

Guide to Highlander Living

2023 - 2024



GORDON
STATE COLLEGE

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Office of Student Housing & Residence Life

Ms. Gratasha Banks	Interim Director of Housing and Residence Life
Ms. Ashley Hursey	Housing and Residence Life Coordinator
Ms. Breyana Posey	Gordon Commons A/B/C Resident Director
Ms. Leslie Daniels	Gordon Village Resident Director

Student Affairs Personnel

Dr. LaToya Stackhouse	Dean of Students
Ms. Dawn Byous	Student Affairs Coordinator
Ms. Alicia Dorton	Director of Counseling and Accessibility Services
Ms. Alison Boddie	Counselor
Ms. Jaclyn Ethridge	Counselor
Dr. Brie McDaniel	Director of Student Life and Recreation
Mr. Alfred Beard	Coordinator of Recreation
Mr. Alvin Stephens	Coordinator of Student Life
	Nurse Practitioner (Health Center Services)

Other Departmental Assistance

Academic Affairs	Lambdin Hall, Room 345	678-359-5018
Admissions	Student Services Center	678-359-5021
Bookstore	Student Center, Room 128	678-359-5053
Bursar Office	Student Services Center	678-359-5010
Counseling	Student Center, Room 212	678-359-5585
Dining Services	Student Center, Room 109	678-359-5052
Facilities	Facilities, (Adjacent to Public Safety)	678-359-5103
Financial Aid	Student Services Center	678-359-5990
Student Health Center	Health Center (Spencer Street)	678-359-5476
Information Technology	Instructional Complex, Room 109	678-359-5008
Library & Collaborative Center	Hightower Library	678-359-5076
Mailroom	Student Center, Room 201	678-359-5005
Public Safety	Gordon Hall	678-359-5101
Registrar	Lambdin Hall, Room 125	678-359-5022
Student Affairs/Dean of Students	Student Center, Room 208	678-359-5056
Student Success Center	Student Center, Room 235	678-359-5156

IMPORTANT PHONE NUMBERS

Gordon State College Police Department – Emergency	678-359-5111
Office.....	678-359-5101
Barnesville City Police	770-358-1234
Lamar County Sheriff's Office	770-358-5159
Barnesville Fire Department	770-358-3262
Ambulance	911

LOCAL PHYSICIANS

DR. AARON BUICE

Phone: 770-872-3663
Address: 522 Greenwood Street
Barnesville, GA 30204

Office Hours: Monday-Friday 8:00 AM-4:30PM
Saturday 9:00 AM-12:00 AM
Sunday CLOSED

DR. LEE T. WOODALL, DR. TERRI M. WILSON, & DR. HALEY MANLEY

Phone: 770-358-1961
Address: 101 Houston Street
Barnesville, GA 30204

Office Hours: Monday - Friday 8:00 AM-5:00 PM
Saturday & Sunday CLOSED

AREA HOSPITALS

SPALDING REGIONAL MEDICAL CENTER

Phone: 770-228-2721
Address: 601 South 8th Street
Griffin, GA 30224

UPSON REGIONAL MEDICAL CENTER

Phone: 706-647-8111
Address: 801 W. Gordon Street
Thomaston, GA 305286

MONROE COUNTY HOSPITAL

Phone: 478-994-2521
Address: 88 Martin Luther King, Jr. Drive
Forsyth, GA 31029

LAMAR COUNTY HEALTH DEPARTMENT

Phone: 770-358-1483
Address: 118 Academy Drive
Office Hours: Monday-Friday
8:00AM-5:00PM
Saturday & Sunday CLOSED

*GSC STUDENT HEALTH CENTER (Next to the Student Services Center)

Phone: 678-359-5476
Hours: Monday - Thursday 8:00 AM – 2:00 PM
Friday - Sunday and Gordon College Holidays Closed

GORDON STATE COLLEGE HOUSING & RESIDENCE LIFE MISSION

The mission of Housing and Residence Life (HRL) is to provide conditions within the residence halls that are conducive to healthy living, safe surroundings, and academic success. Housing and Residence Life strives to provide a live-on experience for students desiring to exercise independence, strengthen interpersonal skills, and utilize college resources. HRL nurtures student development and growth through safety, academic, and social programming.

INTRODUCTION

This **Guide** is prepared for all residential students of Gordon State College. The information contained herein is to be used as a guide for living in the residence halls of Gordon State College. The purpose is to provide you with all the information necessary for a successful and effective living experience at Gordon. We hope you will find the **Guide** helpful as you endeavor to be a positive and contributing member of the College community.

STATEMENT OF MUTUAL RESPONSIBILITY

As a student of Gordon State College, I recognize that there exists in the college community a reciprocal responsibility, which must be mutually acknowledged and respected. Recognizing that my behavior will reflect upon my fellow students and upon the institution, I agree to comply with ordinary rules of good conduct, outlined in the conduct information and regulations section of the **GUIDE TO HIGHLANDER LIVING** and **GORDON STATE COLLEGE ACADEMIC CATALOG**, as long as I am enrolled at Gordon State College. I also recognize that the privilege of **living in a college facility is contingent, semester-to-semester, on my behavior and acceptance of this responsibility during the preceding semester(s).**

All students are asked to be familiar with the **Guide** and will be held responsible for knowledge of its contents.

STUDENT RESPONSIBILITY FOR FACILITIES

The student is responsible for the condition and cleanliness of the assigned room and its furnishings. The student shall reimburse Gordon State College for all damages to, loss of, and/or special cleaning of these accommodations. Residents may be required to share the expense of repair, replacement, and/or special cleaning of any areas commonly used by residents and their guests (i.e. lobby areas, hall areas, restrooms, etc.). The College at its sole discretion shall make determination of the amount of assessments for damage, loss, and cleaning. There will also be a non-refundable \$150.00 application required of each resident.

DAMAGES/COLLECTIVE LIABILITY

The College does not assume any responsibility or legal obligation for personal injury or loss of or damage to personal property. Students are to secure rooms and property at all times. Students are advised to purchase insurance (Grad Guard) to cover property losses and damages.

Students are responsible for care of rooms and equipment. The College does not provide janitorial service in student rooms. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, equipment or buildings and for special cleaning necessitated by inadequate care of room/equipment. Students are jointly responsible for care of public areas and equipment. Public areas are those areas available for use by all students living on a wing, a floor or within a hall. Charges for damages to public areas and equipment will be made to **ALL** students assigned to separate wings, floors and within the entire hall as appropriate.

The College will not be held liable for reasons of inconvenience or annoyance arising from the making of repairs, alterations, additions or improvements to the premises or any portion of the building in which residents are located.

HOUSING AND RESIDENCE LIFE STAFF

Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for the overall housing and residence life operations including staffing, training, programming, policies, maintenance, room assignments and discipline.

Housing and Residence Life Coordinator

The Housing and Residence Life Coordinator is responsible for a multitude of office administrative duties, room assignments, oversee the office operations and provide administrative support for the staff. Administrative assistants are also available to assist residents and guests with any questions or concerns they may have.

Resident Director

The Resident Director (and the Senior Community Leader, if applicable) shall be responsible for the daily operation of an assigned residence hall and reports directly to the Director of Housing and Residence Life or official designee. In general, the duties are to ensure that conditions conducive to healthy living and scholastic growth are present in the residence hall. These duties include the following:

1. To enforce campus regulations and report violations to the Director of Housing and Residence Life or official designee; and
2. To supervise the Community Leaders and/or all desk duty staff assigned to his/her respective residence hall; and
3. To oversee various social, recreational, cultural, community service and educational programs which take place in the residence hall and scheduled locations; and
4. To report and follow-up on routine maintenance issues related to safety, sanitation, etc.

Community Leaders

Community Leaders live with the residents. These student staff members are selected for their skills, interests and campus activities, which enable them to help other students get the most from their college experience and promote a culture of inclusion. CLs are trained to assist and/or refer students with academic and personal concerns and to help maintain an academically supportive environment in the halls.

