

Departmental Policies and Procedures

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The College is committed to keeping you updated about what you can expect for the upcoming academic year. For more information, questions, or updates regarding how COVID-19 may impact campus residential life, please contact Student Housing at www.ggc.edu/liveoncampus or visit www.ggc.edu/PublicHealthFAQ.

RESIDENT RESPONSIBILITY FOR HOUSING POLICIES AND PROCEDURES

It is the responsibility of the resident to read and understand the materials and directions in their housing contract, the Student Housing Community Guide, GGC Student Handbook, and Student Code of Conduct as well as official emails, posters, policy changes or written/verbal correspondence issued by GGC Student Housing or its agents. A claim of lack of awareness of policies and procedures does not excuse any violations of such.

GENERAL INFORMATION

ACCESS CONTROL

Students will access the building and their suite through swipe of the Claw Card. Individual access to assigned rooms will be handled through traditional lock and key. Claw Card use will be monitored through the Student Housing Office in RL 1125).

DINING SERVICES

All residents are required to purchase a residential meal plan. For information, contact GGC Dining Services at 678.407.5860 or visit [Dining Services](#). If a student would like to change their meal plan, they should respond to the email sent by Auxiliary Service. Late move-ins have the opportunity to select/change their meal plan by move in date.

EMAIL COMMUNICATION

Email is GGC's official method of communication. GGC regularly distributes official communication to residents via their GGC email accounts. Check your account regularly for important housing information regarding room sign-up, break schedules, checkout procedures and other announcements. Every student is responsible for information sent to them via their GGC email account.

EMERGENCY ALERT NOTIFICATION SYSTEM

Georgia Gwinnett College is committed to the safety of our students, staff, and faculty. Communication is an important component of campus safety and a part of our communication plan includes an alert notification system. Email participation is mandatory for all GGC students, staff and faculty. We also require that each participant provide either a cell phone number for SMS based text messages or a phone number for a voice message alert at a minimum

LOCK SECURITY PROGRAM

Students will have access to the building and their suite through use of the Claw Card. Card use will be monitored through the GGC Student Housing Office (RL 1125). There is no charge for your initial Housing Claw Card; however, there is a replacement fee of \$15. To get a replacement card, go to the Claw Card Office in Building D room 1470. Students must be identified as a resident of GGC Housing to receive a Claw Card with housing accessibilities. Once the Claw Card is received from the Claw Card Office, residents must go to the Student Housing Office (RL 1125) to have the Claw Card programmed to the building and the individual suite. **DO NOT ALTER THE CLAW CARD IN ANY WAY, SUCH AS A HOLE- PUNCH, AS THIS WILL RENDER YOUR CARD USELESS.**

Access to individually assigned bedrooms will be handled through traditional lock and key. Residents are issued a key to their assigned room. If a resident misplaces their hard key, they should report it to the Student Housing Office (RL 1125). Keys lost by residents will result in a

LOCKOUTS

If a resident is locked out of their room, they should report to the Security Desk for assistance. The first two lockouts are free. The resident will be charged \$50 for each additional lockout. Lockout charges will be assessed to the student's account. Any lost cards may result in a fee assessment.

LOST & FOUND

Have you lost an item? Found an item? Contact the Security Desk of your building or the Student Housing Office (RL 1125) to report a loss or claim an item.

MAIL AND PACKAGES

Upon request, resident mailboxes will be provided. Mailbox assignments and combinations are provided by the Claw Card

Housing (RL 1125) . Repairs made for damages that go beyond normal wear and tear will be assessed a fee.

Parking Office
Georgia Gwinnett College
Building D, 1123
1000 University Center Lane
Lawrenceville, GA 30043

RECYCLING AND TRASH

Residents are responsible for disposing of their trash in the hall's designated trash chute. Residents who fail to properly dispose of trash will be assessed a minimum \$ 30.00 housing trash fine. Please dispose of recyclable items in appropriate recycle bins,

RESPONSIBILITY FOR RESIDENT PROPERTY

Although every effort is made to optimize security, the College cannot assume responsibility for the loss or damage of resident's property; residents are encouraged to carry renter's insurance. Residents should carry their key and lock their doors to reduce the threat of theft of their belongings.

