

# 2008 – 2009 Community Guide Sanford



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## **MISSION STATEMENT**

The Department of University Housing is committed to the support of student learning in a residential community; and, Georgia Southern University's larger mission to be one of the best comprehensive universities in the Nation.

University Housing fosters the development of respect, responsibility, and accountability in students by providing engaging living/learning environments within safe, affordable and comfortable housing.

The Department educates students in order that they may become productive citizens and life-long learners.

## **VALUES AND PRINCIPLES**

STUDENTS: We make daily decisions that are guided by what is best for our students. We provide services and facilities that support the students as individuals, as members of the housing community, and within society as a whole.

LEARNING: We focus on education and learning opportunities for our students and staff. We provide opportunities for learning that create a nexus with the academic classroom. We ensure that learning is a life-long process and is part of daily interactions for students and staff.

RESPONSIBILITY: We promote responsibility to one's self and one's community. We acknowledge that individual decisions affect the whole. We strive to assist students and staff in making responsible decisions, and we hold students and staff accountable for their actions, emphasizing educational outcomes when appropriate.

OPENNESS: To foster civic responsibility, we strive to create a community that accepts and celebrates others. We encourage interaction within our diverse community that enhances the quality of experience for our students.

INVOLVEMENT: We encourage involvement of everyone in University Housing. We work to engage students in their development by being active participants in their community through study, leadership, and dialogue.

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## **Letter from the Director of University Housing**

Dear Residents,

Welcome to Georgia Southern University and on-campus housing! We are excited about your membership into our residential communities. The Department of University Housing is committed to your student learning, your development of personal skills, and providing safe, affordable, and comfortable housing. We provide campus housing that enhances the academic climate; open and responsible communities that promote life-long learning and citizenship; and various opportunities for involvement and leadership.

Our professional and student staffs are dedicated to your experience within University Housing by providing educational and social programming, building services, and safety mechanisms. The University's 8 residence halls are home to approximately 3,400 fellow students from all walks of life. The diversity within your community will serve as one of the strengths of your community. Living on campus puts you into the center of all the Georgia Southern University has to offer while assisting you in making lifelong friends.

I encourage you to take advantage of all of the opportunities that will afford themselves to you over the next academic year. The skills in decision making, communication, time management, solving problems, and leadership will serve you long after you leave Georgia Southern University. Your involvement is crucial to your positive experience! Be sure to get to know your resident advisors, desk assistants, and hall directors. These people are willing and able to assist you by answering questions, sharing information, and being a daily resource.

Again, welcome and good luck on the upcoming year, we are glad you are here!

Sincerely,

Vickie Hawkins  
Director of University Housing

## **THE RESIDENTIAL COMMUNITY**

### **Sanford Hall**

Sanford is Georgia Southern's oldest residence hall, dedicated in 1936. This historic building is located on Sweetheart Circle, the original center of the campus.

Sanford has three floors that hold residents and a basement that hosts a lobby, computer lab, and laundry area. The building is apartment style with two to three bedrooms per unit. Two residents share a given bedroom and bathroom, and a common area with a kitchen is shared by four to six residents, depending on the number of bedrooms in the unit. Sanford is one of the few halls that boast a full stove and oven, in addition to a sink and full refrigerator. Desks located near the bathroom have Ethernet outlets.

Sanford hall was named in honor of Steadman Vincent Sanford (1871-1945), one of Georgia's best-known educators. His distinguished career carried him from classroom teacher in 1903 to the chancellorship of the board of regents of the University System of Georgia in 1935. He served as a professor of English at the University of Georgia, was the founder of the Henry W. Grady School of Journalism, served as Dean of the University and its President from 1932 to 1935, and then served as Chancellor of the system. Sanford was also elected as president of the Georgia Education Association

## **UNIVERSITY HOUSING STAFF AND OFFICES**

The Department of University Housing is responsible for all matters in the residence hall, including safety and security, physical facilities, staffing, programming, social events, room assignments, policy development and hall government. The following is a brief overview of the student and professional staff roles within the Department.

### **COORDINATOR OF ACADEMIC INITIATIVES AND ASSESSMENT**

The Coordinator of Academic Initiatives and Assessment is a full-time, professional staff member who guides all academic support and programming in the residence halls. This includes reserved classes, living-learning communities, academic programming, tutoring, and assessment activities. This staff member is located in the central office in Watson Commons.

### **COORDINATOR OF LEADERSHIP AND PROGRAMMING**

The Coordinator of Leadership and Programming is a full-time, professional staff member who is responsible for all leadership development in the residence halls, including the Residence Hall Association, Residence Hall Judicial Board, and Hall Councils. This person oversees recruitment, training, and advisement of residence hall student groups. This staff member is located in the Residence Education Office in Kennedy Hall.

### **COORDINATOR OF RESIDENTIAL EDUCATION**

The Coordinator of Residential Education is a full-time, professional staff member who manages the day-to-day operations of half the residential campus (Eagle Court or Southern Heights). The individual, working with building directors, oversees student conduct, programming, facility management, crisis intervention, and any other related happenings in the residence halls. This staff member is located in the Residential Education Office in Kennedy Hall.

### **CENTRAL HOUSING OFFICE**

The central housing office, located on the first floor of Watson Commons, is organized into three areas:

Administrative Services – coordinating assignments, transfers, cancellations, room charges, and technological support.

Residential Education – supervises day to day activities within the residence halls, including academic support, programming, crisis management, student conduct, and hall government.

Residential Facilities – coordinates the renovations of residence halls and the supervision of custodians and maintenance workers, in addition to responding to all custodial/maintenance requests submitted from students.

### **CUSTODIANS**

Custodians are full-time staff members who work to keep the residence hall clean and looking nice.

**DESK ASSISTANTS**

Desk Assistants are student staff members responsible for staffing the clubhouse or hall desk. They serve as a resource to residents who have questions or need a service within the residence hall. They are supervised by the building director while assisting with all administrative tasks.

**GRADUATE RESIDENT DIRECTOR**

The Graduate Resident Director is a full-time graduate student who works approximately 20 hours a week in a “hall director” role. They are responsible for the day-to-day activities within a particular residence hall. The individual, working with resident advisors, oversees the programming, safety/security, crisis management, room assignments of hall, and responding to any resident concerns. Their office is located in the clubhouse or lobby of the hall in question.

**HALL DIRECTOR**

The Hall Director is a full-time, live-in professional staff member who supervises the day-to-day activities within a particular residence hall. The individual, working with resident advisors, oversees the programming, safety/security, crisis management, room assignments of hall, and responding to any resident concerns. Their office is located in the clubhouse or lobby of the hall in question.

**MAINTENANCE WORKERS**

Maintenance Workers are full-time staff members who respond to facility issues in rooms and common areas. They deliver maintenance support services to all resident through upkeep of residence hall systems and infrastructure, including plumbing, heating/cooling, electrical, and appliances.

**PEER TUTORS**

Peer tutors are student staff (who do not necessarily live in the residence hall they work in) who provide nightly tutoring to residents.

**RESIDENT ADVISOR/COMMUNITY ASSISTANT**

The Resident Advisor/Community Assistant is a live-in student staff member who is responsible for a designated section within a residence hall and is supervised by the building director. They serve as the primary resource person for residents, answering questions, sharing University information, and being aware of safety/security. These student staff members also assist in crisis management, responding to facility concerns, and staffing the hall office.

## **GENERAL INFORMATION**

### **AIR CONDITIONING, HEATING, AND VENTILATION**

Heating, ventilation, and air conditioning are zoned controlled in your building(i.e. no personal unit control).