Residence Hall Monitors

Residence Hall Monitors are student workers who staff the desks in all of the residence halls. They are responsible for numerous tasks that include, but are not limited to, checking the ID cards of residents, monitoring the lobbies and commons areas within the residence halls.

Night Desk Assistant Staff

Gordon State College employs night desk staff to assist with maintaining the safety in and around the facilities. Night desk staff begin duty shifts in the evenings through the following day. Residents should expect staff to check the surrounding grounds and the parking lots associated with residential facilities. In addition to checking for propped and unsecured doors, the night desk staff should report suspicious behavior to the GSC Police Department. Residents should feel free to introduce themselves and welcome these individuals into the community.

Housing Ambassadors

Housing Ambassadors are student workers that assists with the housing renewal/recruitment process. Their position includes conducting housing tours and guidance with the application process completion.

Housing and Residence Life Office

The Housing and Residence Life Office is located in Gordon Village. The Student Housing Office (Village) handles room assignments, work orders, fine assessments, health and safety inspections, and safety and security along with other daily needs. Residents should visit the office for daily operations such as loaner keys, room change requests, etc., roommate requests, etc.

Office No.: 678-359-5435

The office is open Monday through Friday, 8 am to 5 pm. Email: gchousing@gordonstate.edu.

Application and Assignment

Acceptance of the Residence Hall Application/Agreement does not guarantee assignment of a particular space, specific requests, or admission to Gordon State College. Residence Hall Application/Agreements will not be processed and room assignments will not be made until all steps of the housing application are complete. First priority goes to the academically qualified returning students, then to academically qualified new applicants. When you are assigned a space, your housing assignment will be confirmed by email or eRezLife log-in.

Application Fee

An application/agreement cannot be processed until the \$150 payment (\$150.00 non-refundable application/agreement fee) has been received.

Housing Application Procedures

1. Application Fee

The housing application fee (\$150.00) is non-refundable. Any student who cancels a room assignment will not receive an application fee refund.

2. Rental Amount for Agreement Period

Once a student moves into a residence hall, the College assumes he/she will remain there until the completion of his/her agreement. This is an agreement between the student and Gordon State College. When a residence hall application/agreement cancellation has been applied for and approved by the Housing and Residence Life Office or official designee, the student will be refunded as follows for elective fees: (a) No refunds for Room or Board (meal) charges. (b) Students suspended for disciplinary reasons are not eligible for a residence hall room/meal refund. The Bursar's Office should be contacted for all financial transactions/payments.

Admissions Requirements

Student must be accepted for admission (Admissions Requirements [Here](#)) to Gordon State College

Freshmen Residency (Live-On) Requirement

National research shows that freshmen who live in the residence halls tend to experience greater academic and personal success during their college career. For this reason, Gordon requires incoming freshmen with Learning Support Requirements to live in the residence halls. These freshmen are able to live in any residence hall on campus and must remember that assignments are made on a first come, first serve basis.

You are required to live on campus if all of the following apply:

- A first-time, full-time freshmen with Learning Support requirements (attending college for the first time and registered for 12 or more credit hours)
- Under the age of 21 (prior to July 1)
- Resides outside of the following contiguous counties
 - Butts, Lamar, Monroe, Pike, Spalding, Upson

Please visit www.gordonstate.edu/housing for more information on the application or exemption process. A student who is required to live on campus may apply for an exemption if the student provides documentation of one of the following condition: (1) live with parent/guardian, (2) married, (3) veteran or active duty military, or (4) parent with custody of child.

NOTE: Additionally, freshmen who do not have learning support requirements are encouraged to live on campus but are not required.

3. Housing Eligibility

All students enrolled in 12 credit hours and attending classes on the main Gordon State College campus are eligible to live in the residence halls.

Married housing is available upon request and on a first-come, first-serve basis in designated apartment style facilities only. To qualify for married housing, both applicants must be enrolled in the College as well as provide a copy of the marriage license and driver's license upon application. In addition, applicants understand that Gordon State College is not equipped to house children and that all rules and regulations noted in the Guide to Highlander Living apply. *Documentation can be scanned and emailed to gchousing@gordonstate.edu.

Students are required to register for 12 or more credit hours to be eligible for housing. Students are encouraged to maintain 12 or more credit hours for financial aid, graduation, transfer, and/or insurance purposes.

4. Non-Attendance of Classes

Students identified as either not attending classes for 2 or more weeks or missing 2 major class assignments in all their classes may be dismissed from the residence halls.

Students placed on academic probation for grades will be placed on residence hall probation. Students placed on academic suspension for grades will be suspended from the residence halls in accordance with the academic suspension policy noted in the Gordon State College Academic Catalog.

To remain in good academic standing, students are required to maintain an acceptable cumulative grade point average. The minimum acceptable cumulative grade point average (GPA) is based on the number of semester hours attempted.

The first semester a student fails to meet the minimum cumulative GPA listed above, the student will be placed on Residence Hall Probation. The student will then have one additional semester to meet the minimum required GPA. If the student fails to do so, the student will be ineligible to live in the residence halls.

5. Housing Exemptions

All requests for exemptions from the above residence requirements must be presented in writing to the Office of Housing and Residence Life or official designee.

HOUSING OPTIONS/AMENITIES

GORDON VILLAGE

Opened in 2008, Gordon Village offers a unique blend of living accommodations and with inside/outside patio area. Resident students can choose to make their home a one double bedroom one bath, two-bedroom one bath, or two-bedroom one bath with kitchenette/living room. As with all our on-campus housing, Gordon Village offers all-inclusive packages featuring Internet, unlimited laundry, study/computer labs, and utilities as well as access to campus amenities such as the gymnasium, indoor pool, walking track, ropes course, dining hall (meal plan required for residents), and student center lounge.

BUILDING:	GORDON VILLAGE
FLOORS:	Beige Tile with accent colors
WALLS:	Green/Rust/Yellow/Beige
BEDS:	$\frac{3}{4}$ size (extra-long twin sheets fit)
DBL w/BATH Windows:	Blinds provided (5'10 X 5'5)
DBL w/BATH Bedrooms:	25' X 12'4' *BEDROOM CLOSET: 4'8"X 2'2" (D)
2 BR w/BATH Windows:	Blinds provided (5'10 X 3'5")
2 BR w/BATH Bedrooms:	16'6 X 6'3" *BEDROOM CLOSET: 6'X 2'3" (D)
2 BR w/BA/KT/LR Windows:	Blinds provided (5'10" X 2'6")
2 BR w/BA/KT/LR Bedrooms:	12'2" X 7'10" – 10'
2 BR w/BA/KT/LR Commons:	19'11" X 8'9" *BEDROOM CLOSET: 4'3"X1'7"(D)

Mattress Measurement Information: 79" Length x 35" Width x 7" Thick

GORDON COMMONS

Opened in 2005, Gordon Commons provides more than 400 students with fully furnished apartments, each with a private bedroom, semi-private bathroom and shared kitchenette and living room. Located in the heart of the Gordon campus, the Commons provides quick access to nearby classroom buildings and campus activities. Apartments sleep two or four students. Rooms are individually assigned, so you are only responsible for your own rental space.

BUILDING:	GORDON COMMONS (A, B, C)
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FLOORS:	Laminate/some accent colors
WALLS:	White/Beige
BEDS:	3/4 size (extra-long twin sheets fit)
COMMON SPACE WINDOWS:	5'2" X 4'11"
BEDROOM WINDOWS:	Blinds provided (5'2" X 3'5")
BEDROOM CLOSET:	5' X 2'6" (depth)
COMMON MEASUREMENTS:	11'8" X 14'6"
BEDROOM MEASUREMENTS:	11'0" X 9'4"

- Interior: Laminate floors with accent colors, white and beige walls.
- Additional furnishings and equipment: Sofa, oversized easy chair, end table, TV stand, 4-chair dining table, space-saver microwave, frost-free refrigerator with ice maker
- Bedroom measurements: 11'0" x 9'4"; windows, 5'2" x 3'5"

Things to Bring

Clothes, clothes hangers/hamper, pillow, linens, mattress pad, blanket for a 3/4 size bed (extra-long twin sheets fit), towels and wash cloths, flashlight, clothing (including a bath robe), iron/ironing board, an umbrella, a power strip electrical outlet with surge protector, laundry detergent, airtight containers for snacks/food, and broom/mop/cleaning products. On the days of move-in and move-out, residents are advised to bring a dolly or moving cart for loading and unloading of personal belongings.