ROOM ENTRY

The College reserves the right to enter student rooms for the purposes of health & safety inspections, facility improvements, routine maintenance checks to manage rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, or to maintain a quiet environment where residents may sleep and study. Students will not be given access to any student room which is not their own. Student rooms may be searched with probable cause by civil authorities. GGC Student Housing staff will attempt to notify residents of intended room entry but they are not required. After leaving a room, staff will lock the bedroom door.

In the event that someone other than the resident needs to access the resident's room, they must be on the Resident Emergency Contact List (bluecard/Star Rez). Student Housing staff will attempt to contact the resident

SERVICES FOR STUDENTS WITH DISABILITIES

Accommodations are determined on a case-by-case basis. All requests for accessible housing accommodations must go through the Office of Disability Services who will work in collaboration with the Student Housing Office (RL 1125). Residents must request services and accommodations by making an appointment with the Office of Disability Services along with submitting the required documentation to support the request for services and accommodations.

STAFF AVAILABILITY

GGC Student Housing Office (RL 1125) is open between the hours of 9:00 a.m. and 5:00 p.m. – Monday through Friday. A Resident Assistant is on duty from 5:00 p.m. to 8:00 a.m. – Monday through Sunday. In addition to student staff, a professional staff member is on call 24 hours daily to assist with emergencies and major facilities issues.

COMMUNITY LIVING STANDARDS

INTRODUCTION

Choosing to be a member of GGC's student residential community is choosing to live in a richly diverse setting that encourages all people to realize their fullest potential. Such a community must allow for many opinions and beliefs, recognize and respect individual differences, and offer a level of personal security that fosters growth. We all arrive on campus with varying degrees of knowledge and understanding about people different from ourselves, and the opportunity to learn about others is one of the great benefits of life at Georgia Gwinnett College.

Refer to GGC Equal Opportunity, Affirmative Action, Prohibited Discrimination and Harassment Policy which can be found in the Student Handbook in its entirety the [Student Handbook](#).

GGC Student Housing offers a community that encourages residents to develop the personal skills and perspectives necessary to become positive and productive members of society. A key component of future success is the ability to acknowledge individual differences and ideas.

It is up to each of us to encourage productive interactions and relationships among our community residents; there is much to be taught, learned and shared. So stretch yourself, and get to know someone different from yourself. Learn what another culture is all about. Your experience will be enriched by it.

RESIDENT TIPS

Living on campus gives you the best of all worlds – independent living in state-of-the-art residence halls, surrounded by other students and staff in a socially and academically supportive environment. With this independence also comes responsibility.

Important tips to a successful GGC Student Housing experience:

1. Be neighborly – treat others as you want to be treated AND as they want to be treated.
2. Get to know your suitemates and neighbors.
3. Communicate openly and honestly. If you have a suitemate conflict, please contact your RA.
4. Follow the rules.
5. Use common sense in all situations.

10.

4. Bicycles/Mopeds/Motorcycles/Skateboards/Scooters/In-Line Skates /Hoverboards

Bicycles may not be operated or stored in hallways, stairwells, or any other areas inside the hall. Bicycles should not be attached to railings, benches, trees or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls, other than inside student rooms, shall be treated as abandoned property. Persons may not ride bicycles within the residence halls.

Motorcycles, mopeds, scooters and similar vehicles are not permitted inside the residence halls. Because of fire safety concerns, these vehicles should never be parked near or against the building. All vehicles not in designated parking may be towed.

The use of recreational wheeled devices (including, but not limited to skateboards, kick scooters, roller skates, or in-line skates) is prohibited anywhere within the residence halls. Persons may use these devices on walkways adjacent to the residence halls for transportation only (i.e., no acrobatics) and with due regard for pedestrian rights.

The use, possession, or storage of Hoverboards, Swagways, or similar devices, is prohibited in all GGC buildings.