Any questions on how to operate your thermostat can be directed towards the facility office at 478.7559. Any maintenance needs should be reported through the works request system which can be found on the University Housing homepage, [www.gsuhousing.com](http://www.gsuhousing.com).

### **APPLIANCES**

Additional major appliances, such as clothes washers, clothes dryers, freezers, refrigerators, micro-fridges, dishwashers, and air conditioners that are not already provided by University Housing are prohibited in individual rooms or units. Plumbing, water heating, and electrical systems were not designed to handle additional utility demands resulting from these additional appliances.

Failure to adhere to this policy will result in a \$100 administrative enforcement fee being assessed against the resident's account for first-time violators. The violator will then have seven days to remove the major appliance and provide University Housing with verification of compliance. A second violation of the major appliance policy by a resident will constitute a material breach of the lease and be grounds for termination of the contract.

### **BED BUNKING**

Bunking your beds will provide more livable space in your unit. If you would like to participate in the bed bunking program, you may submit an online work order request. *Note: Bed Bunking Requests must be submitted by all residents in the room.*

### **BICYCLES**

Bicycles are not allowed to be stored in your unit. Bicycles may be stored in the provided bike racks located outside of your complex. Bicycles chained to trees/shrubs, stairs, rails, or other prohibited areas will be issued violation tags by University Housing and will be removed at the owner's expense if not moved within 48 hours. If, however, a bike is secured somewhere deemed a fire hazard because it obstructs an exit path, the bike may be removed immediately without warning to the owner.

### **TELEVISION**

Cable connections are included in your building. There is a cable jack per individual room and living room as well as cable television in the main lobbies. Northland Cable TV is the local cable provider. Students have access to over 50 channels. Currently, the cable available in the residence halls does not provide for premium TV (such as HBO, STARZ, Pay-Per View events, etc.). Channel listings can be found at [www.northlandcabletv.com](http://www.northlandcabletv.com).

The TV in the lobby of Brannen Hall has a DirecTV subscription with standard channels.

## **CLEANING YOUR UNIT**

Residents are responsible for maintaining the interior and exterior of their unit in a safe, clean, and sanitary manner. Floors should be regularly swept and mopped. Periodic cleaning of walls will assist in maintaining the appearance and cleanliness of the unit.

The plumbing is not designed to handle the disposal of tampons, sanitary napkins, disposable diapers, grease, garbage, or other such materials. Facilities staff can be contacted to handle the most severe clogs. Service calls to remove foreign objects from drains and toilets may result in service charges being assessed to the resident. The sinks, shower and toilet should be cleaned regularly to prevent dirt and mineral buildup. Sinks, tubs, ceramic walls and the exterior of the toilet should be cleaned with a non-abrasive cleaner (e.g. Soft Scrub, Lysol Tub & Tile Cleaner), while toilet bowl cleaners (e.g., Vanish) should be used to clean the inside of the bowl.

Windows should be cleaned with common commercial window cleaner (e.g., Windex) as needed. Blinds and window frames should be regularly dusted and periodically cleaned with soapy water or commercial all-purpose cleaner (e.g., Lestoil or Mr. Clean).

Care should be taken in opening and closing windows and exterior doors. Make sure exterior doors are securely closed. Residents should be careful not to damage window screens. Screens, doors, and windows that are damaged will be charged to the resident or person responsible.

To clean the inside of your refrigerator, mix one tablespoon of baking soda per quart of warm water. Rinse thoroughly with clean water and wipe dry. The refrigerator may be moved away from the wall for easier cleaning of its exterior with a mild soap and water solution. Never use abrasive cleaners to clean the exterior of your appliances. If you are going to be away for an extended time period, or are vacating the premise, do not turn the refrigerator off or unplug it!

Residents are encouraged to vacuum the carpet of the unit on a regular basis to prevent excessive wear. Spot cleaning of spills at the time of the spill will help prevent stains. Use a clean, dry cloth to blot the spill area to make cleaning easier.

Your unit will be inspected at least once a month. Dates will be posted throughout the complex. Please contact University Housing at 478-5406 for more information.

## **CLUBHOUSE DESK/HALL DESK**

Sanford Hall's community desk is located on the first floor of Brannen Hall. The desk is staffed by desk assistants and resident advisors. Specific hours will be posted at the desk. This location can assist you with key issues, checking-out of items (games, videos,

kitchen equipment, etc.), answering questions, etc. You must bring a picture ID in order to check out items.

### **COOKING AND KITCHENS**

Each apartment unit is furnished with a partial kitchen. Residents should make sure they are aware of all guidelines and restrictions as outlined in this document and the Student Conduct Code. In addition, each building has a full community kitchen. All residents are urged to utilize extreme caution when cooking. Cooking should never be left unattended. Cleanliness is also essential due to the problems associated with unsanitary cooking areas. Residents will be held responsible for damages or excessive clean-up as a result of misuse of the kitchens.

### **COMMON AREA ROOM RESERVATIONS**

Residents of the facility may reserve common area spaces, including multi-purpose rooms, classrooms, kitchens, etc. Please see the desk staff for more information. These are great locations for programs and meetings. Some spaces include a big screen T.V., DVD player, public restrooms, appropriate furniture, etc. Staff events have first rights to all spaces, followed by building occupants, and then campus organizations.

### **COMPUTER LABS**

Each residence hall has access to a computer lab. Most of these labs are open 24 hours a day to residents of the building. Your Student Technology Fee has paid for these computer labs. All of these labs are connected to a printer and are designed for students to use for academic work. At the current time, other than the technology fee, there are no additional charges for these facilities. It is expected that students take the same care of these labs as they would their personal computers. Also, where appropriate, the computers in the labs have software installed that is specifically for students in that particular community to use.

### **EMAIL COMMUNICATION**

Email is the official method of communication for Georgia Southern University. The Department of University Housing regularly distributes official communication to residents via their University email accounts. Check you account regularly for important information regarding room sign-up, break schedules, check-out procedures, and other announcements. Every student is responsible for the information sent to him or her.

If you have an existing email account that you frequently check, you can forward mail sent to your Georgia Southern address to it. Instructions for forwarding email may be found at: [services.georgiasouthern.edu/its/tutorials/studentusingemailweb.php](http://services.georgiasouthern.edu/its/tutorials/studentusingemailweb.php).

### **ENVIRONMENTAL SUSTAINABILITY**

The Department of University Housing recommends students develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electric appliances, minimizing your use of water, and recycling. For example:

- Never leave computers, stereos, televisions, and lights on when you are not at home.
- Understand your building's recycling program and use it.
- Reduce the duration of your shower.
- Report any leaks (dripping faucets, showers, etc.) to the Housing Work Order system at [www.gsubhousing.com](http://www.gsubhousing.com).
- Always use compact florescent light bulbs as they last longer than incandescent bulbs and they use only ¼ of the power.
- Develop good sustainable living habits and encourage your friends to do the same. Everyone will benefit.

### **FIRE SAFETY SYSTEMS**

Each unit is equipped with a smoke alarm for safety. All units are required by state law to have smoke alarms. This device is in the unit to warn residents of smoke or fire. Keep the alarm unobstructed for safety purposes. If the smoke detector is so sensitive that it constantly alarms or malfunctions in other ways, complete a work-order so that it can be inspected. Never tape over, cover, or disconnect the smoke alarm. Violation of this policy will result in disciplinary action. Keep smoke detectors dust free. A light on the smoke detector blinks periodically to indicate the unit is working properly; if you ever notice that the smoke detector is not working, inform University Housing as soon as possible.

