



Georgia Gwinnett
COLLEGE

GGC Community Guide:

**Housing and Residence Life
Policies & Procedures**

Disclaimer:

The authoritative source of information concerning Board approved policies and procedures is the Policy Manual of the Board of Regents. In the event of conflict between this Guide and The Policy Manual, the Board Policy Manual prevails. The Administrative Policy Manual is Georgia Gwinnett College's primary policy manual. In the event of a conflict between this Guide and the Administrative Policy Manual, the Administrative Policy Manual prevails.

The statements set forth in this guide are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While the provisions of this guide will ordinarily be applied as stated, Georgia Gwinnett College reserves the right to change any provision listed in this guide without actual notice to individual students.

Every effort will be made to keep students advised of any such changes. Information on changes will be available in the GGC Residence life Office and on-line at Residence Life. Students are responsible for information regarding guide changes.

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

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MISSION

GGC Housing and Residence Life operates as an integral part of GGC's overall mission. The Department develops, provides, and assesses programs and services which provide students with opportunities for holistic development in a living and learning environment. It also provides living facilities that are clean, attractive, well-maintained, comfortable, and which include safety features maintained by systematic operations.

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, this Community Guide: Housing and Residence Life Policies and Procedures, GGC Student Handbook, and Student Code of Conduct as well as official emails, posters, policy changes or written/verbal correspondence issued by GGC 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 GGC Residence Life Office (RL 1000).

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 his/her meal plan, he/she should go to the Housing Office (RL 3000) within the first five days of class. 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 him or her via his or her 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.

ENVIRONMENTAL SUSTAINABILITY

GGC Housing recommends its residents develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electrical appliances, minimizing use of water, and recycling. For example:

- Never leave computers, stereos, televisions, and lights on when you are not home.
- Take short showers.
- Report all maintenance issues to GGC Residence Life (RL 1000) by using the [Residence Life Maintenance Request](#) online.
- Always use compact florescent light bulbs as they last longer than incandescent bulbs, and they use only one quarter of the power.
- Develop good sustainable living habits and encourage your friends to do the same. Everyone will benefit.

GGC Residence Life enthusiastically recommends purchasing appliances that have been designated as ENERGY STAR® products. ENERGY STAR® products are the same or better than standard products, only they use less energy. This helps to reduce electrical loads, thereby extending the electrical capacity of the circuits in your space. These products also help protect the environment by reducing the need for harmful emissions from power plants. For more information visit: www.energystar.gov. Also, refer to the Fire Safety section of the Housing Code of Conduct found later in this guide for approved appliances.

FIRE SAFETY SYSTEMS

All residence halls are equipped with fire suppression and detection systems. All rooms are equipped with automatic sprinkler system heads. If the sprinkler heads are tampered with (e.g. hanging items from them), they may engage the sprinkler system causing significant water damage to the building, College property, and student possessions. Do not tamper with or hang items from sprinkler heads. For more information, see Community Standards section. Smoke detectors are in each residence hall room and should never be disconnected or covered. See Maintenance Requests section for more information.

GENDER-INCLUSIVE HOUSING

Gender-Inclusive Housing for Georgia Gwinnett College is defined as a housing option that maintains an open-unbiased opportunity for students desiring to live in housing. This option is a choice that must be selected by all parties in order to be considered for gender-inclusive housing and for roommates to be paired. It is important to reiterate here that gender-inclusive housing is voluntary and students must select the gender-inclusive housing option prior to being assigned into a gender-inclusive community. Those who do not select this option will not be placed

in Gender-Inclusive Housing. Lastly, partners (students involved in a romantic relationship) are strongly discouraged to reside together. Please contact the Residence Life Office (RL 1000) for more details.

IMMUNIZATIONS POLICY

See [Board of Regents Policy Manual Section 4.8.2](#).

INTERNET CONNECTIVITY

All residence hall rooms will have high-speed wireless Internet capabilities. For technical assistance, contact GGC Helpdesk at HelpDesk or 678.407.5611.

ITEMS ABANDONED/CONFISCATED

GGC Housing may store abandoned/confiscated items for up to 30 days before disposing of as follows: perishable items may be disposed of immediately; re-usable items may be donated to charitable organizations or auctioned/sold at the discretion of the college. If you think you may have lost belongings, please contact GGC Residence Life (RL 1000).

LAUNDRY ROOM USE

Laundry facilities with washing machines and dryers are located within each residence hall. These are for residents' use only and operate using your Claw Card and credit card. For maintenance contact GGC Residence Life (RL 1000).