9.12.8 RECKLESS SKATEBOARD AND BICYCLE USE

Georgia Gwinnett College has a responsibility to prevent and deter behaviors that are likely to cause personal injury, property damage, and/or disrupt college operations. This policy bans reckless skateboarding and bicycle use that endanger safety, college property, or threatens normal campus activities. Skateboarding and bicycling are not crimes. However, actions that may endanger oneself or other individuals, damage property, or disrupt the mission of the College are not considered to be harmless activities. The Office of Public Safety is responsible for the safe operation of the campus and may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles, motorized bicycles, scooters, skateboards, and roller skates/blades on campus.

Reckless Skateboard/Bicycle Use

In the context of this policy, Reckless Skateboarding/Bicycle Use refers to the use of any wheeled vehicle or device in a manner that endangers public safety, threatens college property, or disrupts college operations. This use includes, but is not limited to, maneuvers

that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs. It also includes using skateboards, scooters, roller skates/ blades, and bicycles in ways that clearly create unsafe conditions (e.g., traveling at unsafe speeds, traversing downhill with no method of stopping, etc.). The use of any such device is not permitted in any building on GGC property unless authorized by the Office of Public Safety.

Fire Concerns/Safety

Due to fire concerns surrounding Hoverboards, GGC has chosen to prohibit the use, possession, or storage of Hoverboards, Swagways, or similar devices in all GGC buildings. This includes, but is not limited to residence halls, classroom buildings, administration buildings, and indoor recreational facilities. Residential students who own Hoverboards and similar devices shall not bring them to campus due to fire concerns regarding the batteries that operate the boards. Although not prohibited, GGC strongly cautions against storing these products in vehicles.

Responsibilities

All students, staff, faculty, and campus visitors are required to use wheeled vehicles in a manner that is safe, respects the rights of others, and adheres to applicable Georgia statutes and other related campus policies. Moreover, the reckless use of skateboards and bicycles, as defined in this policy, is not permitted. Pedestrians have the right of way on sidewalks in the interior of campus. Those individuals using wheeled vehicles are encouraged to walk their wheels in areas of campus where there is high pedestrian traffic.

All faculty, staff, students, and visitors to Georgia Gwinnett College are expected to adhere to this policy and the applicable procedures. All have a collective responsibility to promote the safety and health of the campus community. Effective implementation depends on the respect and cooperation of all members of the College community. Members of the campus community are encouraged to be aware and remain in compliance with the policy. Overall responsibility for the policy includes providing guidance concerning the scope, definitions, requirements, and enforcement.

Enforcement

Campus Police are solely charged with the enforcement of this policy by preventing or stopping individuals who are engaged in reckless skateboarding and bicycling activities, as defined in this policy. Campus Police may refer Georgia Gwinnett College student violators to Student Integrity, and in the case of Georgia Gwinnett College faculty and staff, to the appropriate Dean or Department Head. In accordance with O.C.G.A. 16-11-35, Campus

Police may advise those not affiliated with Georgia Gwinnett College to leave the campus. For comments or questions regarding this policy, members of the campus community and the community at large are encouraged to call Campus Police 678-407-5333 for more information.

5. Damages/Vandalism

Malicious or unwarranted damage or destruction of items of College property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the College, student groups, or others is prohibited. Residents are responsible for the condition of their suites and rooms and all the furnishings assigned to them. If the suite or room is damaged, or its furnishings damaged or lost, residents are financially responsible and shall reimburse the College. Residents of an individual room or residence hall may also be required to share the expense of repairing or replacing property in common areas (such as living rooms, kitchens, bathrooms, hallways, studies, lobbies, etc.) when such repairs are determined to be above and beyond normal wear and tear. Residents are expected to immediately report any damages/destruction/vandalism to the GGC Residence Life Office (RL 1125).

Charges for damages and cleaning will be determined by the College; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will have a hold placed on their record, which prevents them from registering for classes, obtaining transcripts, or receiving grades. All residents are responsible for their guests' behavior.

6. Decorations/Modifications

Decorating individual rooms in the residence halls is encouraged. Have fun and be creative, but GGC Student Housing Staff must ensure no safety or fire hazards are created, and we must be able to perform periodic maintenance. Tape, nails, and items that would remove paint or leave a mark are not permitted.