Other items you may bring: Smart television, small microwave (not over 1100 watts), small refrigerator (4.3 cu. ft. or smaller), air fryer, crock pot, rice cooker, George foreman grill, small fan, area rug, and computer. Bathroom items: shower curtains, toilet tissue, bathmats, plunger, etc.

Things NOT to BRING: NO open coil/element appliances such as hot plates, skillets/griddles, or deep fryers (using oil) are permitted in the residence halls. In addition, mini/freezers, sofas, pullout beds, recliners, futons, extra beds/mattresses, space heaters, halogen lamps, incense, and candles are not permitted.

Amenities

Laundry Facilities

Laundry facilities are located in all residence halls for residents only through Caldwell Gregory Services (*washers and dryers are for use by current Gordon State College resident students only via WashApp access*). Machines that are inoperative should be reported to the Office of Housing and Residence Life immediately. In addition, resident students can submit work orders specifying the location, washer/dryer # (number), and issue of inoperableness. In desired, commercial laundry facilities are located in downtown Barnesville.

Campus Vending

Vending machines are located in most buildings on campus along with the residence halls. Refunds for vending machines must be obtained in the Bursar's Office, Student Services Center during the operating hours of 8:00 AM – 5:00 PM , Monday through Friday.

Post Office Boxes

Resident students are assigned post office boxes (for the entire academic year) upon request. Mailbox numbers and combinations will be available through Banner Web on student's personal address page. Students may pick up and send off mail from the mailroom. Students will be notified by Gordon e-mail when they receive packages. Mail should be addressed to the student as follows:

Student's name.....Jane Doe
 Gordon State College.....Gordon State College
 Box #.....CPO 223
 419 College Drive.....419 College Drive
 Barnesville, GA 30204.....Barnesville, GA 30204

Television and Wi-Fi

Television and computer Wi-Fi available in each Gordon State College residence hall room. Unusual damage or abuse will result in forfeiture of the service. The College does not provide assistance for computer problems.

The Office of Housing and Residence Life encourages every resident student to take an active interest in the safety and upkeep of his/her community living environment. As appropriate, resident students are responsible for noting concerns in their rooms and on their hallways by completing work order requests related to the facilities and Wi-Fi.

Outside Grill Use (as applicable)

The kitchenette/grill provides residents a place to prepare food on a limited basis. The purpose of the grilling area is to grill food outside for leisure and personal fun.

1. The grill (based on location) may be used by residents only.
2. Residents will supply their own cookware and accessories.
3. All food and garbage will be disposed of immediately.
4. The grill must be cleaned after use and all cookware removed.
5. All resident students must remain on the College meal plan.

GENERAL REQUIREMENTS

Room/Roommate Assignments

Room assignments for Fall Semester begin early spring/mid-summer whereby students will be contacted by the Housing and Residence Life Office with their assignment via eRezLife and Gordon Email. Every effort is made to honor roommate and hall preferences but is not guaranteed. Roommate preferences may be honored if:

- a. Both/All applicants request each other (by application/in writing) and have complete applications on file;
- b. A double/quad vacancy exists;
- c. Both/All requests are received before final assignments are made (*the deadline for reviewing roommate requests is July 1*).

Assignments are made without regard to race, creed, religion, or national origin.

All about the Roommates

One of the most rewarding aspects of residential living is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home or you are meeting them the first time, your roommate relationship can work and it could even be fun! Most people enjoy the company of others and your roommate can be someone with whom to share ideas, interests, and good times. It is important to realize that you not only have a roommate, but that you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes it worthwhile. Though a lifelong friendship may not be established, learning to tolerate each other's differences without infringing upon one another's freedom can be a valuable part of your education.

Helpful Hints to Make It Work

Personal Space (Engaged Innovators) -Togetherness is great, but you can have too much of a good thing.

Consider your roommate's need for time alone and establish your own need for solitude as well.

You and your roommate(s) are individuals with particular interests, opinions, and habits. Sometimes no matter how hard you try, you can't make it work. A good starting point for on-going disputes between residents is mediation. Typically, these are disputes that do not involve violation of regulations and/or fall outside the College's jurisdiction. Mediation is a voluntary process that utilizes an impartial, neutral party who acts as a facilitator to help the parties reach a mutually acceptable outcome. If you have talked to your roommate and the conflict is still unresolved, contact your Community Assistant or Resident Director (respectively) for possible ideas and additional perspective.

Understanding (Dedicated Scholars) - Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and help one another through the hard times. Making it through the rough days builds stronger friendships.

Communicate (Gifted Communicators) -The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods, values, etc. on a regular basis. Even if you are “best friends”, you will be surprised to find out some things you did not know about him/her. If something is bothering you, the sooner you talk about it, the sooner it can be resolved.

Establish House Rules (Ethical Leaders) -To avoid misunderstandings, it’s important to establish ground rules regarding each other’s belongings (clothes, food, games, etc.), room cleaning (there’s a big difference between a neat freak and a total slob), television, study habits, and visitation. You will know where each other stands on these matters and things will work smoother.

Occupancy

Occupancy shall begin no earlier than the specified time on the first day the halls open and will close no later than the last day of each semester. Early arrival fees may apply to residents who request arriving prior to the day of opening. A space may be occupied only by the person assigned to that space. **The space may not be sublet to any other person. Assignments may be changed, or this application/agreement canceled and/or not renewed by the Director of Housing and Residence Life or official designee in the interest of security, order, health, discipline, nonpayment of rent, or the best use of facilities.** Assignments are final for the contracted agreement period. In cases of withdrawal, suspension, or termination of this agreement, residents must vacate the hall within the time period specified by the Director of Housing and Residence Life or official designee not to exceed 24 hours.

During the final semester of occupancy, this application/agreement shall be enforced until one day after the end of the semester (or as specified in the lease agreement). The rent for this time period shall be due even if residents move out before this date. Residents shall be responsible for knowing and observing the rules and regulations set forth in the *Guide to Highlander Living and the Gordon State College Academic Catalog*. Residents who have not moved into their room by 1:00 p.m. on the day of check-in and have not notified (in writing) the Office of Housing and Residence Life of their late arrival shall be declared **"no shows"** and their room shall be assigned to someone else as applicable (provided there is a “Waiting List”); otherwise, they are still responsible for the rent/related fees pending the cancellation process. For the upcoming academic year, interested resident students are required to complete the online Residence Hall Application/Agreement to indicate their desire to remain in housing.

Breaks and Holidays

Housing is officially closed when classes are not in session for breaks between semesters, Thanksgiving, and Spring Break. ALL residence halls close at 4:00 p.m. on the last day of final exams. Students must vacate the residence halls within 24 hours of their last exam. Students who are not able to leave by 4:00 p.m. must contact the Office of Housing and Residence Life for appropriate accommodations five (5) days prior to the last day of final exams. Students who are not able to leave the campus for the break will need to make arrangements with local hotels. **Note:** Resident students who have disciplinary records on file are ineligible to request an accommodation for an extension.

End-Of-Semester Check-out Procedures

All residents are required to follow the check-out procedures stated below.

- a. Notify the Community Leader (CL) of your intended check-out date and time by scheduling an appointment at least three (3) days in advance of your desired check-out day/date. See your CL for the check-out schedule on your floor/hallway.
- b. Remove all personal belongings and effects from your room.
- c. Clean room (including common living area and semi-private bathrooms). Floors should be swept/mopped, trash removed, sink and mirror cleaned, all furnishings need to be arranged and replaced in their original location, and all drawers and closets wiped out. Residents will be assessed damage charges if the room is not cleaned, and if the published check-out procedures are not followed. Residents will also be billed for damages to the room/common areas/furniture/appliances, failure to return room keys, or failure to check out with the CL.
- d. Meet with the Community Leader and/or Resident Director to inspect room/common area at the scheduled time, sign Room Inventory Form, and return room keys (Gordon State College ID as applicable).