A fire extinguisher is located inside each unit. Familiarize yourself with its location and how it works. Be sure to check your fire extinguisher to assure it is properly charged (arrow in the green area). To utilize the fire extinguisher for emergency reasons, use the following guidelines:

- P**      **PULL** the pin
- A**      **AIM** the extinguisher nozzle at the base of the flames
- S**      **SQUEEZE** the trigger while holding the extinguisher upright
- S**      **SWEEP** the extinguisher from side to side, cover the fire with extinguishing agent

**In the event of a fire, everyone should leave the unit immediately, pull an alarm station, and call University Police at 478.5234.**

Fire drills will be planned twice each semester. University Housing does not plan alarms for late night/early morning hours. Regardless of whether or not the alarm is a drill, please exit the building through the nearest exterior door and walk quickly to the parking lot. Failure to evacuate a building during any alarm will result in judicial action.

Tampering with any of the fire systems (pull stations, smoke detectors, extinguishers, etc.) will result in a judicial conference and possible removal from the residence halls and/or Georgia Southern University.

## **EAGLE DINING SERVICES**

Campus food service is operated by the University, but is not part of the Department of University Housing. Students may pay cash for meals or purchase meal plans. First year residents are required to have a meal plan. Meal plan and Eagle Express participants may enjoy excellent food and services at the following locations: Chik-Fil-A, Lakeside, Cinnamon Street, Talons Grille, Hard Drive Café, Landrum Court, Seasons, Starbucks, and Oasis. For information about Food Services, visit the web at [www.gsufoodservice.com](http://www.gsufoodservice.com).

## **INTERNET CONNECTIVITY**

Your hall has an Ethernet (direct-wired) connection. Georgia Southern University has a high-speed network called ResNet. If you have a personal computer you can connect to ResNet. Most computers purchased in the last few years can easily connect to this network. You will not need a modem, but rather a standard Ethernet card in your computer to connect – and there is no monthly charge for your internet usage!

The University has implemented a network security system from Cisco Systems called Cisco Clean Access (CCA). This system is one of a series of steps being taken by Georgia Southern University to help improve the quality of networking in the residence halls and enhance overall security of the campus network.

It is University policy that any computer connecting to the campus network be up-to-date with anti-virus software and operating system security patches installed. Cisco Clean Access is a way to help you ensure that this is done on your machine. In order to access the campus network, ResNet users are required to log in using their my.georgiasouthern username and password. After your account is verified, your machine will be checked for certain minimum security standards before you are allowed to connect to any resources on the Georgia Southern University network. Computers not in compliance with the standards will be “quarantined” and allowed only enough network access to be able to download virus protection and operating system updates. Once the “quarantined” machine is brought into compliance, it will be allowed full access to the network.

If you do not have anti-virus software, residents may download a copy of Symantec Anti-virus free of charge from <http://download.georgiasouthern.edu>

Connection Assistance: ResNet, which stands for Residential Network, is a team consisting of student technicians who support students living in Georgia Southern University Residence Halls. The scope of work for ResNet is only to ensure that the student’s computer connects to the Internet in the residence hall. Techs are not permitted to perform other assistance, configuration, or assembly to student computers. If you need assistance in connecting to the Georgia Southern Network, here are ways to get help:

1. Walk-up Assistance: Bring your laptop or PC to the ResNet office, located in the Southern Courtyard Clubhouse, and a tech will be available to help. Regular hours are Monday – Friday, 9 am to 5 pm.

2. House calls: By calling 478-7971 you can request to have a tech come to your room and assist.
3. E-mail: [ResNet@georgiasouthern.edu](mailto:ResNet@georgiasouthern.edu)

For more information, visit [www.gsuhousing.com/resnet](http://www.gsuhousing.com/resnet).

## **KEYS**

You have two keys that grant you access to your living area(s). One key is your room key, which will get you into the main door of your unit and into your own specific bedroom. Your key will only open your bedroom (not your roommate's bedroom door). The other key is an exterior key, which gets you into all the keyed exterior doors in your buildings. The replacement cost for your room key is \$150 and \$100 for your exterior key. *Please keep your keys on your person at all times!* **Installation of private locks or the duplication of room/unit keys is strictly forbidden.**

## **KEY LOCKOUTS**

Keeping your keys with you at all times is an important safety precaution. Not only does it assist in a safe environment, it allows you the daily convenience of doing what you want within the residential complex. We recognize you may lock yourself out of your room or lose your keys. If this happens you can follow the guidelines below.

*Misplacing Your Keys* – if you leave your key in your room or in another location, you will be issued a temporary key that you need to sign out. You will need to return the temporary key immediately after retrieving your permanent set of keys. If you have not returned your keys within 24 hours, a lock change will be initiated and charges added to your account.

*Losing Your Keys* – If you know you have lost your keys or they were stolen, a lock change and new keys can be initiated for your safety. The same process can be initiated for a damaged key. If you misplace or lose your keys when the community desk is open, staff will assist you with paperwork and temporary keys. If you need assistance when the desk is closed, contact the RA on Duty. This information can be located on each staff member's door and in the desk area.

## **LAUNDRY ROOMS**

Laundry services are included in the Residence Hall fee paid each semester. Students no longer have to pay for laundry at the laundry machine. Each building is equipped with Maytag® High-Efficiency front-loading washing machines and dryers. These washing machines require only one-fourth of a cup of detergent, typically half the amount of detergent used in standard washing machines. Further instructions on how to use these machines is posted in your hall's laundry room. If you find there is a problem with a washer or dryer in your hall's laundry room, please submit a work-order at [www.gsuhousing.com](http://www.gsuhousing.com).

## **LOFTS**

The Department of University Housing does not encourage lofts, although some students may choose to have a loft in their residence hall room to utilize additional space and individualize their room. A loft is a raised frame built up from the floor to hold a bed. Please visit, [www.gsuhousing.com](http://www.gsuhousing.com), for a loft approval form and requirements of lofts.

*Note: Loft Beds are not allowed in Southern Pines or Southern Courtyard. Beds in Eagle Village will be junior lofts which are adjustable to three different heights.*

## **MAIL AND PACKAGES**

All mail is delivered to the Georgia Southern University Post Office. You cannot receive your mail via your residence hall. Mail being sent from outside Georgia Southern University should be addressed as follows:

Resident's Name  
P.O. Box XXXXX (insert your box number received when you registered for classes)  
Georgia Southern University  
Statesboro, GA 30460

For packages from independent mail carriers such as UPS, FedEx, DHL, etc the address should read:

Student's Full Name  
Landrum Box XXXXX  
Georgia Avenue, Bldg. 403  
Statesboro, GA 30460

*The Department of University Housing cannot be responsible for delivery of student mail or packages sent to the University Housing Office or building hall offices.*

## **MAINTENANCE REQUESTS**

The Department of University Housing provides routine maintenance to the residence halls. Residents who wish to request repairs in their room, common area of apartment, public spaces, etc. should either call the facility office at 486.7559 or submit a need through the works request system which can be found on the University Housing homepage, [www.gsuhousing.com](http://www.gsuhousing.com). It is important that you be able to provide the following information: name, building name, apartment/room number, phone number, and a detailed description of the problem. In the event of an emergency, contact the community desk or RA on Duty.

## **MOLD/MILDEW**

Mold and mildew grow in areas that are dark, cool, and moist. Excessive moisture in the air will lead to mold and mildew forming on the walls and possibly your belongings. Problem areas frequently include: closet interiors, bathrooms and surfaces adjacent to

windows and doors. Excessive room moisture from the use of humidifiers, frequent steamy shower use and cooking all contribute to mold and mildew growth. Ventilation is important in preventing mold and mildew growth, and residents are strongly encouraged to insure adequate ventilation is provided in their unit. When mold and mildew appear, prompt treatment is essential before it has an opportunity to accumulate and cause significant damage. Contact University Housing for cleaning suggestions and additional preventive strategies.