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 Residence Life Office (RL 1000). 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 the Student Center. 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 Residence Life Office (RL 1000) 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. Students are issued a key to their assigned room. If students misplace their hard key, they should report it to the Residence Life Office (RL 1000). Keys lost by residents will result in a required Lock Security Program fee of \$180 (\$100 per core replacement, \$50 per key replacement and \$30 for labor) even though the lost key may later be found. College keys may not be duplicated.

Students are strongly encouraged to lock their suite doors and their individual room doors to protect the security of their belongings.

Locks/keys may not be altered, changed, added, or duplicated under any circumstances. Locks/Keys are the property of GGC Housing. Keys must be returned to GGC Housing at the end of resident's occupancy. Residents must maintain possession of residence hall key and Claw Card at all times. Keys and Claw Cards must not be distributed, shared, or loaned to others.

LOCKOUTS

If a resident is locked out of his/her room, he/she should report to the Security Desk for assistance. F i r s t t w o lockouts are free. The resident will be charged \$25 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 Residence Life Office (RL 1000) to report a loss or claim an item.

MAIL AND PACKAGES

Upon request, resident mailboxes will be provided in the Student Center. Mailbox assignments and combinations are provided by the Claw Card Office in the Student Center. Residents must present valid identification to receive their assignment and combination. Residents are responsible for submitting address changes to the US Postal Service. Packages not picked up within 30 days will be returned to sender. Mail, packages and other correspondence sent to residence hall residents should be addressed using the following format:

{Resident's Name}
1000 University Center Lane
{Attn: Box Number}
Lawrenceville, GA 30043

MAINTENANCE REQUESTS

GGC Facilities provides routine maintenance to the residence halls. Residents who wish to request repairs in their room or suite should submit a work order via the online [Housing Maintenance Request](#). In the event of an emergency, contact GGC Residence Life (RL 1000). Repairs made for damages that go beyond normal wear and tear will be assessed a fee.

Smoke detectors are in each residence hall room and should never be disconnected. If they begin to beep, a work order should be submitted to have the battery replaced.

MISSING PERSONS POLICY AND PROCEDURES

Reports regarding any student attending school or living in on-campus housing (including all housing managed by Georgia Gwinnett College) who is missing must be

referred immediately to the Office of Public Safety at phone number 678-407-5333. Students living in on-campus housing are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by the Office of Public Safety to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the College.

RESIDENT PARKING

9.53 PARKING REGULATIONS

Reviewed May 26, 2016

Campus parking regulations apply to students, faculty, staff and visitors.

Students

Students must park in designated “Student Parking” areas only.

Faculty and Staff

Faculty and staff must park in designated “Staff Parking” areas only. Personnel are advised that the Building 1000 parking lot is reserved only for Housing staff who have the required resident decal.

Visitors

Visitors must park in designated Visitors parking spaces. Absolutely no student, faculty, or staff members may park in “Visitor” or “Reserved” spaces at any time.

Service Vehicles

Service vehicles must park in marked “Service Vehicle” spaces or display a service vehicle parking permit. Only Service vehicles may park in marked “Service Vehicle” spaces. Service vehicle parking permits are issued by the Parking Office.

Disabled Permit Parking

Disabled parking is available throughout the GGC campus for vehicles displaying a valid disabled permit decal, tag, or license plate.

24 Hour Parking Enforcement and Penalties

All parking regulations are enforced 24 hours a day. View [Maps and Directions](#) for more information.

The following parking or traffic violations may result in a [citation](#), towing of the vehicle or other actions:

- Parking in non-designated parking areas around buildings, drop-off sites or otherwise (other than authorized emergency vehicles and commercial deliveries).

- Parking in posted restricted/reserved space, handicap space, yellow curb, fire lane, no parking space or visitor space.
- Parking illegally, such as parking on a curb, seeded areas, walkways, blocking a driveway, blocking dumpsters or wheelchair ramps, or occupying more than one parking space.
- Improper parking in gravel lots – all vehicles must be parked in front of a car-stop bumper.
- Vehicle registration violation, such as not displaying a current decal or a temporary permit.
- Failure to comply with traffic control devices, such as exceeding the campus speed limit of 25 miles per hour or 10 miles per hour in the parking lots.
- Extended parking in 15-minute parking zones.
- Leaving an inoperable vehicle parked on campus.
- Overnight parking, and any other applicable parking lot violations as noted by the Office of Public Safety.
- For any transactions with the GCG Parking Office, the parties should bring their tag number, student ID number (if applicable), faculty/staff ID (if applicable), and government issued driver's license.