- e. Turn in Room Inventory Form keys/ to your Community Leader.
- f. Vacate room and building immediately after check-out.

Gordon State College does not have facilities on campus for students to store belongings between Spring and Summer or between Summer and Fall.

Abandoned Items

In those instances where items are left in residence hall rooms or storage areas after the owner has moved from the hall, or after the residence halls officially close for the semester, the Housing and Residence Life Office shall declare them abandoned and dispose of them. Residents may also be assessed a disposal fee for removal of items left in the room/unit.

Appeals for extensions may be submitted in writing to the HRL Office prior to move-out. Items remaining in the residence halls after extension approvals have expired shall be declared abandoned and disposed of as well.

Revocation of Housing Privileges/Suspension

The College reserves the right to revoke housing privileges and to remove students guilty of repeated violations of the **Guide to Highlander Living** including the Student Code of Conduct from all College housing. If the action of a student is of such extreme nature as to upset the orderly procedures of the College, the student may be suspended immediately and required to leave campus.

Room Changes

Residents are encouraged to exhaust all aspects of compromise and to review the **“Helpful Hints for Making It Work”** before finalizing a room change. Room changes may be made at a cost of \$100 (per person) once the second month of classes begins, as approved by the Office of Housing and Residence Life. The steps below must be followed to complete a room change:

- a. *All parties involved (agree in writing) in the room change must come to the Office of Housing and Residence Life.*
- b. *All students must have a current room inventory form on file before room changes are permitted. Students moving will be given their current Room Inventory Form as well as a key and paperwork to the new room.*
- c. *Students moving will have a Community Leader (CL) check them out of their old room, and into the new room with the appropriate paperwork.*
- d. *Students turn in completed forms (old/new) and old keys (building/room/hallway) to the Office of Housing and Residence Life (respectively) immediately after completing the change.*

Note: In addition, residents should conduct themselves in a manner so as to allow others the quiet and calm enjoyment of the residence hall. Residents who attempt to force roommates out of a room or behave discriminatorily against a current/newly assigned roommate may be reassigned to another room or be required to pay additional charges for an unoccupied space.

Subletting

The Residence Hall application/agreement shall not be transferred or assigned to any person other than as named in the contract.

Meal Plans and Eating on Campus

Residents are required to purchase a meal plan. Information regarding the meal plan, locations and hours of operation can be found at <http://dining.gordonstate.edu> .

Students should take advantage of the dining hall (Highlander Hall) located in the Student Center. In addition to several other food vendors on campus. The dining hall serves hot, nutritionally balanced meals seven days a week. Besides hot entrees and vegetables, the dining hall also has a pizza station, salad bar, deli-sandwich bar, innovations/grill area and a variety of desserts.

Misplaced Property

Each student room is provided with certain items of furniture (based on location). Students may not move additional items into their rooms from public areas of the halls or other student rooms; neither may they remove items that are furnished by the College.

No Waiver of Agreement Terms

The failure of Gordon State College to take action against residents for violation of any terms of the housing application/agreement does not prevent a subsequent act of a similar nature from being treated as a violation of the agreement.

HOUSING RESPONSIBILITIES

1. RULES AND REGULATIONS: The Bedroom shall be used solely as a private residential dwelling only and for no other purposes. No more than one person shall be entitled to occupy the Bedroom. Student agrees to keep and maintain the Bedroom and Unit in a good, clean, and sanitary condition, excepting reasonable wear and tear, and to make no alteration or addition thereto (including, but not limited to affixing fixtures to the Bedroom or Unit) without the prior consent of College. Student also agrees: (i) to abide by all applicable governmental laws, orders, rules, and regulations, (ii) to avoid disruptive behavior or conduct, (iii) to obey all rules and regulations outlined in the Student Code of Conduct, Guide to Highlander Living or similar declaration or standards for College, (iv) not to injure the reputation of Gordon Commons or Gordon Village or its residents, (v) not to take any action or inaction which would cause an increase in the rate of insurance at Gordon Commons or Gordon Village, (vi) not to use profane language, (vii) not to exhibit loud or boisterous conduct, (viii) not to engage in the use or sale of any illegal or controlled substance, (ix) not to have firearms or explosives of any kind in Gordon Commons or Gordon Village, and (x) not to engage in any activity which interferes with or decreases the use and enjoyment of Gordon Commons and Gordon Village by other residents. From time to time College may require communications from Student to be in writing.

2. CONDITION OF UNIT: Student hereby acknowledges that the Unit and Bedroom are being delivered in “as-is” condition, and Student’s acceptance of the Bedroom and Unit at the beginning of the Term constitutes Student’s acknowledgment that the Unit and Bedroom and its furnishings are in good repair and suitable condition for occupancy, except as otherwise specifically noted at move-in. Student shall place no signs, placards or other advertisement of any character in the Unit or Bedroom, or anything visible from the outside.

3. STUDENT’S OBLIGATIONS AND RESPONSIBILITIES: Student shall promptly report to College all damages and repairs which need to be made to the Bedroom and Unit. Student shall be liable for and shall pay all costs and expenses for damages and repairs to the Bedroom (including, but not limited to the cost of replacing or repairing all broken or damaged furnishings or fixtures; any costs related to defacement or damage to walls, ceilings, floors, and doors; and reasonable charges for College’s overhead, administrative cost, and expense) caused by Student’s (or guest(s) of Student) abuse, carelessness or misuse of the Bedroom. Such costs for repair and damages shall constitute Additional Rent. It is understood that Student will be occupying the Unit jointly with Co-Students. Student shall be responsible for any damage caused to the Unit, Bedroom and/or Gordon Commons and Gordon Village by Student or Student’s guests, and Student and Co-Students shall be jointly and severally liable, at the sole discretion of College, for any damages to the kitchenette and living/dining area of the Unit, including, but not limited to, its furnishings, fixtures, walls, ceilings, floors, tiles, and doors, and such costs for repair and damages shall constitute Additional Rent.

4. LIABILITY: Student acknowledges that Student shares the Unit with other Co-Student(s) and that Student is solely responsible for getting along with the Co-Student(s) of the Unit. College shall not be liable for *any personal conflict* of Student with Co-Student(s), Co-Student’s(s’) guests, licensees, or invitees, or with any other students that reside at Gordon Commons or Gordon Village. A conflict between Student and Co-Student(s) in the Unit or students that reside at Gordon Commons or Gordon Village does not constitute grounds for termination of the Residency Agreement by Student. College shall not be liable for any personal injury to Student or damage or loss to Student’s property, including, but not limited to, any injury, loss, or damage caused by burglary, assault, vandalism, theft, or any other crimes. Student shall be responsible for and liable for the conduct of Student’s guests, licensees, and invites. Any use of the Bedroom, Unit or Gordon Commons or Gordon Village by a guest, licensee, or invitee of Student which would violate any provision of the Residency Agreement shall be considered a breach of the Residency Agreement by Student. Student shall immediately report to College and the local law enforcement authority all acts of vandalism to the Bedroom, Unit, Gordon Commons, or Gordon Village.

5. COLLEGE’S RIGHT OF INSPECTION AND ENTRY: Student agrees that College, or its agents or representatives, may enter the Bedroom, Unit, or other Units at Gordon Commons and Gordon Village at reasonable hours for the purpose

of making inspections and repairs or for the purpose of displaying the Bedroom or Unit to prospective students. In an emergency situation, College may enter at any time to protect life or prevent damage to the Bedroom or Unit.

