihood of receiving their intended roommate requests. 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 in the building they request or with those roommates they choose. Often, limited space availability will reduce our ability to place together requested roommates.

### **Maintaining Housing Eligibility and Room Assignments**

#### **Housing Eligibility**

EGSC seeks to promote our students' academic success and to encourage a positive, studious housing environment. To that end, only students maintaining active, successful enrollment are eligible for residential housing. In addition, students must maintain a satisfactory disciplinary record.

Residents should be enrolled in at least 12 credit hours each Fall and Spring semester and at least 6 credit hours each Summer semester. If students have extenuating circumstances that prevent them from enrolling in 12 or more credit hours, they must submit to the Director of

Housing a completed a Full-time Status Waiver Request Form (located on the forms section of the housing site in myEGSC) by EGSC email or postal mail.

***Students who begin the semester with a full-time load (12 credit hours or more) should submit the Full-time Status Waiver for approval prior to dropping or withdrawing from a course.***

***New students starting the semester with a part-time load (9 to 11 credit hours) must also submit the Full-time Status Waiver for approval before move-in.***

***Falling below full-time status (12 credit hours) may reduce available financial aid, so you must meet with your financial aid advisor prior to dropping or withdrawing from a course.***

All students with an approved Full-time Status Waiver will be required to sign and conform to the requirements outlined in an Academic Success Plan.

The Director of Housing will review the request in consultation with the student's academic advisor, student success coach, and financial aid advisor, and faculty. The decision to approve or deny the request will be communicated within three business days of the form's submission. Consideration will be given the student's current and prior GPA, performance in other classes, class attendance, as well as feedback from faculty and the ACE. ***Students who have abided by class attendance policies, who are passing all other classes, who have sought out help from ACE, and who plan to maintain at least 9 credit hours for the remainder of the semester have the highest likelihood of being approved for a waiver.***

Students wishing to appeal a Full-time Status Waiver decision should put all such requests in writing to the Director of Housing via email or postal mail. This correspondence must include any supporting details or documentation that the student feels was not adequately reviewed during the initial decision-making process.

- The appeal must be submitted to the Director of Housing within five days of receipt of the decision.
- Within three business days of receipt of the appeal, the Director of Housing will refer the appeal to the Housing Committee for review and decision.
- The committee will meet and render a written

decision within five business days of receipt of the appeal, again taking into consideration such items as the student's number of hours, current and prior GPA, performance in other classes, and class attendance, as well as feedback from faculty and the ACE. The committee will notify the Director of Housing of the decision and the Director of Housing will notify the student.

- The student may appeal to the President on the grounds that the procedure for appeal was not followed or there was a procedural irregularity.
- The appeal to the President must be made within five business days of student's receipt of the appealscommittee decision and shall be in the form of a letter stating the reasons for appeal and include supporting documentation.
- The appeal to the President is a review of the record only and no new information will be considered.
- The President will render a decision within 10 business days of receipt of the appeal. The President will notify the student of the decision via EGSC student email.

Residents of Bobcat Villas are students above all else. ***Residents who fail to maintain the required enrolled hours and who do not submit a Full-time Status Waiver request will be considered in violation of the Housing Agreement and will be referred to Student Conduct for Failure to Comply.*** The student will be notified by EGSC email and by a hard copy notification under their dorm room door. Subsequent submission of a Waiver request will pause move-out deadlines until the decision is made and all appeals are exhausted.

***For students who are dropped for non-attendance or non-payment, the Director of Housing will email a notice and provide a hard copy notice under their dorm room door.***

Removal from Bobcat Villas for failure to maintain the required enrolled hours and/or academic standing will violate the Housing Agreement and cancellation terms will be applied.

***In addition, students may be removed or suspended from the Bobcat Villas or re-assigned to another dorm room, suite, or building.***

- Removal, suspension, or re-assignment at the discretion of the Office of Conduct & Title IX
  - As a sanction following a finding of

responsibility of a violation of a Code of Conduct

- As an interim measure, with approval by University System of Georgia
- Re-assignment at the discretion of the Director
  - In response to health and safety concerns (re-assignment or removal)
  - In response to a roommate mediation agreement (re-assignment)
  - In response to a student no longer eligible for a living/learning community (i.e., if a student no longer meets the eligibility for an athletic team or other living/learning community) (re-assignment)

Removal from housing in these circumstances will be considered a cancellation of student housing and will be subject to applicable housing and/or cancellation fees.