### **NEWSPAPERS**

The Savannah Morning News, USA Today, and Statesboro Herald are available free daily (Monday through Friday) in the clubhouse or main lobby. These papers have been paid for by your residence hall activity fee and may be utilized for some of your academic courses.

### **PARKING**

All students operating or parking a motor vehicle on campus must register the vehicle with Parking & Transportation Services. Parking lots are located at each facility. For student parking regulations visit the web site at [www.aux.georgiasouthern.edu/park](http://www.aux.georgiasouthern.edu/park).

### **PEST CONTROL**

The initial step to the elimination of insects in your residence hall is sanitation. All insects need food, moisture, and harborage in order to survive. The pest control operator's success at an individual's residence will be partly determined by the resident's housekeeping. The two most troublesome insects found in residence halls are ants and roaches. These pests can be completely eliminated, but now with pesticides alone. Below are some steps each resident must practice in order to be insect free:

1. Wash dirty dishes immediately after eating. Do not leave dirty dishes on table, counter or place in sink. After washing dishes, drain sink and do not leave water standing.
2. Vacuum on a regular basis.
3. Do not leave chips, cookies, cereal, etc. that have interior bags left open. Either seal with an appropriate sized zip lock bag, or place in the refrigerator.
4. After consuming beverages, rinse containers and dispose of in appropriate manner.

By following these simple steps you will be able to assist in your pest control success! If your problem is still not resolved after following the above recommendations, submit a work-order request to have a professional treat your living space.

### **RESIDENTIAL EDUCATION OFFICE**

The Office of Residential Education is located in Kennedy Hall on Harvey Street. The office is open Monday- Friday, 8:00 a.m. – 5:00 p.m. You may contact us at (912)478-1730, or by fax at (912)478-1722. Assistance can be provided with picking up keys due to lock changes, holds on your account for judicial related matters, approval of fliers or posters for hall distribution, and equipment (snow-cone, popcorn popper, and cotton candy machines) check out for student leadership events.

## **RESPONSIBILITY FOR STUDENT PROPERTY**

Although every effort is made to optimize security, the University cannot assume responsibility for the loss or damage of student property; students or their parents are encouraged to carry appropriate insurance.

## **ROOM CHECKS/ENTRY**

The University reserves the right to enter student rooms for the purposes of safety, facility improvements, routine maintenance, occupancy checks, to manage rooms in the event of an emergency that jeopardizes the well-being of the occupant or other students, or to maintain a quiet environment where residents sleep and study. Building wide inspections for safety related reasons, at the minimum, take place every 3 – 4 weeks and will be publicized a week in advance. Students will not be given access to any student room which is not their own. Student rooms may be searched for legal cause by civil authorities. In the case of suspected criminal violations, a search warrant issued by the magistrate or permission by a representative of Judicial Affairs will be used to authorize the search.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Some units in the residence halls have been renovated to better meet the needs of students with physical disabilities. Our goal is to provide services and resources that eliminate barriers and help students feel a part of the community. Please contact the Housing Assignments Office to make us aware of any special needs. The Housing Assignments Office coordinates response to all special needs with the Student Disability Resource Center. In addition, specific safety procedures are followed in event of a building emergency. Please see your Hall Director for information and assistance in safety guidelines.

## **SMOKING**

All residence halls are designated as non-smoking. Smoking is not permitted inside the buildings, including student rooms. Students who smoke are permitted to live in University Housing but may smoke only when they are 50 feet away from the building.

## **STUDENT EMPLOYMENT**

The Department of University Housing is one of the largest employers of students on campus. Student positions include: Desk Assistants, Office Assistants, Resident Advisors, Peer Tutors, Maintenance Staff, and Graduate Assistants. For more information about these positions, which have specific application procedures, see your Hall Director or look for job postings at the student employment center. You can search for jobs at <http://jobs.georgiasouthern.edu/SEC/>

## **STUDENT LEADERSHIP**

Being part of a student organization on campus is an essential part of the "college experience." There are several Housing-related student-led organizations on campus that any on-campus resident can be a part of, such as individual residence hall councils, the residence hall judicial board, National Residence Hall Honorary, and the Residence Hall Association (RHA).

*Hall Councils* – Each residence hall on campus will elect a Hall Council. The Council is made up of a core group of elected officers. Members of the Hall Council are residents of the hall. Each council will be made up of executive officers and general members. The Hall Councils meet once a week to make decisions affecting the hall community and to plan events that will promote better residence hall living.

*Residence Hall Judicial Board (RHJB)* - The Residence Hall Judicial Board is a volunteer peer judicial board composed of 7 voting members and 1 non-voting chairperson. In order to serve on the Board, students must have at least a 2.0 GPA, clear judicial record, and live in university housing. There is an application and an interview process that students must go through in order to get a position on the board. RHJB hears cases of students that live in residence halls that are of a non-suspendable nature. Students may choose to have their case heard by RHJB rather than having a Coordinator of Residential Education or Building Director, adjudicate the case. If a student is found in violation of Georgia Southern University student conduct code, RHJB can sanction them with either a warning or probation, community service hours or other educational components, as well as recommended removal from university housing. The RHJB hears cases on a weekly basis, usually on a set schedule one or two evenings a week.

*Residence Hall Association (RHA)* – RHA is the campus wide student leadership organization charged in representing each residence hall on campus. This organization meets weekly and is composed of voting members from each hall on campus. They coordinate programmatic events for all halls, serve as the voice of students to the Department of University Housing, and guide the utilization of the residence hall activity fee.

*National Residence Hall Honorary (NRHH)* – Residential campuses across the United States have the option of establishing a chapter of the NRHH for on-campus residential students. Members of NRHH are charged with recognizing their student leaders in an effort to build a cohesive community within their residence halls. NRHH recognizes outstanding leaders through membership in their university's chapter. NRHH chapter membership is restricted to 1% of the on-campus student population. NRHH's national office is responsible for chapter affiliation, Of the Months (OTM) selection, and other various

## **TELEPHONE SERVICE**

Your unit has one phone line per bedroom. Your room's phone number begins with 478 and is completed with the numbers indicated on the phone jack. To dial another number on campus, dial 8 and then the 4 digit extension. To dial a number off campus, dial 9 and then the number. Call waiting is the only feature offered. Students need their own phone and answering machine.

## **THERMOSTAT**

For those units with individual thermostats, it is recommended that it be set at 70 degrees or lower for heating and 78 degrees or higher for cooling. These settings should provide a comfortable environment. You should also set the thermostat down (in winter) or up (in summer) whenever you will be out for long periods of time. It is a common misconception that it will take more energy to heat the home back up (or cool it back down) than was saved by setting the thermostat back.

## **TORNADO SAFETY**

In the event of a tornado, there are two stages one should be familiar with. A tornado watch signifies tornadoes are possible and one should remain alert for approaching storms. Listen for area updates (see below). A tornado warning signifies a tornado has been sighted or indicated by weather radar. If a tornado warning is issued, a tornado siren will sound on campus. All need to seek shelter immediately. University Housing has outlined measures residents are required to take in the event of a tornado warning.

For those living in Eagle Village, Kennedy, Watson Pods, and Sanford/Brannen, residents are required to proceed to the first floor corridor of their building to seek shelter. Residents in Watson Commons are required to seek shelter in the second floor corridor within their residence hall. Once the tornado warning has passed, staff members will give an “all clear” message and students will be allowed to return to their rooms.