Residents will be required to redesign all structures and decorations that do not meet the standards set by Housing and/or the Fire Marshall of the State of Georgia. If these changes are not made, GGC Housing reserves the right to remove all construction from the room.

a. General Requirements

All residents must meet the following general requirements when decorating rooms:

1. Electrical accessories must be UL-approved (as indicated on the accessory).
 - i. Electrical devices may not be spliced into existing wires; use only extension cords.
 - ii. Drapes/curtains/window coverings using spring-mounted tension rods are permitted. No nails, screws, or curtain rod fixtures of any other type may be used.
2. The use of contact paper in residence halls is prohibited.
3. Residents **may not** paint their rooms.
4. Hanging items outside resident room windows is prohibited.
5. Decorations are not allowed on any windows.
6. No flags, banners, or other cloth/flammable decorations are to be hung from the ceiling. All decorations should leave an 18" clearance from the ceiling.
7. Electrical signs are not permitted.

- b. Holiday Decorations – please see section on Fire Safety for further information.
 - 1. No live trees are permitted in the residence halls.
 - 2.

- i. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.
- e. Kitchen Appliances – The only kitchen appliances permitted in the residence hall are
 - i. Blenders, coffee makers (no exposed heating elements), popcorn poppers, toasters, crock pots and rice cookers. Appliances in use must be supervised at all times. When not in use, appliances must be unplugged; failure to unplug or properly supervise appliances may result in a Student Integrity/Student Conduct violation. Appliances cannot have a detachable plug, must be in good condition, and must meet all code requirements. Any collected grease from approved appliances must be disposed of in solid form in the trash (not in a drain). Mi

14. Keys/Claw Cards

Residents must maintain possession of their (specific) residence hall key and Claw Card at all times. Keys and Claw Cards must not be distributed, shared, or loaned to others.

15. Pets

Pets (including fish) are not allowed in the residence halls. Animals needed for medical purposes will be evaluated for approval on a case-by-case basis.

16. Support Animals

Reviewed May 26, 2016

4.1.5.2 EMOTIONAL SUPPORT ANIMALS

Georgia Gwinnett College (GGC) is committed to making reasonable accommodation to afford people with disabilities an equal opportunity to access its programs, services, and activities.

Definitions

A. Pet

A “pet” is any animal kept for ordinary use and companionship. Service animals and emotional support animals, as defined below, are not considered pets. Pets are prohibited indoors on the Georgia Gwinnett College campus.

B. Service Animal

A “service animal” means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. For definition of Emotional Support Animals please see below.

Service animals will be permitted to accompany people with disabilities in all areas of GGC’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. GGC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Additionally, GGC cannot ask about the nature or extent of a person's disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, GGC faculty and staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- a) Is the dog required because of a disability?
- b) What work or task has the dog been trained to perform?

For additional information, please contact

C. Service Animal In Training

Georgia law allows animals that are being trained to be service animals to access GGC Facilities.

D. Emotional Support Animals

“Emotional support animal” is an animal that provides emotional support that eases one or more identified symptoms or effects of a person’s disability. Unlike

18. Posting and Displays

Posters and flyers or materials of a similar type may be posted on designated bulletin boards with the approval of the Student Housing staff.

Residents are not permitted to display flags, flyers, posters, banners, or materials of a similar type in any window or in their suites where they can be visible outside the suites.

19. Recordings

Except as permitted under Georgia law, unauthorized recordings (audio/video/other

Violation of Policy

GGC employees who do not comply with the policy may be issued verbal and written Reprimands and are subject to other personnel actions. GGC students who do not comply with the policy may be issued verbal warnings and written student integrity memorandums of counseling and are subject to other student integrity actions. Visitors refusing to comply with this policy may be asked to leave campus and are subject to additional actions, as deemed appropriate by campus officials and the Office of Public Safety.

Resources Available for Tobacco Cessation

From time to time, Georgia Gwinnett College will make available resources to assist employees and students with tobacco cessation as well as educational materials and other wellness information.

21. Solicitation

24. Weapons

Except as permitted by local, state, and federal law, possessing firearms, ammunition, explosives, other weapons, or dangerous chemicals on College property are prohibited.