Students will be notified by their EGSC email if they have become ineligible for residential housing status. In that email they will be given a deadline for check-out and instructions for how to appeal.

Appeals in regard to *interim measures or Code of Conduct/Title IX sanctions* must follow the appeals procedure outlined in those policies.

## Facilities Information

### Bobcat Villa West

Occupancy: 233 residents

Style: 4-bedroom, 2-bathroom apartments

Amenities, included in price: Basic furnishings (extra-long twin bed, desk, chair, common area seating), refrigerator with icemaker, stove, cable hook-ups available in each room and living area, wireless internet throughout the building, all utilities, computer lab and complementary laundry room inside complex, mail service, 24/7 security, and live-in management.

Security: Direct link to on-campus police department (Public Safety), state-of-the-art camera surveillance, access-card entry to complex and apartment, individual key entry to bedroom

Rates (effective Fall 2022): \*\$3,368 (4-bedroom); \$3,227 (5-bedroom) per semester plus a \$100 housing application fee due yearly.

*\* Rates are subject to increase and pending Board of Regents approval.*

### Bobcat Villas South

Occupancy: 200 residents

Style: 4-bedroom, 2-bathroom apartments

Amenities, included in price: Basic furnishings (extra-long twin bed, desk, chair, living room seating and TV stand, full-size refrigerator, stove, microwave, dishwasher), wireless internet throughout the building, cable service in all bedrooms, all utilities, ceiling fans in living room and each bedroom, computer lab and complementary laundry room inside complex, mail service, 24/7 security, live-in management.

Security: Direct link to on-campus police department (Public Safety), state-of-the-art camera surveillance, access-card entry to complex and apartment, individual key entry to bedroom

Rates (effective Fall 2022): \*\$3,368 (4-bedroom); \$3,227 (5-bedroom) per semester plus a \$100 housing application fee due yearly.

*\* Rates are subject to increase and pending Board of Regents approval.*

### Items to Bring/Not Bring

Each apartment contains individual resident private living spaces as well as a communal full kitchen and living room for all in the apartment to share (*5-bedroom units do not have a full 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 ceiling fan 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. A dresser chest and a nightstand are also provided in Bobcat Villas West for additional storage.

### You Should Bring:

There are items that **residents must provide for themselves**. We suggest that a resident speak with their roommates to coordinate purchases for common areas. 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, cooking utensils 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. We recommend that students limit use of Command type adhesive strips to non-painted surfaces only. **Students will be billed for any damages incurred due to use of unapproved fasteners, nails, or sticky tape.** Adhesive strips to non-painted surfaces only. **Students will be billed for any damages incurred due to use of unapproved fasteners, nails, or sticky tape.**

### **Do not bring:**

Items that 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, space heaters, 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 (pg. 14.)***

### **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 abandoned property. If a resident has an improper check out, we will attempt to contact the resident on three separate occasions up to fifteen days after separation from the college. After 15 days, and no follow up from the resident to arrange removal, the items will be discarded or donated.

### **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 after 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 or satisfied by financial aid. 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 aid students with outstanding balances at move-in, but the lines can get long. Please take care of business in advance of move-in.

When residents move 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 disclosures of medical conditions are voluntary in nature. This information is kept on file in the Housing Director's office and can be shared with emergency personnel as necessary to maintain the health and well-being 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 for their bedroom door and one key for their mailbox. 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. Students are entitled to one free card replacement per academic year. Additional replacement cards are \$20 each. If a resident forgets their PIN, they should see the Housing Office to receive a new one.

## EVERYDAY LIVING

### Residence Hall Association

As a member of the residence hall community, you are automatically a member of the Residence Hall Association (RHA). RHA is a student organization that meets weekly on a specified night of the week. Residents are encouraged to participate in RHA meetings to give feedback on topics such as:

- Recommendations for hall policy changes.
- Topics of concern that students are reporting in the residential facilities.
- Program and party ideas for Bobcat Villas.
- Fundraising ideas for the RHA.
- Community service projects for RHA involvement.
- Ideas for making the residence halls a better place to live.

To participate in RHA, simply come to the meetings. They are publicized throughout the residence hall and are held in the Clubhouse Classroom.

### 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.

### 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.

### 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: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-residence-hall-visitation-policy.html>

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

### 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 or 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.

### Smoking/Tobacco Use

East Georgia State College is a tobacco and smoke free campus. For the complete Tobacco and Smoke Free Policy, visit this web address:

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-tobacco-free-campus-policy.html>

### Quiet and Courtesy Hours

Quiet hours in Bobcat Villas extend from 10pm to 9am on weekdays (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.