There will be one tornado drill per semester.

The University will communicate emergency information through the following media outlets:

Website: [www.georgiasouthern.edu](http://www.georgiasouthern.edu)

Radio: WVGS 91.9

STAR - 107.3 FM

WAFJ - 99.3 FM Statesboro

WAFJ - 88.3 FM Augusta

WHKN - 94.9 FM

WPMX - 102.9 FM

WNNS - 1240 AM

WZBX - 106.5 FM

Phone Contact: University Police (912) 681-5234

Television: Channels 2, 97

WSAV Channel 3, Savannah

WTOC Channel 11, Savannah

WTGS Channel 28, Savannah

WJCL Channel 22, Savannah

## **TWIRL**

TWIRL is a weekly newsletter provided by University Housing that shares upcoming housing programs, important announcements, due dates, and campus wide programs. The newsletter is delivered each weekend (one per unit). If you fail to receive an issue, please see your community desk.

## **VANDALISM/DAMAGE CHARGES**

Students are responsible for all damages and vandalism that occurs as a result of their actions. This includes accidental damage. Cleaning of such items as refrigerators, floors,

carpeting, and furniture that may have been left dirty will result in a charge. Residents will not be charged for normal wear of furnishings; however, misuse or negligent care of such items will result in damage charges. This includes, but is not limited to, burns or staining of table, carpet, or counter tops, cuts or burns on furniture, broken furniture, holes in walls, doors or ceiling, broken or damaged screens, and missing furniture. University Housing will remove any personal property left in or immediately outside the unit at the risk and expense of the resident. University Housing is not responsible for the value or safekeeping of any property left in the unit or on the premises by the resident. After 30 days, University Housing will dispose of any such unclaimed property. Damages in the room may be detected by report of the resident, comparison of inventory during check-in/check-out, or routine inspections of hall/room. When appropriate, vandalism acts may include a judicial hearing with appropriate sanctions, including restitution for vandalism.

When acts of vandalism occur in a common area and the culprit is unable to be identified, common area billing may occur. When common area billing occurs, fliers and notifications will be posted so that all residents of a specific community are aware of the common area vandalism.

Damage or vandalism charges will appear on the student account via WINGS. If a student believes he/she was wrongfully charged they may discuss the specific incident with their Hall Director. It is the resident's responsibility to ensure that their room is clean (not resulting in excessive cleaning charges) and that all items remain in similar condition as when they checked in. Residents will be held responsible for any acts of damage or vandalism by guests of the resident.

## **VENDING MACHINES**

Vending machines may be found throughout the facility, either on the floor or in the clubhouse area. Problems with the vending machines should be reported to the hall office or community desk.

## **COMMUNITY LIVING STANDARDS**

### **INTRODUCTION**

Living in a residence hall at Georgia Southern University means living in a community of students – a dynamic place composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as to give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

### **RIGHTS AND RESPONSIBILITIES**

Your rights in our community include to socialize in your room; to sleep and study without disturbance; to live in a supportive and stimulated community; to live in a safe,

secure, healthy and clean environment; to enjoy access to a variety of programs, services, and facilities; and to involve yourself and others in promoting an educational, open, respectful, responsible, caring, involving, and celebrative community.

Your responsibilities in our community include to consider the needs of other residents and balance them with your own needs; to promote care of physical facilities, equipment and services; to communicate with other residents and staff members; to let other residents know when they are disturbing you; to demonstrate a commitment to the community by getting involved; to promote campus and individual safety; and to demonstrate dignity and respect for all individuals.

Living on campus at Georgia Southern University gives you many opportunities to face challenges head on, achieve in a variety of areas, and grow as an individual. However, these things only happen when you actively participate and support the community ideals stated here.

### **QUIET HOURS**

It is expected that there will be more noise than you experienced at home because of the large community you are now living in. However, it is your responsibility to work with hall staff to maintain an academic atmosphere. You and your neighbors must keep noise at a level that allows for both sleep and study. Quiet hours will be enforced. A general rule is that if noise is audible one door away from the source, it is too loud; or if a roommate or neighbor is impacted by the amount of noise. If a neighbor's noise is bothering you, tactfully ask the person to keep their noise down. If the noise persists, you can search out a staff member for assistance.

Quiet hours are hall specific, but usually begin at 10 pm and continue until 8 am the following morning. All other time periods are referred to as "courtesy hours" and a resident's right to request a quiet environment should be honored at all times. During final exams quiet hours may be extended to 24 hours a day.

### **RECYCLING AND TRASH**

You are responsible for the removal of all trash to the dumpsters which are located in close proximity to your building. Should bagged trash, pizza boxes or other large items be found in any location except the appropriate dumpster, including indoor and outdoor community waste baskets and other small trash receptacles, an attempt will be made to identify the owner of the trash. Fines and/or judicial action may result in inappropriate trash removal.

You are encouraged to participate in recycling efforts by utilizing the large recycling bins located in each hall. Residents are encouraged to recycle paper, aluminum cans, and plastic containers.

### **ROOM FURNISHINGS**

Each room/unit is furnished with items that may include a bed, desk, chair, table, refrigerator, cabinets, dining area, phone jack, Internet service, etc. Specific items vary

depending on facility. Students may not move additional items into their rooms from the residence hall public spaces nor are they to remove University-furnished items from their room.

## **POLICIES AND REGULATIONS**

As a Georgia Southern University student you are responsible for knowing all policies and regulations as outlined in the Student Conduct Code and all policies and regulations established for on-campus living. Failure to abide by the listed policies and regulations will result in University documentation and a meeting with a University Judicial Officer.

### **University Housing Policies and Regulations**

Below are the 21 violations of University Housing Policies and Regulations. It is not to be regarded as all-inclusive. All policies and regulations as outlined in this section will be enforced by the Department of University Housing. Any student found responsible for the following types of misconduct is subject to University sanctions.

#### H-1: NOISE

Each resident is responsible for keeping noise at a level conducive to maintaining an educational environment. Noise levels should be low enough so as not to disturb others. This includes noise external to the building. At times and on certain floors, noise levels may be further restricted (e.g. during Exam Periods or in community agreements).

#### H-2: FIRE SAFETY

- A. Only appliances approved by the Department of University Housing may be used or stored in on-campus residential facilities.
- B. All approved appliances must be plugged into a wall outlet or an Underwriters Laboratory (UL) approved power strip containing a 15 amp (or fewer) circuit breaker. No more than one power strip per person is allowed in any on-campus residential facility. Only one power strip may be plugged into any outlet along one wall. Extension cords are prohibited.
- C. Cooking is allowed only in those on-campus residential facilities where there is a full kitchen (stove, sink, etc.). A University Housing microwave, a hotpot, Crock-Pot, popcorn popper, coffee maker, and George Foreman grills can be utilized with appropriate care. All open coiled appliances are prohibited in all on-campus residential facilities.
- D. Additional refrigerators, microwaves, or other cooking related appliances are not allowed in individual rooms. All cooking must take place in common kitchen area.
- E. Irons must be kept in good condition and used with an ironing board (irons with an automatic shutoff are strongly preferred).
- F. Candles, incense, or any open flame devices are prohibited in all on-campus residential facilities.
- G. Halogen lights/lamps are prohibited.
- H. Refrigerators may not be moved from designated kitchen area nor are additional refrigerators allowed within the residential unit.

- I. Holiday decorations are allowed but no more than two strands of lights may be strung together. Live cut trees are prohibited in the residence halls.

### H-3: ANIMALS

No animals, with the exception of service animals or fish in a properly maintained aquariums of ten gallons (or fewer), are allowed in on-campus residential facilities. Feeding stray animals or temporary “holding” of animals in residential facilities is prohibited.