Student Housing Resident Parking

The Student Housing Resident Parking is an effort to address the specific needs of residents in Housing Buildings 1000, 2000 and 3000 where the demands for overnight and extended stay parking are considered to be greatest.

Only individuals issued a "Housing Resident" decal are authorized to park in the Building 1000 parking lot. All Student Housing residents registering a vehicle on campus will be issued a Student Housing Resident decal for their vehicle. This decal is required to park in the Student Housing resident only parking lot.

Only Housing staff who are issued a resident parking decal are authorized to park in the Building 1000 parking lot.

Authorized visitors must go to the Parking Office and request a temporary Student Housing Resident Parking visitor pass. The temporary Student Housing Resident Parking visitor pass must be displayed in the windshield of the vehicle.

Building 1000 parking passes may be obtained at the Parking Office, Building D, Room 1123.

Disabled Permit Parking - Resident Housing Area

The disabled parking spaces in the Building 1000 parking lot area are always available to anyone displaying a valid disabled permit decal or tag.

Student Parking Appeals

Students wishing to appeal a traffic/parking fine may appeal to the Parking & Appeals Committee.

Traffic/Parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Students wishing to appeal the decision of the Parking & Appeals Committee may submit a written request for appeal to the Senior Associate Provost for Student Affairs or his/her designee within 15 calendar days of the decision of the Parking & Appeals Committee.

The decision of the Senior Associate Provost for Student Affairs or his/her designee represents the final institutional decision for Student Parking Appeals.

Faculty, Staff, and Visitor Parking Appeals

Faculty, staff, and visitors wishing to appeal a traffic/parking fine may file a written appeal to the Parking & Appeals Committee. Traffic/Parking appeals must be filed in the Office of Parking Services within seven (7) business days of the issue date of the citation. Faculty, staff, and visitors wishing to appeal the decision of the Parking & Appeals Committee may submit a written request for appeal to the Vice President of Operations within fifteen (15) calendar days of the decision of the Parking & Appeals Committee.

The decision of the Vice President for Operations represents the final institutional decision for Faculty, Staff, and Visitor Parking Appeals.

Parking Office Hours and Address

Monday – Friday: 8 a.m. – 5 p.m.

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

RECYCLING AND TRASH

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

RESPONSIBILITY FOR STUDENT PROPERTY

Although every effort is made to optimize security, the College cannot assume responsibility for the loss or damage of student property; students or their parents are encouraged to carry appropriate insurance. Residents are encouraged to 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. Whenever possible, GGC Residence Life staff will attempt to notify residents of intended room entry. After leaving a room, staff will lock the entrance 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 (blue card/StarRez). Residence Life staff will attempt to contact the resident for verbal authorization.

Students will not be given access to their rooms when the buildings are closed. Please plan accordingly to take all items needed during breaks.

SAFETY

Public Safety is available to all residents. To request security, call 678.407.5333. For emergencies call 911.

For information on public safety, please refer to [Public Safety](#).

Safety escorts on campus may be requested by calling Public Safety at 678.407.5333 or visiting Building D.

SERVICES FOR STUDENTS WITH DISABILITIES

Georgia Gwinnett College provides reasonable accommodations to students with documented disabilities in compliance with The Americans with Disability Act (ADA) and Section 504 of the Rehabilitation act.

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 Residence Life Office (RL 1000). Students must complete a *housing accommodations request form* from the Office of Disability Services and submit documentation to the Office of Disability Services.

Supporting documentation must be recent to determine the current and substantial impact on activities of daily living. In addition, the documentation must establish a direct link between the housing accommodation request and the impairment. Lastly, the documentation must also meet the Disability Services documentation guidelines set forth for the College which can be found at [Disability Services](#).

All requests for accommodations should be submitted to the Office of Disability Services at least 2 months prior to moving into campus housing. Applications for housing accommodations submitted late or during the semester in which the accommodation is needed will be accepted and considered, but GGC cannot

guarantee that we will be able to meet the late applicants' needs without reasonable notice referenced above.

For further information, please contact the Office of Disability Services at 678-407-5883.

STAFF AVAILABILITY

GGC Housing Office (RL 3000) and Residence Life Office (RL 1000) are open between the hours of 8:00 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.

STUDENT EMPLOYMENT

For more information about GGC Housing student employment positions, check out the student employment section of the Human Resources website at [Student Employment](#) or the Career Development and Advisement Center's website at [CDAC website](#) or visit the Residence Life Office (RL 3000).