### EGSC ID Card/Keys

Residential students are required to present their student ID card to the front desk attendant to have their identity verified any time they enter a Bobcat Villas

residence hall.

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 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 another student, 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.

### Lockout Assistance

Lock out assistance may be obtained by contacting the staffmember on duty via the RA duty phone at any time during the week or by visiting the front desk of the building during open hours. 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 or via Banner Web.

Students who use the dead bolt or other means to prop the exterior apartment door will be automatically charged a \$20 lock out fee if found. This fee will be applied to all residents of the apartment. Furthermore, habitual violators will be submitted to the Office of Student Conduct for disciplinary action.

### Prohibited Items

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

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 (Including darts & dartboards)
27. Weapons, including replicas
28. George Foreman Grills
29. Hot Plates
30. Electric Skillets
31. Electric Deep Fryers
32. Open heat element appliances of any kind
33. Flame producing appliances
34. Hover boards
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 stored 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](#).

### Mail and Packages

Mailbox keys will be provided to each resident at move-in. Mail is delivered to mailboxes by housing staff at approximately 9 am, Monday - Friday. Mail pickup is not available on the weekends.

Due to the excessive number of packages received, mail packages will not be available until the following business day after they are received by our office. We encourage students to take into consideration this delay when ordering anything of a perishable nature. We do not have refrigerated facilities, so perishable items will be at room temperature until they can be picked up.

*Student mailing addresses should be written as follows:*

Student Name  
Residence Hall, Room  
Number 131 College  
Circle  
Swainsboro, GA 30401

### Sample Address:

*John Smith*  
*Bobcat Villas West,*  
*M105 D131 College*  
*Circle*  
*Swainsboro, GA 30401*

It is the resident's responsibility to provide a forwarding address to businesses/friends when they no longer live on campus. USPS mail forwarding is not available from your address at EGSC. All mail that is received after a student moves out will be returned to sender. Replacement of a lost mailbox key is \$25.

### Roommate Relationship Tips

The best way to start a roommate relationship off right is to contact your roommate prior to moving in. Get to know each other and determine who will bring what on move-in day. Bring only one half of what you think you will need for the first three-four weeks of the semester, and plan to be flexible and open to your new roommate(s) - compromise is GOOD. Even if you have known a person for years, but never lived together, you will learn new things about one another.

#### Here are some useful tips for the year ahead:

- Complete and discuss our Roommate Agreement. It can help you define expectations of one another. Roommates are asked to agree to support it as a basis for acceptable behavior in the apartment or suite.
- Discuss the rules of the College. Be honest with your roommate. Tell him/her when you do or do not like something that is going on in the apartment or suite.
- Do not let things fester, it's best to deal with issues as they arise rather than waiting for them to pile up.
- Your roommate has the right to read, study, and sleep just like you do. Try to keep noise, guests, and other distractions to a minimum. Ask first before inviting over a bunch of friends.
- Do not borrow your roommate's items without asking. Chances are they will be happy to share food or lend you that nice sweater or blouse.

- Check with your roommates about overnight guests. Remember, it is their space too. Talk about your expectations regarding visitors as theirs may not match yours.
- Keep it clean. Nobody likes dirty dishes. If you feel like you are doing all the cleaning, suggest setting a regular schedule so everyone has some responsibility.
- Common areas in the apartment like the kitchen and living room are open to everyone in the apartment. Try to keep your personal effects in your own room unless you do not mind other people using them.
- Personal space is personal space. Respect your roommate's privacy.
- Make sure your guests know and follow the rules you and your roommates have established.
- Do not try to be the boss of everything. Treat your roommate as an equal and be ready to compromise.
- If a roommate conflict should arise, your Resident Assistant can use the roommate agreement to mediate the situation more effectively.

### Roommate Conflict Mediation

Conflict is a part of life. You and your roommates may struggle to get along from time to time. Being able to effectively manage a conflict situation will aid you not only in your living situation but in your personal and professional life as well.

