2010-11 GGC Community Guide:

Housing Policies & Procedures
Georgia Gwinnett College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of Georgia Gwinnett College.

Disclaimer:

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 Housing Office and on-line at http://ggcstudenthousing.com/. 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 operates as an integral part of GGC’s overall mission. GGC Housing develops, provides and assesses programs and services which provide students with opportunities for holistic development in a living and learning environment.

GGC Housing shall provide living facilities that are clean, attractive, well-maintained, comfortable, and which include safety features maintained by systematic operations.

GGC Housing shall provide management that consists of meeting the needs of students in a courteous, efficient, and effective manner, which enhances the overall educational experience.

The Mission of GGC Housing is accomplished through the coordination of several independent specialized areas: residence education/programming, business operations, and housing/facilities management.

GGC HOUSING STAFF

Reporting to the Office of the Dean of Students, the GGC Housing Staff consists of:

GENERAL MANAGER
ASSISTANT GENERAL MANAGER
RESIDENT DIRECTOR
BOOKKEEPER
LEASING MANAGER

RESIDENT ASSISTANTS

Resident Assistant (RA) staff members are front-line personnel and serve as resource persons, facilitators and advisors for activities within the community. They are responsible for maintaining community standards and safety, performing administrative tasks, and developing a sense of community and other duties as assigned per the needs of the College.

RESIDENT RESPONSIBILITY FOR HOUSING POLICIES AND PROCEDURES

It is the responsibility of the student resident to read and understand the materials and directions in their housing agreement, this Community Guide: Housing 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.
GENERAL INFORMATION

ACCESS CONTROL
Students will access the building and their suite through use 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 Housing Office.

EMAIL COMMUNICATION
Email is GGC’s official method of communication. GGC’s 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.

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.
• Understand your building’s recycling program and use it.
• Take shorter showers.
• Report all maintenance issues to GGC Housing.
• Always use compact fluorescent 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 Housing 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 this policy for approved appliances (Item 10).

DINING SERVICES
All residents are required to purchase a meal plan. For information contact GGC Dining Services at 678.407.5860, john.depaola@ggc.edu, or visit http://www.ggc.edu/ggc-life/dining.

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. See Maintenance Requests section for more information.

**IMMUNIZATIONS POLICY**

See Board of Regents Policy Manual Section 408.02.

Georgia Gwinnett College requires proof of immunizations for all new students (first-year, transfers, and others) as directed by policy consistent with recommendations provided by the Advisory Committee on Immunization Practices, developed collaboratively by the Board of Regents of the University System of Georgia and the Division of Public Health of the Georgia Department of Human Resources. Such policies shall be on file in each institution's office of student affairs.

Information is available to every new student regarding required and recommended immunizations using information developed by the Division of Public Health in concert with the Office of Student Services of the Board of Regents of the University System of Georgia.

Specific colleges or departments, with concurrence of the president and the Chancellor, may require some immunizations not required for all new students by this policy. Institutions are also authorized to impose additional immunization requirements for students when, in the opinion of the president of the institution and with concurrence of the Chancellor and appropriate public health authorities, there is a substantial risk of exposure to other communicable diseases preventable by vaccination.

Pursuant to legislation, all students residing in campus housing are required to sign a document stating that they have received a vaccination against meningococcal disease or reviewed the information provided by the institution.

**INTERNET CONNECTIVITY**

All residence hall rooms will have high-speed Internet capabilities. For more information, contact GGC Housing at www.ggcstudenthousing.com or 678.407.5501.

**ITEMS ABANDONED**

When items are left in residence hall rooms, common areas, or storage rooms after the owner has moved from the hall, or when there is no ownership indicated on items, GGC Housing will store the items for one month before transferring them to Georgia Gwinnett College's Unassigned Property Unit. If you think you may have lost belongings, please contact GGC Housing.
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. For maintenance contact GGC Housing.

LOCK SECURITY PROGRAM
Students will have access to the building and their suite through use of the Claw Card. Individual access to assigned rooms will be handled through traditional lock and key. Card use will be monitored through the GGC Housing Office. Getting your Claw Card is a simple process. Simply go to the Claw Card Office in Building A, Room 1850. There is no charge for your initial Claw Card, however, there is a replacement fee of $25.

Students are issued a key to their assigned room. If students misplace their key, please see RA. Keys lost by residents will result in a required Lock Security Program fee of $150 ($100 per core replacement and $50 per key replacement) even though the lost key may later be found. College keys may not be duplicated.

Students may also be held responsible for lost mailbox keys at an estimated Lock Security Program fee of $50.00 per incident, even though the lost key may later be found. Students are encouraged to lock their suite doors in order 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.

LOST & FOUND
Have you lost an item? Found an item? Contact the front desk of your building to report a loss or claim an item.

MAIL AND PACKAGES
Resident mailboxes will be provided in the Student Center. Mail, packages and other correspondence sent to residence hall residents should be addressed using the following format:

{Resident’s Name}
{Room Number}
{Residence Hall Name}
{Resident Hall Building Number}
{City, State, Zip}
All packages are logged for tracking purposes. After the package is logged, the resident will receive a notification slip from GGC Housing. Residents will be required to show their student identification and their notification slip when claiming a package. Packages may be picked up from the GGC Housing Office.