### H-4: ATHLETIC ACTIVITIES

Athletic activities, in which objects capable of causing damage to persons or property, must be kept at a safe distance from on-campus residential facilities. All athletic games and activities are prohibited in the hallway and common areas of on-campus residential facilities, unless approved by the Hall Director.

### H-5: BICYCLES, ROLLER BLADES, SKATEBOARDS

- A. Bicycles may not be stored in any on-campus residential facility. Bicycles can only be parked in all approved bike rack locations. Bicycles in other public areas are prohibited (hallways, stairwells, courtyards, etc.) and will be confiscated.
- B. Students may not ride bicycles, roller blades, scooters, or skateboards in the hallways, stairwells, or common areas of on-campus residential facilities.

### H-6: MOTORCYCLES, MOPEDS, SCOOTERS

Motorized vehicles must be parked in designated locations. At no time may motorcycles, scooters, mopeds, or other unapproved motorized vehicles be stored in on-campus residential facilities.

### H-7: GUESTS AND VISITATION

- A. Residents are responsible for all actions of their guest(s) and are responsible for informing them of housing and University rules and regulations. Guests will remain with their hosts at all times while in on-campus residential facilities. Residents are responsible for all activities of their guests that occur within their living units.
- B. Overnight guests are permitted with roommate approval. Guests must be of the same gender. Cohabitation is strictly prohibited. Guests may stay for a maximum of three successive nights with prior approval of the Building Director. *All overnight guests must be registered with the Building Director regardless of the length of their stay.*
- C. Residents and/or guests must use the bathrooms designated for use by their respective gender only.

### H-8: ESCORTS

Residents and their guests, including family members and other relatives, must be accompanied by an escort who is a resident of the hall at all times.

#### H-9: FURNITURE

- A. No furniture may be removed from an on-campus residential facility (rooms or common areas). Furniture that is removed from a living environment or returned to a living environment may result in a fine for services rendered.
- B. Furniture may not be suspended from the ceiling.
- C. Waterbeds are prohibited in on-campus residential facilities.
- D. Furniture can not be damaged. Any damage beyond normal wear and tear is subject to billing for replacement or correction.

#### H-10: LOFTS

The construction of lofts or any other structure within an on-campus residential facility without Department of University Housing registration/approval is prohibited.

#### H-11: LITTERING/TRASH DISPOSAL

No person shall discard trash of any kind on the grounds of on-campus residential facilities, except in appropriate receptacles provided for such purpose. No public area trashcans (bathroom, kitchen, courtyard, etc.) are to be utilized for personal room/apartment trash.

#### H-12: PAINTING

The Department of University Housing's in-house maintenance staff performs all room painting. Residents will be assessed a damage charge if a room is painted by anyone other than University Housing personnel.

#### H-13: FACILITIES/EQUIPMENT

- A. Window screens are not to be removed from on-campus residential facilities' windows. Missing or damaged screens may result in damage charges assessed to the resident(s). Objects may not be thrown from the windows.
- B. For safety reasons, exit doors may not be propped open.
- C. Unauthorized use of cable, computer access, telephone access (including the splicing of wires) is prohibited.
- D. Keys or other entrance devices are the property of the student to whom the key or other entrance devices are issued. They must not be given to anyone else for use. Keys should be carried at all times. Repeated lockouts may result in disciplinary action.
- E. Entering or exiting a building through unauthorized doors or windows is prohibited.
- F. Removal of entry or room doors, at any time, from hinges is prohibited.

#### H-14: SMOKING

Students may not smoke in any on-campus residential facilities, public area, or living facility. This includes entryways to the on-campus residential facilities. Smoking cannot occur within 50 feet of any entryway to an on-campus residential facility.

#### H-15: SANITATIONS AND CLEANLINESS

- A. Residents are expected to observe acceptable standards of cleanliness and sanitation in rooms, bathrooms, and common areas. Areas found not to be clean may result in damage charges.
- B. No student shall throw waste material on floors.
- C. No resident shall cause plumbing fixtures to become clogged.
- D. Use of cooking facilities for purposes other than food preparation is prohibited.

#### H-16: POSTING

No material may be posted inside or outside on-campus residential facilities without the approval of University Housing (see H-18 pertaining to individual living unit). This includes the parking lot area.

#### H-17: ROOM CHANGE

Residents may not change their current room assignment to another without prior authorization from the appropriate staff member.

#### H-18: ROOM DECORATIONS

- A. All posters or decorations must be at least six inches from the ceiling and/or floor.
- B. No items may be suspended from the ceiling. This includes fishnets, parachutes, flags, etc.
- C. Possession of alcohol paraphernalia (funnels, empty container boxes, etc.) and empty alcoholic beverage containers in resident's possession or room are prohibited. This includes any empty container collections or displays.
- D. Items affixed to the walls must be anchored on all sides. Wall damage may result in damage charges assessed to the resident.
- E. Items displayed (facing outward toward public space) in the windows of on-campus residential facilities are prohibited.
- F. Any material posted on the outside of on-campus residential facilities door must not be obscene, socially inappropriate, intimidating, or patently offensive to the prevailing standards of the community.

#### H19: IMPROPER BEHAVIOR

- A. No person shall participate in behaviors that are disruptive to the community (e.g. water, food, or shaving cream fights, etc.) in on-campus residential facilities or parking lots unless previously approved by the Hall Director.
- B. Conduct and/or expression which are obscene, social inappropriate, intimidating, or which are offensive to the prevailing standards of an academic community are prohibited.

#### H-20: LEARNING COMMUNITIES

All residents need to abide by the specific housing agreements of their on-campus residential facility. Residents will be held responsible for agreements signed regarding their special living environment (e.g. reserved classes,

building agreements, community service hours, etc.). Violation of individual contracts is in addition to any other *Student Conduct Code* violation(s).

#### H-21: ON-CAMPUS RESIDENTIAL FACILITY COMPUTER LABS

- A. No food or drinks allowed in the computer lab.
- B. Trash must be placed in the receptacle provided. A clean and orderly environment in the lab should be maintained.
- C. Workstation hardware cannot be changed, removed, reconfigured, or physically damaged in any way.
- D. No hardware or software can be added to the standard lab configuration.
- E. Printer settings may not be changed.
- F. Network connections for workstation and printers in the lab may not be changed.

#### **Student Conduct Code**

The complete Student Conduct Code can be found on-line at <http://students.georgiasouthern.edu/judicial/>. Below are the 31 violations of the Student Conduct Code that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. See the Student Conduct Code for complete information regarding the University judicial process. All policies and regulations as outlined in the Student Conduct Code will be enforced by the Department of University Housing. Any student found responsible for the following types of misconduct is subject to University sanctions.

#### SCC-1: ACADEMIC DISHONESTY

##### CHEATING

- A. submitting material that is not yours as part of your course performance;
- B. using information of devices that are not allowed by the faculty;
- C. obtaining and/or using unauthorized materials;
- D. fabricating information, research, and/or results;
- E. violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- F. collaborating with others on assignments without the faculty's consent;
- G. cooperating with and/or helping another student to cheat;
- H. demonstrating any other forms of dishonest behavior.