6. CASUALTY: In the event of fire or other casualty, Student must immediately notify College. If the Bedroom and/or Unit is partially destroyed by fire or other casualty not attributable to the negligence or carelessness of Student or Student's guest, license, or invitee, the Bedroom or Unit, as applicable, may be promptly restored and repaired by College and any Installment(s) for the period that the Bedroom and/or Unit is unsuitable for occupancy shall abate, unless College provides Student with alternative living space, in which event Installment(s) will not be abated. However, if the Bedroom and/or Unit is substantially destroyed, then the Residency Agreement may be terminated by either College or Student, in which event the remaining unpaid Installments due hereunder shall cease to accrue as of the date of such damage or destruction. Notwithstanding the foregoing, it is expressly understood and agreed that Student shall not be excused from paying any Installment if the damage or destruction to the Bedroom and/or Unit is the result of or is attributable to the negligence or carelessness of Student or the guests, licensees, or invitees of Student, and Student shall be charged for the costs of any repairs or cleanup attributable to carelessness or negligence by Student or Student's guests, licensees, or invitees which charges shall be considered as Additional Rent.

7. STUDENT'S PROPERTY AND RENTER'S INSURANCE: Student is responsible for acquiring and maintaining Student's own insurance on personal property, furniture, clothing, and valuables kept by Student in or about the Bedroom, Unit, Gordon Commons, and Gordon Village. College shall have no liability with respect to same, whether such items are lost, injured, or damaged by theft, wind, rains, fire, Act of God or other casualty, and Student expressly waives all claims for such injury, loss, or damage.

8. CHECK-IN AND CHECK-OUT PROCEDURES: Immediately preceding Student's taking possession of the Bedroom, Student may and College shall conduct an inspection of the unit and Bedroom and shall note on the Room Inventory Form as conclusive a part hereof, any defects, damages, or conditions. Upon Student's surrendering possession of the Bedroom and Unit at the termination of the Residency Agreement, College shall note in the space provided on College's copy of said Room Inventory Form the condition of the Unit and Bedroom, including all appliances, furnishings, and fixtures therein, and any damage done thereto which is deemed by College to have occurred during Student's occupancy and the use of the Unit and Bedroom. College and Student shall sign Room Inventory Form or specifically dissent in writing to any damage or defect, then Student waives the right to dispute any assessment of damages to the Bedroom and Unit.

Upon termination of the Residency Agreement for any reason, Student shall surrender possession of the Unit and Bedroom in a clean and sanitary condition, including removing all trash from the Bedroom and Unit. Student shall return to College all keys issued to Student by College. Any student who withdraws or is involuntarily removed from school shall no longer be eligible for housing effective immediately upon withdrawal or removal and must move-out within twenty-four (24) hours after withdrawal.

9. RESIDENTIAL FEES: The student is liable for all applicable rates and fees for the entire length of the Residency Agreement regardless of occupancy. All applicable rates and fees are due payable no later than the Commencement Date or the published payment deadline for the term whichever arrives first. The student may elect to pay all applicable rates and fees as part of Gordon State College's alternative payment option, Nelnet Payment Plan. The Nelnet Payment Plan will finance up to \$4500 of the "Term Amount to Budget by Payment Plan" [total charges (tuition, fees, housing, and meal) less Financial Aid (grants, loans, and scholarships) and any cash payments]. The amount of the "Term Amount to Budget by Payment Plan" greater than \$4500 will be required at the time of the down payment upon enrollment into the plan. The down payment, enrollment fee and monthly installments will be determined at the time of enrollment based on the date enrollment occurs. The Nelnet Payment Plan option is available until the official last day of the Drop/Add period for the term. If the student elects to use the Nelnet Payment Plan option and the student's plan is terminated by Nelnet after the enrollment period due to insufficient funds or inaccessible bank account or credit card account, the student will no longer be able to enroll in a payment plan for future terms.

10. RELOCATION: For purpose of operating efficiency, College reserves the right, upon five (5) days advance written notice to relocate Student to another apartment unit at Gordon Commons or Gordon Village. Furthermore, College retains the right to assign students to other rooms in the Unit. College, to the extent practical and in College's sole

discretion, will honor Student's requests for the sharing of a particular Unit. Student may request relocation to another apartment unit of the same value in Gordon Commons or Gordon Village by providing written notice via the eRezLife. College, in its sole discretion, may allow or refuse such relocation (same type room change). Any relocation within the Commons and Village is allowed before July 1st with no charge. If College allows Student to relocate on or after July 1st, Student shall pay College a \$100.00 relocation (change to a room of same value) fee to the Bursar's Office (Student Services Center) prior to such relocation. Students relocating on or after July 1st must move to another unit of the same rate as the one they vacate. Students requesting room upgrades (room of a higher price) must complete a room upgrade request form via the eRezLife for review and approval. If College allows Student to upgrade (change to a room of higher value) on or after July 1st, Student shall pay College the difference in housing fees to the Bursar's Office prior to such room upgrade. Only room upgrades will be considered.

11. NOTICES: Gordon State College will send notices, correspondence to the student's Gordon State College Email Account, provided to the student as their official point of contact/communication. The student is responsible for checking and maintaining this account.

QUIET HOURS/STUDY HOURS

Definition: Quiet hours are defined as a period of **calm** marked by little or no motion or activity. In an effort to provide time out during the day for study, rest, and relaxation, the residence halls shall enforce the following:

1. Quiet/Study hours shall be in effect from **10:00 p.m. until 10:00 a.m.** Sunday through Saturday.
2. Radios, stereos, TV's, etc. shall be kept at a low volume, which cannot be heard outside a student's room. This means that doors are to be closed and noise should be inaudible outside the room.
3. There shall be no loud conversations, loitering, or running in the hallways.
4. Strict quiet hours are observed during final exams and begin one day prior to the first scheduled exam and continue until all exams are over.
5. Quiet hours are enforced throughout the entire residence hall and areas immediately surrounding the halls.
6. Habitual noise makers are subject to disciplinary action and/or confiscation of radios, stereos, TV's, etc. which are played too loudly. Confiscated items can be retrieved at the end of the semester (see respective Resident Director).
7. All students are required to give proper consideration to the rights of other residents 24 hours per day, in and around all residence halls.
8. All residents are reminded that living in the residence halls with over 100 plus individuals requires tolerance of and understanding for others. It will never be completely quiet or silent based on how certain sounds or noises carry/echo throughout the buildings.

VISITATION PROCEDURES

The College recognizes the need for residents to develop academically as well as socially. A necessary part of this growth is to be able to interact with other students in the residence hall environment. Visitation procedures are designed to meet residents personal needs and also to provide a safe community conducive to study and appropriate socialization. A guest is considered to be any visitor (male or female) who is not an assigned resident of that particular residence hall room. ONLY two (2) escorted guests per resident student are allowed in the residence halls, under the following guidelines:

Visitation shall be available to resident students—

- **Sunday – Saturday, 10am – 12am.** Between 10am and 12am, resident students can check-in up to two, co-ed guests to her/his residence hall room. Residents are responsible for their guest(s) at all times and must escort them at all times. After 12am, a resident student not in her/his assigned room must return to her/his room and all non-residents must leave residence halls. There are no overnight stays permitted Sunday – Thursday.

Residents must check in (e.g., resident and guest must have photo identification as part of this process) all guests at the residence hall front desk or floor desk. Residents must check in guests regardless of whether a staff person is monitoring the desk. Unless special permission is received from Housing and Residence Life staff, guests must be

17 years or older. Unescorted guests are not allowed in the residence halls at any time (e.g., lobbies, computer labs, resident rooms, snack areas, hallways, laundry areas, etc.).

Residents who share space with other residents must be considerate of their room/suitemates when bringing guests into their rooms. Any resident who has been found responsible for a Student Code of Conduct violation may lose visitation privileges for the remainder of the semester of the violation. Any resident who does not follow proper check-in procedures, upon the second violation, will lose visitation privileges for the remainder of the semester of the violation. Residents are responsible for the conduct of their guests at all times and could face Student Code of Conduct charges for any inappropriate, unacceptable, and/or unlawful conduct of their guests.

The Office of Housing and Residence Life reserves the right to immediately remove any non-resident, guest from the residence halls and/or campus due to conduct and/or behavior that violates outlined housing, college, USG, local, state, federal policies, procedures, and/or laws.