**MAINTENANCE REQUESTS**

GGC Housing provides routine maintenance to the residence halls. Residents who wish to request repairs in their room or suite unit should submit a work order to GGC Housing. It is important you leave your name, building name, suite/room number, cell phone number, and a detailed description of the problem. In the event of an emergency, contact GGC Housing. 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. In addition to any additional contact person designated by the student, if the student is under 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by the Office of Public Safety. The Office of Public Safety will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

**PARKING**

All vehicles must be registered on the GGC campus. Student and faculty/staff decals and permits may be obtained in the Public Safety office in Building A, room 1520.

**RECYCLING AND TRASH**

Students are responsible for disposing their trash in the hall’s designated trash chute or in the green dumpsters outside the building. Students who fail to properly dispose of trash will be assessed a minimum $25.00 administrative fee for trash removal. Students are encouraged to participate in the GGC’s recycling program.

**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, 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 Housing staff will attempt to notify residents of intended room entry. After leaving a room, staff will lock the entrance door.

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 disability housing accommodations must go through the Office of Disability Services who will work in collaboration with the housing office. Students must complete a housing accommodations request form and submit documentation to the office of Disability Services.

Supporting documentation must be recent in order to determine the current and substantial impact on a major life activity. 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 http://www.ggc.edu/ggc-life/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 referred to above.

For further information, please contact Jennifer Arrocena with the Office of Disability Services at 678-407-5883 or jarrocen@ggc.edu.

STAFF AVAILABILITY
GGC Housing office is open between the hours of 8:30 a.m. and 5:30 p.m. – Monday through Friday. A Resident Assistant is on duty from 5:30 p.m. to 8:30 a.m. – Monday through Thursday and 24-hours beginning 5:30 p.m. on Friday and ending Monday at 8:30 a.m. 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 Career Development and Advisement Center’s web site at: www.ggc.edu/ggc-life/career-center/jobs-and-internships.

**TELEPHONE SERVICE**

Each bedroom will be equipped with a phone jack for VOIP (Voice Over Internet Protocol). It is the responsibility of the resident to pay for and establish phone service.

**SAFETY**

For information on public safety, please refer to http://www.ggc.edu/?/ggc-life/public-safety

**SAFETY ESCORTS**

Safety escorts on campus may be requested by calling Public Safety at 678.407.5333 or visiting Building A, room 1520.

**SECURITY**

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

**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.

www.ggc.edu/about-ggc/careers/equal-opportunity-and-affirmative-action

**Prohibited Discrimination and Harassment**

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

Georgia Gwinnett College prohibits its faculty, staff and students from engaging in any form of prohibited discrimination or protected status harassment (including sexual harassment), and
expects these individuals to refrain from committing acts of bias within the College’s jurisdiction. Such prohibition include, but are not limited to, actions which discriminate, harass, threaten or physically/verbally abuse another individual, with the intent or effect of unreasonably interfering with that person’s work/academic performance, or employment/enrollment opportunity; or creates an intimidating or hostile work/academic environment based on that person’s membership in a protected group.

As an equal opportunity institution, Georgia Gwinnett College is committed to nondiscriminatory practices consistent with federal and state requirements and objectives. Georgia Gwinnett College affirms its commitment to keeping its workplace and academic programs free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person.

Consistent with the College's commitment to equal opportunity, affirmative action, and academic freedom; unlawful discrimination, harassment, and threatening conduct based on race, color, sex, age, sexual orientation, religion, creed, national origin, disability, veteran status or other protected rights under federal and state laws are prohibited.

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. The residential areas are comprised of students and staff of different backgrounds, genders, religions, races, sexual orientations, abilities, and cultures.

We encourage acceptance and appreciation of people regardless of race, sex, ethnic background, physical and mental ability, socio-economic status, sexual orientation, age, or religious affiliation.

We are all threads of a common fabric, and 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
Your enjoyment of life in GGC Housing depends on thoughtful consideration and common courtesy among suitemates and neighbors.

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 an unresolved roommate conflict please contact GGC Housing.
4. Follow the rules
5. Use common sense and pay attention
6. Lock your unit door and use the peephole
7. Keep records accurate – update e-mail, phone, etc. in Banner
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 under control
15. Cooperate with staff – they are just doing their jobs!
16. Do not just complain – offer solutions!
17. Resolve your own issues, respectively, do not have your parents make a phone call that YOU should be making!

Georgia Gwinnett College has adopted conduct regulations for all residents and has established a student integrity process to foster an active learning environment designed to enhance academic, social, and personal development while protecting the rights and privileges of all students. When a resident is suspected of violating a conduct regulation, the Office of Student Conduct is responsible for investigating alleged conduct regulation violations and coordinating the student integrity process.

All residents are expected to know and conduct themselves in accordance with the terms and conditions set forth in the Student Handbook, this Community Guide and GGC’s Housing Lease Agreement. Further, GGC’s Code of Conduct Regulations is explained in the GGC Student Handbook; it is every student’s responsibility to know them and abide by them. The Student Handbook can be found online at: http://www.ggc.edu/ggc-life/about-student-affairs/student-handbook.