##### PLAGIARISM

- A. directly quoting the words of others without using quotation marks or indented format to identify them;
- B. using sources of information (published or unpublished) without identifying them;
- C. paraphrasing materials or ideas without identifying the source;
- D. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

#### SCC-2: ALCOHOL POSSESSION AND USE

- A. possession/consumption of alcoholic beverages by persons under the age of 21;
- B. possession/consumption of alcoholic beverages in public locations, including residence halls common areas;
- C. the sale, distribution, or furnishing of alcoholic beverages to minors;
- D. possession of any key or other common source containers;
- E. the use of alcohol in an irresponsible manner (games, contests, forced or ritualized consumption of alcohol, behaviors requiring the response of a University official or law enforcement officer, etc.);
- F. any activity or conduct involving the use of alcohol that is a violation of Georgia Law.

**SCC-3: ASSAULT**

- A. any intentional physical contact of an insulting or provoking nature;
- B. any physical abuse, intentional injury, or physical harm of another person.

**SCC-4: DAMAGE OR DESTRUCTION OF PROPERTY**

any damage or destruction of University property or another person's property.

**SCC-5: DECEPTION**

- A. any misuse of all University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- B. any giving or receiving of false information to the University or to any University official, administrator, or administrative unit;
- C. providing false information to law enforcement officials;
- D. any attempt to perpetrate a fraud against the University or a member of the University community.

**SCC-6: DISORDERLY CONDUCT**

- A. all lewd, obscene, indecent behavior, or other forms of disorderly conduct;
- B. any abuse or unauthorized use of sound amplification equipment;
- C. any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn;
- D. any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

**SCC-7: DISORDERLY/IMPROPER ASSEMBLY**

- A. any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operation of the University;
- B. any obstruction to the free movement of other persons about campus or the interference with the use of University facilities.

**SCC-8: DIVERSITY/INTOLERANCE/DISCRIMINATORY PRACTICES**

Discrimination, harassment, and/or threatening conduct based on race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability with the intent of unreasonably interfering with that person's work or academic performance or of creating an intimidating, hostile, or offensive work or academic environment are prohibited. This includes on-campus and off-campus behavior and includes events and activities sponsored by individuals, the University, or student organizations.

SCC-9: DRUGS

- A. the possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, including designer drugs;
- B. the possession and/or use of any drug paraphernalia;
- C. any activity or conduct involving drugs that is in violation of Georgia law.

SCC-10: FAILURE TO COMPLY

- A. failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties;
- B. failing to report for a conference, meeting, or appointment with an University official or faculty member;
- C. failing to appear as a witness in a disciplinary case when properly notified;
- D. failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator;
- E. fleeing from law enforcement or university officials.

SCC-11: FALSE REPRESENTATION

Any unauthorized claim to speak and/or act in the name of Georgia Southern University or any organization, student, University officials or faculty members.

SCC-12: FELONY CONVICTION

Students convicted of a felony or who receive first offender treatment or who plea "nolo contendere" in a court of law.

SCC-13: FIRE SAFETY

- A. any failure to evacuate or immediately respond to a fire alarm;
- B. participation in creating or causing a false fire alarm;
- C. participation in tampering, disconnecting, or altering any fire alarm system, equipment or component;
- D. failure to follow the instructions of staff and emergency personnel during the fire alarms;
- E. the possession, use, manufacture, and/or sale of any incendiary device;
- F. participation in setting or causing to be set any unauthorized fire;
- G. the possession and/r use of any type of fireworks.

SCC-14: GAMBLING

engaging in any form of gambling that is in violation of the law.

SCC-15: HARASSMENT/THREATS

- A. any act of intimidation, harassment, or threat of physical violence or any threat of physical violence directed to another person in any manner, including any terroristic threats;
- B. intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property.

SCC-16: HAZING

Participation in hazing, defined as an act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or are violations of the Student Conduct Code.

SCC-17: JOINT RESPONSIBILITY

- A. students who knowingly act in concert to violate University regulations have individual and joint responsibility for their behavior;
- B. students are responsible for violations of University regulations that occur in on-campus residential facility rooms and are to report such violations in a timely manner.

SCC-18: SEXUAL ASSAULT

Sexual assault is defined as “sexual penetration, no matter how slight, of the genital, anal, and/or oral opening of the victim by any part of the perpetrator’s body or by the use of an object, without the victim’s consent or against the victim’s will where the victim (1) is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act; (2) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes but is not limited to the influence of drugs or alcohol; (3) suffers from mental or physical disability.

SCC-19: SEXUAL COMMUNICATION

Written, oral, electronic, or pictorial communication of a sexual nature that is made for the purpose of threatening, intimidating, or humiliating another person.

SCC-20: SEXUAL HARASSMENT

Refer to the Student Conduct Code for further information.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; or
3. such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or academic environment.

#### SCC-21: SEXUAL MISCONDUCT

Sexual misconduct is defined as the "intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent. The touching is either directly on the body part or on the clothing covering that body part or if the victim is forced to touch the intimate areas of the perpetrator."

#### SCC-22: SOLICITATION

- A. conducting a sales campaign in a residence hall, classroom, or administrative building, or any other campus location;
- B. placing door hangers or signs on cars on campus or in on-campus residential facilities, other campus property;
- C. any violation of the "Campus Advertising, Sales, and Solicitation Policy."

#### SCC-23: STUDENT IDENTIFICATION CARDS

- A. altering, lending, or selling a student identification card;
- B. using a student identification card by anyone other than its original holder;
- C. using a student identification card in any unauthorized manner.

#### SCC-24: THEFT

- A. taking, attempting take, or keeping in a person's possession items not legally possessed by that person including, but not limited to, items belonging to the University or items belonging to students, faculty, staff, student groups, student organizations, or visitors to the campus;
- B. selling a textbook without the written permission of the owner.

#### SCC-25: UNAUTHORIZED ENTRY

- A. unauthorized entry into any University building, office, residence hall, off-campus residence, parking lot, motor vehicle, or other facilities;
- B. remaining in any building after normal closing hours without proper authorization;
- C. remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

#### SCC-26: UNAUTHORIZED USE

- A. unauthorized use of University equipment;
- B. unauthorized use of bathrooms, exits, or windows;

- C. unauthorized use or duplication of keys;
- D. unauthorized use or possession of any parking permit (hang tag).

**SCC-27: UNAUTHORIZED USE OF COMPUTER RESOURCES**

- A. unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
- B. unauthorized transfer of a file;
- C. unauthorized use of another individual's identification and password;
- D. use of computing facilities that interfere with the normal operations of the University computing system;
- E. use of computing facilities that violate copyright laws;
- F. all devices attached to the University network must be registered;
- G. use of tools for port-scanning, "sniffing," or to monitor or read transmissions from other users on the network is prohibited;
- H. workstations attached to the University network are required to have virus protection software. Virus definitions must be updated at least every two weeks;
- I. use of computing facilities that violates the Georgia Southern University Computer Use Policies and/or the Georgia Computer Systems Protection Act.

**SCC-28: UNIVERSITY HOUSING RULES/REGULATION**

Violations of the policies and regulations established by the Department of University Housing and individual residence halls (see following section).

**SCC-29: VIOLATION OF CONFIDENTIALITY**

Violating the confidentiality of the judicial process.

**SCC-30: VIOLATION OF LAW**

Violating national, state, and local laws on or off-campus.

**SCC-31: WEAPONS AND FIREARMS**

- A. illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals;
- B. carrying a weapon onto or within 1,000 feet of property owned, controlled, or leased by the University.

**JUDICIAL PROCEDURES/UNIVERSITY HOUSING**

The following are rules of procedure for adjudicating alleged violations of the University Housing Policies and Procedures and are established for use by on-campus residential staff for violations of University Housing Regulations.