Overnight Guest Procedures

The Office of Housing and Residence Life, through the Overnight Guest Policy, offers the opportunity for a residential student to have an overnight guest in their respective residence hall room. The Overnight Guest Policy may vary depending on the structure/design/purpose of a specific residence hall hallway, wing, or building.

Overnight guest guidelines:

- Overnight guests must be 17 years of age or older.
- Overnight guests are only allowed Friday – Sunday.
- Overnight guests must leave the residence halls by 4pm on Sunday.
- Overnight guests are allowed no more than two (2) weekends per month within each semester.
- Overnight guests will not be approved for more than a 48 hour stay at one time.
- Overnight guests are not allowed during holidays or during semester breaks.
- Overnight guests are not allowed during the first or last two weeks of a semester.
- Overnight guests must be registered in advance (3 days before the designated date) with the Office of Housing & Residence Life.
- No more than one overnight guest can be registered to a resident at one time.

Unescorted overnight guests are not allowed in the residence halls at any time (e.g., lobbies, computer labs, resident rooms, snack areas, hallways, laundry areas, etc.). Residents who share space with other residents must be considerate of their room/suitemates when having overnight guests into their rooms. Any resident who has been found responsible for a Student Code of Conduct violation may lose overnight guest privileges for the remainder of the semester of the violation. Any resident who does not follow proper check-in procedures, upon the second violation, will lose overnight guest privileges for the remainder of the semester of the violation. Residents are responsible for the conduct of their overnight guests at all times and could face Student Code of Conduct charges for any inappropriate, unacceptable, and/or unlawful conduct of their guests. After an overnight guest checks out on Sunday, the guest cannot check back in as a new guest under the visitation policy until the earliest at 10am Monday morning.

The Office of Housing and Residence Life reserves the right to immediately remove any non-resident, guest from the residence halls and/or campus due to conduct and/or behavior that violates outlined housing, college, USG, local, state, federal policies, procedures, and/or laws.

In order to register an overnight guest, a resident student must:

- Contact the Housing and Residence Life Office to obtain an overnight guest request/link 3 days before desired stay (host resident must communicate and confirm guest stay with roommates signature and photo copy of guest identification-State Issued/DL).
- Follow-up with the HRL Office 1 – 2 days before the start date regarding approval or denial of guest request.
- Carry guests' approved pass/email notification at all times and present pass when requested by any College official. Resident students must escort guests at all times during stay.
- Escort guest from designated room/building on final day of stay no later than 4pm (Sunday).

LOBBY AREAS

The lobby (lounge areas) is a place provided for residents to watch television and converse with fellow students. Lobby areas must be kept clean and are the responsibility of the residents of the building. Persons of the opposite sex are ONLY allowed in residence hall lobbies during posted hours.

MISCELLANEOUS REQUIREMENTS

All students are responsible for the observance of these regulations as well as all other regulations outlined in the Guide to Highlander Living and of the College. Fines may be assessed.

1. Resident students are subject to disciplinary sanctions including fines anytime rules and regulations are violated.
2. Residents are required to be present at all residence hall and floor meetings; residents are responsible for all information shared at meetings. Students are also required to read notices and bulletin boards.
3. Fire drills, etc., are held at periodic intervals. State Fire Marshall regulations require student participation.
4. Weightlifting equipment is not permitted in the residence halls unless sufficiently padded to prevent noise and damage.
5. Items such as antennas, flag poles, etc. which protrude from the window or building are prohibited.
6. Clothes lines are not permitted in students' rooms.
7. There is to be no "horse play" or disruptive activity in rooms or common areas of the residence halls. This includes but is not limited to throwing, catching, kicking or bouncing of any object.
8. Residents are required to clean up after themselves (includes rooms/commons living areas) in all public areas such as the lobby, bathroom, hallways, cafeteria, etc.
9. **Resident's beds are not to be disassembled.** Submission of Work Order Requests should be completed for adjustments in height, etc.
10. Furniture, fixtures, equipment, etc. may not be removed from its original location without proper authorization.
11. Sofas/couches (other than supplied by the college) are not allowed in resident's rooms.
12. Food kept in a student's room must be stored in airtight containers. Loose-leaf tea, tobacco, coffee, etc. are not allowed.
13. A resident and his/her roommate(s) are held jointly responsible for the condition of their assigned room/living area. Residents are provided outside dumpsters for discarding trash and must use the designated locations.
14. Due to health and safety regulations, no multiple electrical outlets may be added to existing sockets. Students need to purchase one or more surge protector.
15. Personal refrigerators over than 4.3 cubic feet and microwaves with wattage of 1100 or higher are not permitted in the residence halls.
16. Closed lid toaster ovens, George Foreman grills, rice cookers, crock pots, coffee makers and air fryers, are allowed but residents must be especially responsible in turning off and unplugging the items when they are not in use.
17. No open coil/element appliances such as hot plates, skillets/griddles, or deep fryers (using oil) are permitted in the residence halls.
18. Residents may not have bicycles, motorcycles, or similar objects in the residence halls. Bike racks are provided outside of residence halls.
19. Waterbeds are not permitted in the residence halls.
20. The propping of exterior or interior hall doors is not allowed.
21. Residents acknowledge that all furnishings on the premises, as of the date of occupancy, are in good order and condition. Residents agree to maintain them in such condition, return room to original layout, and are responsible for all damage. If damages or defects are discovered on the day of move-in, residents should make note on the Room Inventory Form used by the Residence Life Office within 24 hours of occupancy (from the day of move-in).
22. Individuals are not allowed to knock on, to sit on, to climb in, or climb out, to hang in or hang out of residence hall windows; window screens are not to be removed.
23. Students are required to be in the residence halls or off-campus at **12:00 a.m. (Midnight)**. This is a security time (not a curfew) for the entire campus with no loitering outside of scheduled events.
24. No loitering around the parking lots is allowed at any time.
25. No baseball bats are allowed.

26. Resident students are **required** to carry college IDs on their persons at all times and to present identification upon request by any college official (fines may be assessed by any College official). Residents are not to transfer ID cards or keys to another individual.
27. Residents are NOT permitted to smoke in the residence halls or surrounding areas of hall. Gordon is a tobacco free campus.
28. Residents may not have or burn candles, incense, etc., in their rooms/buildings. Burning substances, in any form, creates a fire hazard and health hazard.
29. Residents are not permitted to have space heaters, window units/air conditioners, etc., in the residence halls for fire safety reasons.
30. Residents may not affix anything permanently to the walls, ceiling, floors and/or windows (including doors but not limited to bunk beds, book cases, wallpaper, glued corkboards, mirrors, ceiling fans, etc.).
31. Residents should wear appropriate attire/dress at all times while residing in a residential facility and when out on campus. Residents should wear a minimum of shirt, shorts, and shoes before exiting their assigned bedroom unit. **With an abundance of caution, GSC in coordination with CDC guidelines highly encourages every resident to abide by the recommendations set forth by the CDC and World Health Organization.**
32. Students (resident students must park in designated lots/areas) desiring to have a vehicle on campus must register the vehicle by purchasing a parking decal from the Public Safety/Bursar's Office. Parking decals are required for all cars on campus.
33. Residents are encouraged to unplug all unnecessary appliances (curling irons, blow dryers, blenders, etc.) when not in use for fire/health safety reasons.
34. Residents are not to open windows in rooms whereby HVAC units are affected. This causes condensation (breeds mold) and damage to the air unit which results in mechanical malfunction.
35. Residents are required to pay Residence Life fines and charges within the specified time. A resident who is concerned about a fine/damage assessment may file a written appeal online within fifteen (15) business days of the alleged fine/damage assessment. Relief will be given only in extreme circumstances; ignorance of the regulations is no excuse.
36. No loitering/leaning/sitting at CL sign-in/desk areas.
37. No animals (including goldfish) are allowed in or around the residence halls.
38. Residents with medical conditions(s) who are affected by service or assistance animals should contact the Housing and Residence Life Office if they have a health or safety related concern about exposure to a service/assistance animal.
39. An early arrival fee of \$50.00 per night will be assessed to those requesting a move-in date prior to the start of the semester.
40. A late departure fee of \$50.00 per night will be assessed to those requesting departure after the semester officially ends.