#### Conflict Resolution Basics

1. Attack the problem, not the person
  - a. Define the problem.
  - b. Explore each person's perception of the problem.
2. Try to understand and respect each point of view without passing judgment.
3. Use good communication skills including:
  - a. Listening
  - b. Summarizing
  - c. Clarifying
4. Concentrate on interests, not positions.
  - a. The position is the outcome you are interested in reaching.
  - b. The interest is why you want that outcome. Interests that are involved in conflicts are usually related to our basic needs. When we focus on interests instead of positions, we can start to find solutions.
5. Come up with options in which both sides can

win (win-win options/compromises)

6. Cooperate to solve the problem fairly. A fair solution respects the interests of both sides.
7. Cooperate to solve the problem fairly. A fair solution respects the interests of both sides.

### Ways to Practice Conflict Resolution

**Negotiation** – Negotiation is a communication process in which people try to work out their conflicts in a peaceful way using conflict resolution techniques. Discussion is had about what the conflicted parties are willing to give up or accept to achieve a harmonious compromise.

**Mediation** – Sometimes people who want to work out a conflict just cannot seem to agree on any way to work it out. You may want another person to help them solve their problem. Housing staff members can help you mediate disputes.

- Ensure that you are impartial and that you listen to both sides of the story.
- Make sure that each party is showing respect for the other.
- Help the parties find a common ground by establishing some items that everyone agrees on.
- Try to identify and work around your personal biases and come to a mutually agreeable solution. Just because you were raised to think one way does not mean that it's the only way to view a problem.

**Group Problem Solving** – Problems can also be worked out together in a group. Often group problem solvers sit in a circle so that all members are equals. The same conflict resolution principles are used:

they focus on the problem rather than assigning blame to any person.

- they take turns sharing their point of view and listening without interrupting.
- all members must show respect and not criticize other members or their ideas.

### Problem Solving Terms and Tools

**Communication** – Conflicts are often caused by problems in communication. One person may have misunderstood what the other person has said. They or the other person may have misstated and said something they did not intend to say. Good communication skills are an important part of resolving conflicts. Good communication includes:

- Clear and non-aggressive tone of voice

- Articulating the problem in as unbiased a fashion as possible
- Asking clarification questions of the listener to ensure he/she understood you.

**Listening** – It is important to listen carefully, and this is more than just hearing the words the other person is saying. Active listening involves taking in what is said and synthesizing into personally meaningful data. Tips for successful active listening include:

- Maintaining open body language (be attentive, avoid folding arms or rolling eyes)
- Repeat back what the person has said to ensure you understood correctly.
- Try to ignore distractions or remove them if possible so that you can focus completely on the task at hand.

**Find a Fair Solution** – Go through the ideas presented and decide as a group which idea is best. Choosing a fair solution means choosing a solution which holds both parties' best interest in mind.

- Make sure you select a solution that is based on the rules and regulations of the residence hall.
- If you are unable to reach a compromise, refer up to your supervisor. Do not allow yourself to be abused by those involved.
- Sometimes a compromise cannot be reached. At that time, you will have to refer up.

### 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 or \$350 in flex funds depending on the meal plan chosen. Flex funds can be used at the cafeteria, café or in the coffee shop near the library. Lunch and dinner hours are posted each semester. Meals served in the Dining Hall are all you can eat.

### 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!



## 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 and referrals made. Operating hours are posted each semester on the window of the health clinic.

## Safety and Security

Security is a top priority for EGSC and the Office of Housing and Residence Life. The outside doors of Bobcat Villas Residence Halls are always to remain locked 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 play an active role in their own safety on campus by 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 earphones. 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 automatically charged a \$20 lock out charge that will be applied to all residents of the apartment. Repeat violators will be referred to Student Conduct for disciplinary action.

## 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 Yard Work Order form found in the [MyEGSC](#) portal. Emergencies can also be phoned in to the Housing-on-duty.

### Responsibility for assigned space:

1. The resident agrees to keep the room in a clean and sanitary condition during the entire occupancy and return his/her room to EGSC in the same condition, including general cleanliness, as it was at the beginning of the term of occupancy, normal wear and tear excepted as determined by EGSC and its authorized representatives. When there is a vacant space in a partially occupied multi-person room, the vacant space must be maintained by the occupant(s) in a manner that would allow a new Resident to move in immediately. Failure to do so will result in a cleaning charge to Resident's account.
2. Resident shall pay EGSC for loss of property and cost of repair for any breakage or damage to Resident's assigned room, its fixtures or any appliances and furniture, plus any damages caused by Resident or guests of Resident to other parts of the Facility, including but not limited to special cleaning necessitated by improper care of rooms, furnishing or appliances.
3. 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.
4. 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.).
5. 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. 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 monetary 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.

6. 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. In addition, students assigned to the unit will each receive a lock out fee assessed to their student account.