1. Written notification of the alleged violation(s) shall be filed with the University Housing Hearing Officer.
2. The University Housing Hearing Officer shall notify the student involved of a possible violation of the Student Conduct Code and/or University Housing Regulations and request that he/she report to the University Housing Hearing Officer for a conference or a judicial letter will be sent to the student. The letter

will outline the charge(s) and the sanction. If the student accepts responsibility for his/her actions, he/she will sign the letter and return to sender.

3. Prior to adjudication, the University Housing Hearing Officer must answer two questions:
  - a. Does the accused student have a previous disciplinary record?
  - b. Is the alleged offense serious enough to result in possible suspension or expulsion? The University Housing Hearing Officer must consult with the Director of Judicial Affairs in making this determination.

If the answer to either question is “yes,” the case may be referred to the Office of Judicial Affairs for adjudication.

4. If the case is not referred and the student accepts responsibility for the violation, he or she may waive all further hearings and accept the decision and sanctions of the University Housing Hearing Officer as final and binding for all purposes.
5. If the student denies the charge, he or she may request a formal hearing before the Residence Hall Judicial Board (RHJB).
6. If the student assumes responsibility for the violation, he or she may request that RHJB determine the sanction(s).
7. All second alleged violations of University Housing Regulations or Student Conduct Code, not necessarily of the same policy, will automatically be referred to RHJB for adjudication. If RHJB is unable to adjudicate the case, a University Housing Hearing Officer will adjudicate the case.
8. When unusual circumstances exist and during periods when the RHJB cannot meet, the case will be referred to the Office of Judicial Affairs or a University Housing Hearing Officer.
9. The University Housing Hearing Officer and the RHJB may impose all disciplinary sanction except suspension and expulsion.
10. In cases involving disciplinary action, all documents and materials will be kept in the University Housing Office for inclusion in the student’s disciplinary record.
11. In cases of repeat and suspendable violations, all documents and materials will be maintained in the Office of Judicial Affairs.

## **HOUSING ASSIGNMENTS INFORMATION**

### **RESIDENCE HALL CONTRACT**

All students living on-campus must sign the University Housing Contract. The contract provides the guidelines for community living, length of the contract, rates, and the terms and conditions of housing occupancy. It is the responsibility of each student to read the housing contract before signing it and seek clarification for any provision they do not understand.

Students who sign the housing contract are responsible for all terms and conditions. One of these is the cancellation policy. Students may only cancel their housing contract if they are not going to be enrolled for classes at GSU and they must do so by the dates indicated in the contract as there may be cancellation fees associated with terminating the

contract. Students who remain enrolled at GSU and do not wish to continue living on campus will still be responsible for all housing fees associated with the entire contract (Fall and Spring).

Residence hall contracts are not reciprocal with Greek Letter organizations on campus. This means moving into the organizations' house does not release you from your obligations under the housing contract.

### **ELIGIBILITY**

To be eligible to live in university housing a student must be registered for at least 3 credit hours per semester. Students who enroll for less than the minimum number of hours must receive approval from the Coordinator of Occupancy Management and Assignments in Watson Hall. Students participating in academic related work outside normal coursework (e.g. research with a professor) may be considered in meeting this requirement.

### **YEARLY HOUSING CALENDAR/BREAKS**

Please see the university calendar

(<http://students.georgiasouthern.edu/registrar/calendar.htm>) for semester-specific opening and closing dates. The halls do not close for mid semester breaks (e.g. Thanksgiving or Spring Break), but the halls DO close for Winter Break: the time between Fall and Spring terms. Students living in Southern Pines and Southern Courtyard have a 10 month contract and are able to remain in their spaces during the Winter Break. Additional information can be found on the housing website at:

<http://students.georgiasouthern.edu/housing/parents/importantDates>.

### **HOUSING FEE PAYMENTS**

Students applying to live on campus for the first time are required to pay a \$100 non-refundable housing application fee when they apply for University Housing. This fee is not required for students who continue to live on campus for future semesters of housing as long as they maintain residency on campus. Students who move off campus or are not in residence for a semester or more (excluding summers) will be required to pay the application fee again.

When a student signs their housing contract for the academic year, they are required to pay a \$200 contract Prepayment. This Prepayment will then be posted to the student's account on WINGS and is released as a payment on their account on August 1<sup>st</sup>.

### **ROOM ASSIGNMENTS**

Assignments for new, incoming students are made according to the application complete date which is the date that the student has completed the online application and their housing application fee has been processed. Students are then assigned to rooms in that order based upon their stated preferences on their application. Students who select halls that are not available when their application complete date is reached by the system are assigned to other halls.

Students who select a specific roommate are assigned using the **average application complete date** of both students only if both students mutually request each other and their hall preferences are the same. Students who do not make the same selections may be assigned to different spaces.

Returning students will participate in the Returning Student Sign Up process that occurs at the beginning of Spring Semester. Additional information will be available on the housing website and at your hall office by December 1<sup>st</sup>.

### **CHECK-IN/CHECK-OUT PROCEDURES**

Check-In information is mailed to students with their housing assignment and explains the process in detail. For detailed information about fall Check-In, please consult the Operation Move In brochure or the online section of the housing website: [www.gsuhousing.com/omi](http://www.gsuhousing.com/omi)

Check out procedures will be sent to students at the end of each semester. Additional information will be available online and through your resident advisor and hall office. All residents must check-out with a University Housing Staff member when switching buildings or moving out of the hall, regardless of the time of year. Failure to follow the guidelines may result in financial penalties and/or referral to the judicial process.

### **ROOM CHANGES/HALL TRANSFERS**

During the summer, students may request a room change by completing the online room change request form at [www.gsuhousing.com/roomchange](http://www.gsuhousing.com/roomchange).

Once the halls open, students will need to wait until Room/Hall change day. Look for flyers in your building for the semester-specific date. During Spring Semester, an additional Room Change/Hall Change opportunity will be available. Check with your Resident Advisor or your hall office for more information.

### **IMPORTANT NUMBERS**

All off campus numbers are accessed by first dialing 9, then the full number. Unit to Unit calls can be made by dialing 8, then the last four digits.

#### **University Housing Staff**

Academic Initiatives, Coordinator.....	478-7521
Assignments.....	478-5406
Brannen/Sanford Hall.....	478-2341
Eagle Village Clubhouse.....	478-8200
Kennedy Hall Community Desk.....	478-2547
Residential Education Main Office.....	478-1730
Residence Hall Association.....	478-8464

Sanford Hall Community Desk.....	478-2341
Southern Courtyard Clubhouse.....	478-8100
Southern Pines Clubhouse.....	478-7700
University Housing Main Office.....	478-5406
University Villas.....	
Watson Hall.....	478-3130

#### Emergency Personnel

Statesboro Police, Fire, Ambulance.....	9-911
Public Safety, Campus.....	478.5234

#### Medical Assistance

East Georgia Regional Hospital.....	486-1000
Poison Control.....	1-800-222-1222
Rape Crisis Line.....	531-1771

#### Other Campus Numbers

Academic Success Center.....	478-5731
Athletic Services.....	478-5047
Bookstore, University.....	478-5181
Career Services.....	478-5197
Counseling Center.....	478-5541
Dean of Students.....	478-7731
Disability Resource Center.....	478-1566
Eagle Entertainment.....	478-7270
Financial Aid.....	478-5413
Greek Life.....	478-5185
Health Services.....	478-5641
International Studies.....	478-0332
Judicial Affairs.....	478-7301
Leadership Development, Center.....	478-5307
Multicultural Student Center.....	478-5409
Parking and Transportation.....	478-0702
Post Office.....	478-5232
Registrars Office.....	478-5152
ResNet.....	478-7971
Russell Union.....	478-0399
Student Government Association (SGA).....	478-7731
Volunteer Services.....	478-1435