Prohibited devices include but are not limited to air guns, sling shots, zip guns, knives with a blade of two inches or more from hilt to blade tip, knives having a switchblade or automatic blade opener, blackjacks, bolo knives, machetes, swords, spears, any club-type hand weapons, pyrotechnics, throwing stars, nunchucks, throwing knives or any objects or materials capable of causing and/or used by the offending person to cause or threaten physical harm. Exceptions may include kitchen knives and other kitchen utensils. Licensed gun owners must register with the Office of Public Safety if they choose to keep a gun in their vehicle while on campus. Licensed gun owners and owners of other weapons must be in compliance with Georgia law. Where applicable, guns may not be removed from the vehicle at any time while on campus.

Any device capable of discharging a chemical or other type of spray or substance specifically designated and marketed for the purpose of self-defense against sexual assault is permitted. The GGC policy may be found in APM 8.2.88.

25. Windows and Screens

Residents may not remove window screens or window stoppers, throw items through, or hang anything externally from residence hall windows.

Entering and/or exiting any residence hall through windows is prohibited except in case of emergencies.

If you need additional information on the Housing Code of Conduct contact GGC Student Housing or the Director of Student Integrity.

26. Technology

Routers are prohibited.

HOUSING ASSIGNMENTS INFORMATION

Housing Contract

All residence hall students are required to sign a GGC Student Housing Contract. The GGC Student Housing

Contract defines the terms and conditions of occupancy, the housing pricing structure, and procedures for termination of the contract. It is each resident's responsibility to be familiar with the content of the contract.

Resident's who wish to appeal their housing contract while remaining enrolled at the College must submit their appeal online at [Student Complaints and Appeals](#). Residents

- a. If there are any damages and/or cleaning charges/fines, they will be noted on the UCF. The damage charges will be assessed by Housing personnel. Failure to pay damage costs will result in the hold being placed on the resident's records, transcripts, and registration. Further class attendance may be blocked until the account is balanced.
2. Complete the Resident Check Out Form and Exit Survey located in the Student Housing office, Building 1000, Suite 1125.
3. Place your room key and Exit Survey in the envelope, seal the envelope, and give your envelope to the assistant at the desk. After hours, slide the envelope under the office door.

It is important to note, residents that break their contract early will be assessed the Early Termination fee of \$500. For additional information about early termination, please refer to your housing contract.

Room Assignments

Assignments for all students will be determined by the GGC Student Housing Office (RL1120).

Reassignment of Space

GGC Student Housing Office (RL 1120) may reassign students to other spaces, rooms, or halls when it's deemed to be in the best interest of community, or when it's determined that a student is not actually residing in his or her assigned space.

Room/Suite Changes

IMPORTANT NUMBERS

GGC Student Housing

Student Housing Office (RL 1120)	678.407.5501
Residential Education Office (RL 1125)	678.407.5503
Building 1000 Security Desk	678.407.5172
Building 2000 Security Desk	678.407.5107
Building 3000 Security Desk	678.407.5331
Building 1000 After Hours RA Cell Phone	678.628.7994
Building 2000 After Hours RA Cell Phone	678.628.7869

Safety

Campus Escort Vehicle	678.407.5333
Fire, Police, and Ambulance	678.407.5333 or 911
GGC Police	678.407.5333
Non-Emergencies	678.407.5333
Emergencies	678.407.5333 or 911
Domestic Violence Hotline	800.334.2836
Georgia Crisis & Access Line	800.715.4225
Georgia Drug Abuse Helpline	800.338.6745
Georgia Emergency Management Agency	800.879.4362
Gwinnett County Health Department	770.822.8850
Gwinnett Medical Center	678.312.1000
Poison Control Center	404.616.9000
Rape Crisis Hotline (Gwinnett Sexual Assault Center – GSAC)	770.476.7407
Suicide Helpline	800.784.2433
Diversity, Institutional Equity, Title IX Program Administration	678.407.5010

Campus Contacts

Academic Enhancement Center	678.407.5191
Bookstore	678.407.5986
Career Development and Advisement Center	678.407.5702

Student Integrity	678.407.5661
Student Involvement	678.407.5582
Student Affairs	678.407.5882
Student Success Programs	678.407.5234
Student Technology Support	678.407.5611
Wellness & Recreation Center	678.407.5970