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 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 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 and pay attention.
6. Lock your door and use the peephole.
7. Keep records accurate – update e-mail, phone, etc. in Banner and with the Residence Life Office (RL 1000).
8. Attend all mandatory meetings.
9. Pay your housing bill in a timely manner.
10. Participate in programs and activities.
11. Get enough sleep, eat healthy and exercise.
12. Manage your time and money wisely.
13. Keep your suite clean.
14. Keep your guests with you and make sure they follow all policies.
15. Cooperate with staff – they are just doing their jobs!
16. Resolve your own issues. Do not have your parents make a phone call that YOU should be making!

GGC HOUSING CODE OF CONDUCT

1. Acts of Intolerance

Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group because of their race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status, or sexual orientation. This is not an exhaustive list. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including residence hall doors), as well as jokes, posters, or comments.

2. Alcohol, Marijuana, and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Georgia Gwinnett College expects those of lawful age who choose to use alcohol off campus to do so responsibly. In addition, the US Department of Education requires that higher educational institutions receiving funds must certify that it has adopted and implements a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” to comply

with the Drug Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B.)

All students are prohibited from the following:

- a. Possession and/or consumption of alcohol on campus. Exceptions must be approved by the President of the College.
- b. Use and/or possession of marijuana and/or other illegal drugs.
- c. Possession of alcohol beverage containers (including decorative collections).
- d. Use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- e. Possession of drug paraphernalia, including but not limited to bongos or glass pipes.
- f. Providing or facilitating the use, possession and/or distribution of alcoholic beverages.
- g. Providing or facilitating the use, possession, and/or distribution of narcotic or other controlled substances except as permitted by law.
- h. Appearing at a college activity or on College property in a state of intoxication and/or under the influence of alcohol and/or other drugs.
- i. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- j. Driving under the influence of alcohol or other controlled substance.
- k. Use and/or possession of a prescription drug if the prescription was not issued to the student or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued.

3. 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

Reviewed May 26, 2016

Policy Summary

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.

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.

4. 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 1000).

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.

5. Decorations/Modifications

Decorating individual rooms in the residence halls is encouraged. Have fun and be creative, but GGC Residence Life 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. Artificial trees made of aluminum or any other metal may not be wired with tree lights.
 3. Decorations are not allowed on any windows.
 4. Leaves, grass, straw, or other natural flammable items may not be placed in residence hall common areas or student rooms, suites and/or suites.

6. Defenestration

Throwing items from residence hall windows is prohibited.

7. Disruptive Behavior

Behavior that interferes with the normal functioning of a residence hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes, but is not limited to: behavior where the safety of participants, other students or property is compromised; hall sports; water fights; pranks; running in the halls, student displays/demonstrations that create a disruptive environment; lewd or indecent behavior; or other actions of a person or group that require a response by a GGC Housing staff member, law enforcement officer, security personnel, or other GGC employee.

8. Elevators

Persons shall not tamper with or ride on top of an elevator at any time. Ringing the elevator bell in non-emergency situations is prohibited.

9. Emergency Protocol

All students must follow emergency protocol as instructed by GGC policies and/or staff.

10. Failure to Comply

Failure to comply with directions of College officials (including Resident Assistants and

other Housing and Residence Life staff members), security personnel, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so are prohibited.

11. Fire Safety

- a. Air Conditioners/Heaters – Persons may not install air conditioners or ceiling fans in their rooms. AC units and electric space heaters are not permitted. Other appliances/items may not be plugged into outlets designed specifically for AC use.
- b. Barbeque Grills – Persons are not permitted to use or store barbeque grills in the residence halls.
- c. Candles and Incense – Possession or use of all candles and incense for any purpose is prohibited in the residence halls.
- d. Cooking – Persons should not leave their food items unattended in the microwave.
 - 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). Mini-refrigerators less than four cubic feet and Energy Star certified are permitted.
- f. Extension Cords/Multi-plus Adaptors -Extension cords may be used under the following conditions:
 - i. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
 - ii. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
 - iii. Only properly grounded extension cords (three pronged) may be used with appliances that require grounding (appliances with cords having three prongs).
 - iv. Extension cords may not be placed under carpet, furniture, or other materials.