#### **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.

#### **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.

#### **Cable TV Set Up**

Students will find a cable set top box in their unit upon arrival to housing. You will need to provide your own HDMI cable to connect to the box. Ensure the set top box is connected to the appropriate LAN internet plug in your bedroom. If you have any issues connecting to Pineland cable in your residence hall bedroom, submit a maintenance request.

#### **Maintenance Requests**

To submit a Housing maintenance request, log on to MyEGSC at <http://myegsc.ega.edu>. Click the **“Yardi Housing Student Work Order”** link on the left side of the screen. Complete all the required information prior to submission. You will receive a confirmation email if your maintenance request was successfully submitted.

Maintenance requests are addressed according to the level of need. Non-emergency requests will take longer to address than emergency requests. Emergency requests include items such as plumbing malfunctions, lack of electricity, pest control, broken or missing furniture, etc.

#### **Academics**

Residents should be enrolled in at least 12 credit hours each Fall and Spring semester and at least 6 credit hours each Summer semester. If students have extenuating circumstances that prevent them from enrolling in 12 or more credit hours, they must submit to the Director of Housing a completed a Full-time Status Waiver Request Form (located on the forms section of the housing site in myEGSC) by EGSC email or postal mail.

Falling below full-time status may reduce available financial aid, so be sure to consult your financial aid advisor before dropping or withdrawing from a course.

Residents of Bobcat Villas are students above all else. Removal from Bobcat Villas for failure to maintain the required enrolled hours (without a waiver) and/or academic standing will violate the Housing Agreement and cancellation terms will be applied.

Students with an approved Full-time Status Waiver, or who are identified as being academically at risk, will be required to sign and conform to the requirements outlined in an Academic Success Plan.

**For more information on how academics can impact housing status, please see Maintaining Housing Eligibility and Room Assignments on pp. 9-10.**

## Inspections and Access

**Health and Safety Inspections:** Health and safety inspections will be completed at least once per semester and may be without notice. These unannounced 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 considered failure to comply and are returned over to the Office of Student Conduct. Damages incurred while residing on campus will be charged directly to the student account and a hold will be placed on their record until paid.

**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.

### 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 Office of Housing and Residence Life in the Strange Clubhouse. 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. Any unapproved signage found within the buildings will be immediately removed and discarded.

### 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. Vehicles that are abandoned and/or inoperable may be towed at the owner's expense per the East Georgia State College Parking and Transportation Policy:

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/13-parking-and-transportation-policy.html> and applicable state and local laws.

## EMERGENCY PREPAREDNESS

### 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.

### 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 bathtub 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 (<https://www.ega.edu/current-students/student-support/receive-phone-alerts-connected.html>). 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.

### 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 report a missing resident:

1. Contact Campus Police at 478-289-2090.
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:

- **An investigation takes place to determine if the resident has been missing for 24 hours or more.**
- **If yes, within 24 hours:**
  - The Swainsboro Police Department will be notified by Campus Police.
  - 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.

### 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.

### 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 in the Clubhouse.
2. Complete a "Communal Responsibility Form" with your roommates. This form assigns specific cleaning tasks for specific apartment common areas to specific roommates. It will protect you from unnecessary charges due to messes left by your roommates and regardless of your check out order. You can pick up this form in the clubhouse

or print it as it will be sent to you as an email attachment prior to move out.

3. 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.

### Improper Move Out:

Remember, students who fail to schedule or who miss a Check-Out Appointment incur an Improper Move-Out Fee of \$50 and waive their right to contest any damage or cleaning fees assessed to them in the inspection process.

This applies to all items that do not belong to EGSC: furniture you brought from home, bags or cans of trash, pots and pans, shower curtains, etc. **Students are fined \$25 for each bag of trash that must be removed from the space after moving out!**

**Appendix I: Chargeable Item Examples**



**Wall damage examples – minimum \$50 charge**



**Abandoned items left in apartment –minimum \$25 removal charge.**



**Damaged Furniture – charge based on repair estimate**

Appendix II: Room Condition Report w/ Repair Estimates

EAST GEORGIA STATE COLLEGE  
RESIDENCE HALL ROOM CONDITION REPORT

BV West BV South

Building (circle one):



Student (print) \_\_\_\_\_ Room #: \_\_\_\_\_  
 Inspected by (staff name): \_\_\_\_\_  
 Mailbox Key Returned at Move In: Y N N N Room Key#: \_\_\_\_\_  
 Mailbox Key Returned at Move Out: Y N N N Returned: Y N N