SAFETY AND MAINTENANCE

Gordon State College Police Department

Gordon State College Police personnel work 24 hours a day, 7 days a week. Campus Police monitor, protect and secure the residence hall areas as well as the rest of the College campus. The Gordon State College Police Department is located at Gordon Hall, and is available for students who need assistance.

Please note the following as it relates to the Gordon State College Police Department:

1. Gordon State College Police Officers are regular personnel of the College.
2. No loitering around the parking lots is allowed at any time.
3. Visitors can be asked to leave at any time by the Gordon State College Police Department or HRL Staff (including Resident Assistants) if they are contributing to a disturbance or violating any College rule or regulation. Non-students caught entering or exiting the residence halls during unauthorized times and/or without an escort may be charged with a Barring Notice/Criminal Trespass.

Campus safety is a major concern of everyone. The Gordon State College Police Department urges everyone to report immediately any unsafe areas or safety violations for appropriate attention and correction. Any person

witnessing or having knowledge of a crime or discovering or being involved in an accident on college property should immediately notify the Gordon State College Police Department.

Students should use phones (Emergency Call Boxes) located throughout campus to report emergencies: 678-359-5111 (Emergency Line), 678-359-5101 (Office Line).

Notification Procedures for Missing Students Who Reside On-Campus

This policy contains the official notification procedures for Gordon State College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of the procedures are to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This set of procedures should be adhered to by all college faculty, staff, and students.

1. In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Gordon State College Department of Public Safety (DPS). Gordon DPS will generate a missing person report and initiate an investigation. In addition, Gordon DPS will report the missing person to Residence Life if such information has not already been conveyed.
2. During the course of the investigation, Gordon DPS will determine if the student has been missing more than 24 hours. In such event Gordon DPS will notify all surrounding law enforcement agencies and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Gordon DPS will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Gordon State College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gordon State College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.
4. These procedures are effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Residence Life handouts/publications and statistical information brochures issued annually by Gordon DPS.

Gordon State College Emergency Notification System

GCENS (Gordon State College Emergency Notification System) is your connection to safety! Resident students are encouraged to register for the **Gordon State College Emergency Notification System (GCENS)** - a rapid emergency communication system for situations such as severe weather, campus emergencies, etc. The system will send a voice, e-mail, text message to your home, work and cell phone, PDA, and other text-based devices. For more information and to review and/or edit your GCENS contact information

visit: <https://www.gordonstate.edu/departments/computer-services/gordon-state-college-emergency-notification-system-gcens/index.html>

Room Security

Security for students' rooms is the responsibility of the occupants. The College is not responsible for the loss of or damage to personal property. Students are encouraged to purchase insurance to cover such losses. Each student should keep to a minimum any valuables he/she brings to campus. Main unit and room doors should be locked at all times. Locking doors should be as natural as breathing and definitely helps the residence hall community remain safe. Open doors to the main unit and room doors are easy access for strangers or even hallway residents to take anything in sight. Please remember to do your part in keeping the Gordon State College residence hall community safe and secure.

Residents who leave doors open will be assessed fines by Residence Life/Housing Staff. Open unit doors (those that give access to the unit from the hallway) with no residents within the entire unit may result in each assigned resident being fined. Open bedroom doors (those that give access to the bedroom portion of the unit) with no residents within the bedroom or unit may result in the assigned resident being fined.

A minimum of visitors should be allowed in each room (see the Visitation Procedures). Damages to students' rooms **are the responsibility of the assigned occupants**.

Room Keys

Individual residents are issued keys to their room and building when they move into the residence halls. Residents losing room keys or failing to return room keys at the appropriate time will be charged for re-coring the locks to their rooms. No refund or cancellation of charges will be made after a lock is re-cored. The following charges apply based on building/location:

Gordon Village

Double/Bath - \$100

2BR/Bath - \$100

2BR/Kitchenette - \$225

Gordon Commons

2BR/Kitchenette - \$225

4BR/Kitchenette - \$375

All room **keys** are the property of the College and **may not be duplicated** except by the College. Transference of room keys is prohibited. Unauthorized possession or use of College keys is prohibited. If keys are **lost, stolen, or broken**, a replacement key will be provided at a cost to the student. **Loaner Keys** may be obtained as follows:

- a. All resident students must come to the Village Office between 8AM – 5PM upon misplacement of key(s).
- b. Students may sign out key(s) for a **7-day period (7 days)** without charge, when he/she signs a Loaner Key Form.
- c. If the Loaner Key is not returned after 7 days has expired, it is assumed that the key is lost and the student will be charged for a lock core change based on building/location. If the student finds his/her key(s) after the 7day period has passed but before the lock core is changed, a **\$50.00 charge** will apply for **Past Due Keys**.
- d. **Lock-Out Fees** are processed by Resident Directors for students after hours and when the office is closed. A **\$50.00 lock-out fee** is charged when a Resident Director assists a student with access to their room.

Spraying of Rooms

All rooms will be sprayed periodically by College personnel for pest control. Residents must notify the College if a medical problem exists that prohibits normal spraying. In such cases, special spraying will be arranged. NOTE: Students with special needs should contact the Office of Housing and Residence Life or Facilities for more information.

Personal Care Attendants

For students in need of a PCA, please refer to www.gordonstate.edu/housing for more information.

Service/Assistive Animals

For students in need of a Service/Assistive Animal, please refer to www.gordonstate.edu/counseling for more information.

Maintenance/Service Problems

All routine maintenance problems should be reported by completing a work order on-line via the housing web page (be sure to include all the requested information and details of the problem).

The Office of Housing and Residence Life encourages every resident student to take an active interest in the safety and upkeep of his/her community living environment. As appropriate, resident students are responsible for noting concerns in and around the residence halls by completing work order forms related to the facilities, telephones, and/or cable connections.

Directions for completing Work Order Request Forms are listed below:

1. Review the information related to each type of work order request.

2. Select (click over the wording) the desired work order request.
3. Fill in the blanks with the required information, and review for accuracy.
4. Click the submit button once completed; print the confirmation note if desired.
5. Follow-up with Facilities and/or the Office of Housing and Residence Life as appropriate if maintenance workers have not made contact within the week.

Facility Work Orders pertain to the physical structure of a building (lobbies, hallways, rooms, bathrooms, and laundry areas). Typically, work orders for resident's rooms should be submitted by the individuals residing in the room. Work orders for public areas (lobbies, hallways, bathrooms, and laundry rooms, etc.) should be completed by the Residence Life staff within assigned residence halls. All residents are encouraged to report safety and/or sanitation issues as well.

Computer/Internet Work Orders are geared towards access to connect to the Wi-Fi. Residents should contact the Information Technology Department at 678-359-5008 or via email at helpstar@gordonstate.edu.

In cases of **emergencies** call the HRL Office, or a building staff member such as the RD or CL. Authorized personnel will enter residents' room for completion of repairs/maintenance. Residents are strongly encouraged to be present during the times specified for entry/access to the room.

Inspection of Facilities

Authorized personnel will enter residents' rooms for health/safety inspections and maintenance purposes on a regular basis or as deemed necessary. If a reasonable suspicion exists that rooms are being used for illegal purposes or for activities that would interfere with discipline or personal safety, the room will be subject to search.

Fire Safety

All students shall be required to observe all state fire laws and college fire safety regulations. Any person discovering a fire on or in college property should immediately notify the Gordon State College Police Department, or any administrative officer or faculty member. Gordon State College will hold periodic fire drills arranged in advance with the Gordon State College Police Department. Upon hearing the fire alarm, immediately evacuate your room and exit the building as quickly as possible. Residents should not re-enter the building until told by a Resident Director or a Gordon Police Officer.