- g. Evacuation – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, police officer, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted when the alarm is sounding. For safety reasons, using an elevator to evacuate a building is not permitted. The College will not be responsible for any harm caused by reentry into the building before permitted. Residents may be charged a minimum fine of \$150 for failing to immediately evacuate.
- h. Fire Hazard - The reckless obstruction of a fire exit in a residence hall or at a residence hall-sponsored activity is prohibited. Stairwell and other fire doors may not be propped open unless supported by a magnetic fire door closer. No combustibles or debris may be kept in corridors or stairwells.
- i. Fire Safety Equipment – Tampering with, vandalizing or misusing fire safety equipment is prohibited. Fire safety equipment includes, but is not limited to alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers.
- j. Fireworks - The possession and/or use of fireworks on campus is prohibited.
- k. Halogen Lamps – All “floor style” halogen lamps are prohibited in residence halls.
 - i. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable.
- l. Personal Care Electrical Devices – Hair/blow dryers, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.
- m. Sprinklers – Persons are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

12. Furniture

- a. Each resident room is furnished with a bed frame and mattress, desk and chair, chest of drawers, night stand, closet space, and high-speed Internet service. Room size and window dimensions vary from room to room. Students may not move College-provided furnishings into or out of their rooms. Exceptions must be approved by GGC Housing.
- b. No furniture is to be removed from floor lounges or other public areas.
- c. Lofts - Only lofts kits available through GGC Housing are allowed in the residence halls. GGC Housing reserves the right to require the removal of lofts that do not comply with the loft policy. GGC Housing and GGC do not guarantee the safety of any loft and cannot be held responsible for injury to any person during or after the construction of the loft.
- d. Residents are not permitted to construct lofts, waterbeds, wall partitions,

or any similar structure without the written consent of hall staff.

13. General Safety and Wellbeing

Residents are expected to take responsibility for the overall general safety and well-being of themselves individually and the residential community as a collective. Engaging in any behavior that impedes the general safety and/or well-being of self and/or others is prohibited. This may include, but is not limited to, the following actions:

- a. Creating an unsafe environment by leaving doors unsecured;
- b. Failing to notify the appropriate authorities when knowledge exists of a situation that may impede the general safety and/or well-being of the community;
- c. Failing to maintain one's living environment in accordance with reasonable health, cleanliness, and safety expectations.

14. Keys/Claw Cards

Residents must maintain possession of 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. Emotional Assistance Animals

4.1.5.2 EMOTIONAL SUPPORT ANIMALS

Reviewed May 26, 2016

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.

I. 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 the Office of Disability Services.

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 service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses.

Emotional support animals are not allowed to accompany persons with disabilities in all areas of GGC, but they may reside in Residence Life with people with disabilities. Before an emotional support animal can move into GGC Residence Life with a person with a disability, a request must be submitted to GGC’s Office of Disability Service and approval must be granted (preferably at least 60 days prior to move in). Requests must include documentation from a licensed physician or mental health provider, and must meet the documents criteria set forth on the GGC website (link will be provided later)

II. Responsibility

GGC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:

- compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action when it is out of control; and
- feeding and walking the animal, and disposing of its waste.

Owners are required to bag waste and dispose of in outdoor receptacle bins/dumpsters. Do not use the building internal trash chutes.

GGC will not require any surcharges or fees for service animals or emotional support animals. However, a person with a disability may be charged for damage caused by a service animal or emotional support animal to the same extent that GGC would normally charge a person for the damage they cause.

People with disabilities who are accompanied by service animals or emotional support animals must comply with the same College rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

III. Exceptions and Exclusion

GGC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken (or in the case of a support animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or
- it poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In considering whether an animal poses a direct threat to the health or safety of others, GGC will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

In the event that restriction or removal of an assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the assistance animal present. The person may also contact the Office of Disability service to reevaluate their reasonable accommodation(s).

IV. Etiquette for Members of GGC Community

To ensure equal access and nondiscrimination of people with disabilities, members of the GGC community must abide by the following practices:

- Allow assistance animals to accompany people with disabilities on campus;
- Do not ask for details about a person's disabilities;
- Do not pet an assistance animal, as it distracts the animal from its work;
- Do not feed an assistance animal;
- Do not deliberately startle, tease, or taunt an assistance animal; and
- Do not separate or attempt to separate a person from his/her assistance animal.