By signing this form, you agree to the assessed condition of your room and furnishings as noted in the check in condition columns. It is in your best interest to make sure that you carefully inspect each item yourself upon taking occupancy of the room. Notify housing of any noted discrepancies within 24 hours of taking occupancy of the space and we will ensure that these items are repaired (if applicable) and that you are not charged for any damages and excessive cleaning requirements which occur in common areas of the building as well. Please refer any questions you may have to your resident assistant or the Office of Housing. Remember to consult your Resident Student Handbook for a complete outline of all housing related policies and regulations. (N = Like New; W = Normal Wear; D = Damaged/Repair Needed) (minimum charges for repair/replace are listed for reference; these may increase/decrease based on severity of damage.) Charge estimates will be based on maintenance repair costs.

ITEM	CHECK IN CONDITION		CHECK OUT CONDITION		CHARGE
	Circle	Condition Notes	Circle	Condition Notes	
<b>LIVING ROOM</b>					
Thermostat	\$100+ N W D		N W D		
Floors (hard floor or carpet)	\$25+ N W D		N W D		
Ceiling	\$150+ N W D		N W D		
Walls	\$50+ N W D		N W D		
Front Door	\$100+ N W D		N W D		
Door Lock	\$300+ N W D		N W D		
Overhead Light & Switch	\$100+ N W D		N W D		
Smoke Detector	\$100+ N W D		N W D		
Sprinkler	\$100+ N W D		N W D		
Ceiling Fan/Light	\$50+ N W D		N W D		
Cable TV/Data Outlet	\$25+ N W D		N W D		
Electrical Covers	\$10+ N W D		N W D		
Window Blinds	\$100+ N W D		N W D		
Chairs	\$75-\$50 N W D		N W D		
Cable Box w/ Remote	\$100+ N W D		N W D		
TV Stand/Coffee Table	\$100+ N W D		N W D		
<b>KITCHEN</b>					
Refrigerator	\$25-\$50 N W D		N W D		
Stove/Oven	\$25-\$50 N W D		N W D		
Microwave	\$175 N W D		N W D		
Dishwasher	\$325 N W D		N W D		
Kitchen Drawers	\$50+ N W D		N W D		
Kitchen Cabinets	\$50+ N W D		N W D		
Counter Tops	\$50+ N W D		N W D		
Pantry Shelves and Doors	\$40+ N W D		N W D		
Over-Sink Light	\$50+ N W D		N W D		
Overhead Light & Switch	\$100+ N W D		N W D		
<b>CHECK IN STATUS NOTES</b>					
<b>BATHROOM</b>					
Floor	\$25+ N W D		N W D		
Ceiling	\$150+ N W D		N W D		
Walls	\$50+ N W D		N W D		
Door and Locks	\$100+ N W D		N W D		
Toilet	\$200+ N W D		N W D		
Shower	\$350+ N W D		N W D		
Shower Rod	\$25+ N W D		N W D		
Towel Rack/Paper Holder	\$25+ N W D		N W D		
Lights	\$50+ N W D		N W D		
Mirror	\$300+ N W D		N W D		
Vanity Drawers, top, doors	\$50+ N W D		N W D		
Vanity light	\$50+ N W D		N W D		
Bathroom exhaust fan	\$75+ N W D		N W D		
<b>BEDROOM</b>					
Bed frame and mattress	\$175+ N W D		N W D		
Dresser/Storage Drawers	\$350+ N W D		N W D		
Closet system	\$40+ N W D		N W D		
Walls	\$50+ N W D		N W D		
Ceiling	\$150+ N W D		N W D		
Floors	\$25+ N W D		N W D		
Ceiling Fan/Light	\$50+ N W D		N W D		
Switches and Outlets	\$25+ N W D		N W D		
Window	\$135+ N W D		N W D		
Blinds	\$50 N W D		N W D		
Door and Locks	\$100+ N W D		N W D		
Smoke Detector	\$100+ N W D		N W D		
Desk	\$375+ N W D		N W D		
Chair	\$150+ N W D		N W D		
Cable Box w/ Remote	\$100+ N W D		N W D		
<b>CHECK OUT STATUS NOTES</b>					

**CHECK IN**  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECK OUT**  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White - Staff Copy (Maintain in office at all times; never given to the student)  
 Yellow - Student Copy at Move-Out  
 Pink - Student Copy at Move-In