There will be a **\$300.00** fine assessed to individuals setting off fire door alarms when there is no emergency. The floor will be charged if a particular individual is not identified. In addition, a **\$500.00** fine will be charged to individuals who pull alarms unnecessarily and/or tamper with smoke detectors, which caused a building to be evacuated unnecessarily. Tampering includes but is not limited to pulling false fire alarms, discharging fire extinguishers, removing, exit signs, etc. If a particular individual cannot be identified, the entire residence hall (wing/floor/hallway) will be charged (community billing).

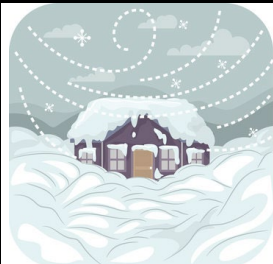
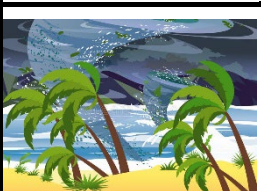
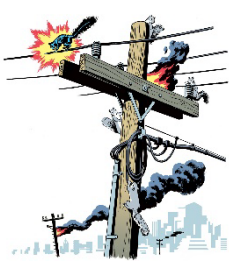
Flammable liquids and gases such as gasoline, propane, etc., are not permitted in residence halls. These substances cause serious fire hazards if handled or stored improperly, and jeopardize the health and safety of other residents.

Evacuation Procedures (At a Glance)

All students should adhere to posted instructions and College personnel/safety officials for evacuating the building in the event of a fire, natural disasters, disruptive actions, or other occurrences. See maps in the appendix.

Weather Related Emergency Procedures

There are a number of weather conditions that may result in certain procedures. In the event that some of the conditions may occur, it is important that you follow the procedures listed below.

	Fire Exit the building to the designated areas Enter building only when notified by the appropriate personnel Do not use elevators Grab your keys and a towel to cover your face and mouth if possible		Severe Thunderstorms Stay away from windows and electrical equipment (computers, phones, game systems, TV's, radios, etc.) Remain inside the residence hall Keep a flashlight and batteries available Refrain from running water and electrical outlets
	Tornadoes Migrate to the lowest level in the building Stay away from windows or other falling objects Keep a flashlight and batteries available Gordon Commons & Gordon Village- unit bathrooms /lowest floor possible and Melton Hall – 1st floor		Flooding Migrate to the highest level of the building Do not go outside Do not walk or swim in water Do not drink water until it has been declared safe to drink Keep a flashlight and batteries available
	Earthquakes Stay inside and take cover under desks, tables or heavy furniture Keep a flashlight and batteries available Stay in the open if outside, move away for the building if possible Avoid utility poles & overhead wires		Winter Storms Stay inside and active Keep a blanket and warm clothing (layers) Keep a flashlight and batteries available
	Hurricanes Migrate to the lowest level of the building the highest level in the case of flooding Stay away from windows or other falling objects Keep a flashlight and batteries available		Bomb Threats Evacuate building as advised by Public Safety/Student Affairs Stay away from suspicious packages/objects Refrain from using electronic devices Do not use elevators
	Power Outages Keep freezers and refrigerators closed Disconnect appliances and electronics to avoid damage from electrical surges Have alternate plans for refrigerating medicines or using power-dependent medical devices Check with local officials about heating and cooling locations open near you		Explosions Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. Do not use elevators Stay low if there is smoke Do not stand in front of windows, glass doors or other potentially hazardous areas. Shout only as a last resort to avoid inhaling dust Keep your nose and mouth covered If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.

*See the Guide to Highlander Living for responses to other emergency type scenarios.

Contact Public Safety at 678-359-5111 for assistance with emergencies.

Emergency Number 678-359-5111

Office Number 678-359-5101

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APPENDIX

A - What is Title IX?

B - Vaccine Information Statement

C – Housing Fines and Fees

Exhibit A.....Fees

Exhibit B.....Cancellation Schedule

Exhibit C.....Community Conduct Fees

Title IX

What is Title IX?

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Gordon State College does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment including sexual violence. "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX." **[View Board of Regents Title IX Policy.](#)**

WHAT DOES THAT MEAN?

Title IX prohibits discrimination in any university program including athletics, admissions, academic programs, extracurricular activities, employment, financial aid, housing, and student services.

Every member of the Gordon community - students, faculty, staff, and administrators- is expected to comply with Title IX and to practice respectful, ethical, and equitable treatment of others regardless of their sex.

Which behaviors are considered "discrimination based on sex" in violation of Title IX?

Sexual misconduct is a form of sexual harassment prohibited by Title IX. Sexual misconduct refers to "physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability." Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

U.S. Department of Education

https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

U.S. Department of Justice

<https://www.justice.gov/crt/title-ix>

U.S. Department of Health and Human Services

<https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/title-ix-education-amendments/index.html>

Vaccine Information Statement

Vaccine Information Statement

Hepatitis A Vaccine: What you need to know

<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/hep-a.html>

Meningococcal Vaccine: What you need to know

<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>

<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html>

Center for Disease Control and Prevention

<https://www.cdc.gov/>

HOUSING AND OTHER FEES

2023-2024 Pricing for the Village and Commons can be found on the Gordon State College Website.

Rates are subject to change upon approval from the Board of Regents.

EXHIBIT A

Additional Fees:

Housing Application Fee: \$150 Non-refundable/Due with Application

Room Change Fee: \$100 due upon day of the room change

Room Upgrade: Price difference due before room relocation

Improper Check-Out (Cleaning, etc.): \$50

Improper Check-In (Unauthorized Entry, etc.): \$50

Early Arrival (Per Night): \$50

Late Departure (Per Night): \$50

Structural Damage: Based on Facilities Assessment

Key Replacement: Based on Location (See Below)

Room Type	Cost
Village Double	\$100
Village 2 Bedroom	\$100
Village Kitchenette	\$225
Commons 2 Bedrooms	\$225
Commons 4 Bedroom	\$375

Bent Dorm Key \$10.00

EXHIBIT B

CANCELLATION SCHEDULE

Fall Semester Cancellations – All Residents

Cancel without penalty: Before or on July 1

Spring Semester Cancellations – New Residents Beginning Spring Semester

Cancel without penalty: Before or on December 1

EXHIBIT C

COMMUNITY CONDUCT STANDARDS

Alcohol: 1st Offense: 150.00, 2nd Offense 250.00
Animals: 1st Offense: 150.00, 2nd Offense 250.00
Disorderly Conduct: Fail to Cooperate 100.00
Disorderly Conduct: Harassment 200.00
Disorderly Conduct: Material Interference 100.00
Disorderly Conduct: Unauthorized entry: 1st Offense 150.00
Disorderly Conduct: Unauthorized entry: 2nd Offense 200.00
Disorderly Conduct: 3rd Offense RH Removal
Dress - Derogatory/Lewd message: 25.00
Dress - Display of undergarments: 2nd Offense 50.00
Dress - Display of undergarments: 3rd Offense 100.00
Drug Policy - Zero Tolerance 1st Offense: Informal Hearing 250.00
Falsification/Misrepresentation of College records: 1st Offense 100.00
Fire Safety: Appliances 150.00
Fire Safety: False alarm 150.00
Fire Safety: Possession of fireworks 250.00
Fire Safety: Possession of candles, incense, and sage 25.00 – 50.00
Fire Safety: Smoking/Vaping 150.00
Fire Safety: Smoking/Vaping 2nd Offense 250.00
Fire Safety: Tamper 250.00
Fire Safety - Vacate: 1st Offense 150.00
Fire Safety - Vacate: 2nd Offense 250.00
Gambling: 1st Offense 250.00 - 300.00
Lock-out Assistance Fee: 50.00 – 100.00
Noise: 50.00 (After Hours - 100)
Repeated Violations: 100.00
Unauthorized Entry or use: 25.00 – 100.00
Solicitation: 150.00
Student ID/Keys/Access Control: 25.00 – 100.00
Tobacco Usage: 25.00 – 50.00
Weapons possession (Including Simulation, etc.): 25.00 – 100.00