If you have a disability that may be affected by the presence of animals, please contact the Office of Disability Services. GGC is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

17. Noise Policy

- a. **General Policy Regarding Noise:** Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors may further restrict noise levels. Noise levels should be low enough so as not to disturb others. Offensive noises are expressly prohibited.
- b. **Electronic Equipment:** All radios, televisions, stereo equipment or any other appliances or items which generate noise or sound shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of the other residents.
- c. **Instruments:** No percussive or electronically amplified musical instruments may be played on the premises, with the exception of approved student activities in common areas. Non-electronically amplified acoustic instruments may be played on the premises at a level that does not annoy or interfere with the quiet enjoyment of the other residents.
- d. **Courtesy Hours:** Courtesy hours are in effect at all times; 24 hours a day, 7 days a week, and 365 days a year. Noise originating anywhere on one floor/section/suite should not be audible within another floor/section/suite or outside the building. A resident may at any time ask another resident to reduce the noise. Compliance is necessary to maintain community standards and to ensure an environment for academic success.
- e. **Quiet Hours:** During the established quiet hours, noise (including, but not limited to music, voices, laughter) coming from a student's room must not be audible within the rooms of other students or within another floor/section/suite/hallway or building. Students must also keep noise in the hallways to a minimum. Housing staff will confront violations with or without a complaint from another student.

Quiet hours are established as follows:
Sunday 11:00 p.m. to Monday 8:00 a.m.
Monday 11:00 p.m. to Tuesday 8:00 a.m.
Tuesday 11:00 p.m. to Wednesday 8:00 a.m.
Wednesday 11:00 p.m. to Thursday 8:00 a.m.
Thursday 11:00 p.m. to Friday 8:00 a.m.
Saturday 1:00 a.m. to 10:00 a.m.
Sunday 1:00 a.m. to 10:00 a.m.

Noise policies will be amended to 24-hour quiet hours on the last day of classes through the final exam period. The specific dates will be posted within the residence areas, depending on the academic term.

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 Housing and Residence Life 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 related devices) are strictly prohibited inside the residence halls. Written authorization must be obtained through the Office of the Dean of Students at least 48 hours prior to any recording.

20. Tobacco and Smoke-Free Campus “Breathe Easy” Policy

Smoking and the use of tobacco products is prohibited inside all residential facilities. Individuals may only smoke outdoors in the designated smoking areas. Hookahs are not permitted within the residence halls or on the adjacent property outside the residence halls.

8.2.89 Tobacco and Smoke-Free Campus “Breathe Easy” Policy

Reviewed May 26, 2016

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, and the policies of the Board of Regents for the University of Georgia, this policy reinforces Georgia Gwinnett College’s commitment to provide a safe and amicable environment for employees, students, and guests. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campus.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Georgia Gwinnett College or its affiliates is expressly prohibited. For purposes of this policy, “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of

smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Georgia Gwinnett College properties unless specifically stated for approved educational purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the Georgia Gwinnett College Community or its affiliates. The use of tobacco products is prohibited in vehicles – private or public vehicles - located on Georgia Gwinnett College campus and/or facilities within the operational control of Georgia Gwinnett College.

This policy applies to persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. Events hosted by Georgia Gwinnett College or its affiliates shall be tobacco-free. Events hosted by outside groups on behalf of Georgia Gwinnett College shall also be tobacco-free.

Exceptions for Tobacco Use

Any exceptions of this policy must be approved in writing by the President of Georgia Gwinnett College. Exceptions to the policy will be very limited and on an as needed basis. The intent of the policy is for the campus to be tobacco and smoke free unless otherwise needed for approved educational purposes.

Enforcement

The overall enforcement and authority of this policy lies with the authorized campus officials, but it is also a shared campus community responsibility, which means students, faculty, staff, and contractors share in the responsibility to help keep the campus tobacco-free.

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.

Employees

Employees who are interested in any available tobacco cessation programs should contact the Office of Human Resources for updates at (678) 407-5070. This “Breathe Easy Initiative” may be expanded by the Office of Human Resources for the campus community from time to time. Employees should be aware of the Board of Regents policy and incentive programs for individuals who become involved in a [cessation assistance program](#). Additional Resources are available [here](#).

Students

The Office of Student Affairs will offer Smoking Cessation programs to students from time to time. Currently, the Wellness Center utilizes the Freedom from Smoking program, which is the American Lung Association’s research based eight week smoking cessation clinic. For more information, students may contact wellnessrec@ggc.edu.

Members of the campus community will hear more about the “Breathe Easy Initiative” and program changes through publication and updates on the GGC website.

Any parties interested in additional cessation programs may wish to refer to the [government website](#).

Conclusion

Employees with any additional questions should contact the Office of Human Resources at (678) 407-5070 and students with any additional questions should contact the Office of Student Affairs at (678) 407-5882. Visitors with questions should contact the Office of Public Safety at (678) 407-5333.

21. Solicitation

Solicitation and/or selling within the residence halls are only permitted in compliance with applicable College policy and the approval of GGC Housing. GGC Police must be contacted to address any solicitation. Research may be conducted in the residence halls only with the prior written approval of GGC Housing and Residence Life.

22. Unauthorized Entry/Exit or Use of College Facilities

No student shall make or abet unauthorized entry into, exit from, or use of any College facility, building, office, attic, roof, or other College property. Students shall not enter resident rooms to which they have been neither assigned nor invited. Failure to adhere to this requirement may result in trespass charges and/or other actions as deemed appropriate by the College.

23. Visitation

The primary purpose of GGC campus housing is to provide a secure, comfortable residential environment conducive to learning and personal growth.

At all times guests are required to enter through the main entrance and sign in at the Security Desk upon entering the residence hall areas. If the resident is not present with his/her guest, the guest will not be allowed to sign in, and entry to residence hall areas will be denied. Residents are responsible for knowing the difference between daily visitation and overnight visitation policies.

- a. Residents are responsible for and will be held accountable for the behavior of their guests.
- b. It is the resident's responsibility to inform their guests of GGC Housing and College policies.
- c. Suitemate approval is assumed for overnight guests unless otherwise reported to suite's RA or Office of Residence Life (RL 1000). Residents should see the Residence Life Office (RL 1000) for details and/or written approval requirements.
- d. Privacy and right to normal use of the premises by resident's suitemate must be respected by resident when hosting visitors and guests.
- e. Guests must be resident's relative or personal friend.
- f. Co-habitation is prohibited; only the residents assigned to a room may live there.
- g. Visitation

- i. Guest ID, Sign In and Departure Time Requirements:

Sunday 7:00 a.m. to 1:00 a.m.

Friday and Saturday 7:00 a.m. to 2:00 a.m.

ALL guests must be escorted by a GGC resident at all times. Residents are allowed two (2) guests at a time. Exceptions may occasionally be granted on a case by case basis. The guest must sign in, sign out and show a picture ID at the Security Desk at the main entrance. The security guard will record the information and the destination of the guest. The resident must be present at the Security Desk when the guest signs in and signs out. Exceptions are granted for overnight guests, with written authorizations on file, in accordance with the overnight guest guidelines noted in this policy and/or posted at on the Residence Life website at www.ggc.edu/housing.

- ii. GGC staff, contractors, and authorized affiliates conducting college related business are not considered guests; however non-residential staff, contractors and affiliates must sign in at the Security Desk if entering the residence hall after 10:00 p.m. for any reason.
- iii. At all times when hosting guests, consideration must be given to the individual rights and needs of suitemates and neighbors.
- iv. Residents are considered guests of suites that they do not reside in. As such, they must obtain permission of the residents of a suite to visit that particular suite. Visitation hours do not apply in situations where current residents are visiting other residents.

h. Overnight Guest Privileges

Please respect the rights and privacy of others. Please be reminded this is a shared community.

- i. An overnight guest's stay must not exceed three consecutive nights. Not more than ten overnight visits are allowed per resident and guest per term. Situations requiring additional nights must be approved in writing by GGC Housing.
- ii. The hosting resident must be a resident of the suite where the guest will stay. Overnight guests shall sleep in the resident's bedroom. They are not allowed to sleep in the common areas of the suites or other public spaces of the residence halls.
- iii. No one under the age of 16 years old may stay overnight in the residence hall. Guests who are 16 and 17 years old may be approved by the Residence Life Office (RL 1000) to stay overnight with written parental permission submitted to the Residence Life Office (RL 1000) by the parent.
- iv. Written approval from the Residence Life Office (RL 1000) is required for any overnight guests. Please submit overnight guest exception request 24 hours prior to guest visitation.
- v. Residents should see the Residence Life (RL 1000) Office for details and/or written approval requirements.

1. Escorting Guests
 - a. Guests in a residence hall must be escorted by the host resident at all times.
 - b. Residents are expected to know the visitation policies and are responsible for informing their guests of all policies. See your RA, Community Guide, or GGC Residence Life Office (RL 1000) for more information.

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.

1. 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 Housing or the Director of Student Integrity.

2. Technology

Routers are prohibited.

HOUSING ASSIGNMENTS INFORMATION

Housing Contract

All residence hall students are required to sign a GGC Housing Contract. The GGC Housing Contract defines the terms and conditions of occupancy, the housing pricing structure, and procedures for termination of the contract. It is each student's responsibility to be familiar with the content of the contract.

Students who wish to appeal their housing contract while remaining enrolled at the College must submit their appeal online at [Student Complaints and Appeals](#). Residents are bound by the terms of the contract unless otherwise approved by the College. For more information, contact the GGC Housing Office (RL 3000).

To be eligible to live in a College residence hall, undergraduate students are required to be currently enrolled in at least one class. Students must be paid in full prior to move-in. Move On When Ready students are not eligible to live in campus housing.

Yearly Housing Calendar

College residence halls open as announced in publications prior to the fall term. During Winter Break the residence halls will be closed. Please contact the Department of Housing and Residence Life for additional information.

Check-In and Check-Out Procedures

Check-in information is sent to students. When a student checks into their assigned space in GGC Housing, they will receive a copy of their Unit Condition Form (UCF). It is the responsibility of the student to check their room carefully upon move-in to ensure that the information cited on the UCF coincides with the actual condition of the room. If there are any discrepancies between the UCF and the actual room conditions, the student must notify the Residence Life Office (RL 3000) within 24 hours of checking in.

Anytime a resident moves out, whether moving off-campus, leaving GGC, or transferring to another hall, these procedures should be followed:

1. Arrange a check-out time with the Resident Assistant at least 48 hours in advance of the anticipated check-out time or follow the appropriate check out appointment guidelines distributed by the Residence Life Office (RL 3000).
2. Remove all your belongings and clean your room, bathroom and suite, including common rooms. The resident and the RA will then check the room against the UCF for damages and/or cleanliness. If there are any damages, 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.
3. Upon check-out, turn in your room key and have your Claw Card deactivated.

Additional charges may be imposed during the final walk through.

Failure to complete these tasks at check-out will result in additional charges.

Procedures for December, May and June/July check-outs will be e-mailed and provided to all residents. Residents should make their travel plans accordingly to meet the deadlines so they will not be assessed late check-out charges. Registration and further class attendance may be blocked until the account is balanced.

Express Checkout

Residents may choose the Express Checkout process. Please contact your RA or Residence Life (RL 1000) for more details.

Room Assignments

Assignments for all students will be determined by the GGC Housing Office (RL 3000). Students should express their preferences when signing-up for a room.

Reassignment of Space

GGC Housing Office (RL 3000) 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

Residents who wish to move to a different room or suite must make a request to the GGC Residence Life Office (RL 1000). An open room change process will be held at the beginning of the fall and spring semesters. Room changes may be granted throughout the year for exceptional circumstances.

Students who change rooms during the year, leave the halls, or begin residency once the term begins should be sure to follow all published check-in or check-out procedures. Failure to follow guidelines may result in fees and/or a referral to the judicial process. Check-out will always include surrender of room key and deactivation of Claw Card.

Housing Fines

Below is a list of possible fines. This list is neither exhaustive nor in order of severity.

Housing Fines	Fine
Improper Check-out	\$25 (minimum)
Improper Room Change	\$25 (minimum)
Late Departure	\$25/hour; \$125 maximum/day
Early Arrival	\$50/hour; \$200 maximum/day
Lock-out	1 st and 2 nd free, \$25 for additional lock-outs
Lock Change	\$180 (minimum)
Trash per bag	\$30 (minimum)

Housing Fines Appeals Process

Residents who are billed for damages and/or fined for Housing-related violations may appeal the damage or fine assessment. All appeals must be submitted within 72 hours from the date notification of charges was issued through GGC e-mail and/or upon checking out. All appeals must be submitted via the following link: [Student Complaints and Appeals](#).

Appeals must clearly demonstrate why the resident charged with the damage or fine believes he/she is not responsible AND must identify the responsible party, if known. Verifiable supporting documentation/materials must be submitted at the time an initial appeal is filed.

Residents will be notified of any decisions in writing via their GGC e-mail address.

If the resident's appeal is denied, the resident may submit a second appeal to the Student Appeals Committee via the Student Account Appeals Process (as outlined in the GGC Student Handbook).

IMPORTANT NUMBERS

GGC Housing and Residence Life

Housing Office (RL 3000)	678.407.5501
Residence Life Office (RL 1000)	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
CLAW Cards	678.407.5529
Counseling Center	678.407.5592
Dining Services	678.407.5655
Directory Assistance	678.407.5000
Disability Services	678.407.5883
Financial Aid	678.407.5701
New Student Connections	678.407.5754
Parking Services	678.407.5015
Recreation and Intramural Sports	678.407.5970
Registrar’s Office	678.407.5700
School of Business	678.407.5396
School of Education	678.407.5603
School of Liberal Arts	678.407.5601
School of Science and Technology	678.407.5602
Student Center Information Desk	678.407.5000
Student Complaints/Appeals	Student Complaints and Appeals
Student Health Insurance	Student Health Insurance
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