**Student Integrity Process**

The GGC student integrity process will be utilized in the event of an alleged violation. In the event of any discrepancy, the Student Code of Conduct takes precedence over the information found in this Community Guide.
Any violations of the GGC Housing Community Standards will be reported to the Director of Student Conduct.

Incidents of alleged violations of conduct regulations are reported to the Director of Student Conduct or his/her designee. Individuals or groups filing a report should do so in writing and the report must be submitted as soon as possible after the alleged violation. For individuals filing a report, a meeting can be requested with a staff member in the Division of Student Affairs to discuss the student integrity process.

After receiving a report, a staff member will be assigned to investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior falls outside of the College’s jurisdiction and/or does not violate any conduct regulation(s) may result in no action being taken. Additionally, lack of sufficient information may result in no action being taken.

If the staff member, following his/her investigation, finds that the report alleges violations of the conduct regulations and that those alleged violations fall within the College’s jurisdiction, he/she will initiate the student integrity process.

When a club or organization is reported and an investigation of alleged violations occurs, the staff member handling the case will notify the president of the club or organization. The club or organization president will act as the representative of the club or organization throughout the student integrity process. The president may designate this responsibility to another active member of the club or organization by notifying the Associate Vice President for Student Affairs or his/her designee in writing.

**Sanctions for Individuals**

The following sanctions may be imposed against a student for the violation of a College conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. **Expulsion:** Permanent severance of the student’s relationship with the College.
2. **Suspension:** Temporary severance of the student’s relationship with the College for a specific period of time or indefinitely. The period of time and any requirements that must be satisfied prior to readmission are to be specified in the decision of the Hearing Panel or the Office of Student Conduct.
3. **Conduct Probation:** Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement will likely result in suspension or expulsion from the College. The period of probation shall be specified in the decision of the Hearing Panel.
4. **Reprimand:** Stated disapproval or a warning issued to the student.
5. **Restitution:** Reimbursement for a loss caused by the student’s actions.
6. **Community Service**: Assignment to work a specific number of hours at a community service site determined by the Hearing Panel and/or the Director of Student Conduct. Community Service locations exist on and off campus.

7. **Restrictions**: Terms of probation or reprimand restricting privileges. Such restrictions may include, but are not limited to, identification card privileges and/or parking privileges.

8. **Other Educational Sanctions**: Projects or assignments designed to educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, and/or alcohol education (DUI School, etc).

9. **Termination of Student Employment**: Permanent severance of the student’s employment with College.

10. **Housing Restrictions**: Loss of privilege to live in GGC Housing

11. **No Contact Order**: Directed to refrain from any intentional contact, direct or indirect, with one or more designated persons through any means, including personal contact, email, telephone, or third parties.

12. **Fines**: Required to pay a specified fine/fee for violation.

**Minimum Sanctions for Alcohol and Other Drug Violations**

Students found in violation, through the College’s Student integrity process, of the Alcohol and Other Drug Related Misconduct (see Conduct Regulation 4) are subject to the following sanctions:

- **1st offense** – Alcohol awareness activity and probation for the remainder of current semester and for the next 2 semesters (Fall and Spring semesters only) enrolled at the College. Probation extends through summer terms and/or any institutional breaks.

- **2nd offense while on probation** – suspension from institution for current semester and 1 subsequent semester (Fall or Spring semesters only). Summer suspension may not be substituted for a Fall or Spring semester and will be included if suspension is initiated during Spring semester.

These are minimum sanctions. For housing residents, any cost associated with drug and alcohol sanctioning will be the responsibility of the student violator. The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining any appropriate sanctions.

Students who are dismissed, suspended, expelled, withdrawn, or otherwise removed from the College for any length of time should be aware that this action may adversely impact the following:

- Privilege of living in Campus Housing
- Housing costs and fees (suspension/expulsion does not forgive financial obligations)
- Tuition costs and fees (suspension/expulsion does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
• Health insurance (contact your personal health care provider)
• Meal Plan
• Use of College resources and access to College facilities
• Immigration status for international students
• Veterans and dependents of veterans • Internships, assistantships, and study abroad

This is not an exhaustive list.

Sanctions for Student Clubs and Organizations

The following sanctions may be imposed against a student club or organization for the violation of a College conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. **Recommendation for Charter Revocation**: An official request to a national office that the local chapter’s charter be revoked.
2. **Revocation of College Registration**: Permanent severance of the club’s/organization’s relationship with the College.
3. **Suspension of College Registration**: Temporary severance of the club’s/organization’s relationship with the College for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the Hearing Panel.
4. **Probation**: Notice that further finding of responsibility for the violation of any College conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement will likely result in suspension or revocation of College registration. The period of probation shall be specified in the decision of the Hearing Panel or the informal resolution agreement.
5. **Reprimand**: Stated disapproval or warning issued to the student club or organization.
6. **Restitution**: Reimbursement for a loss caused by the club’s/organization’s actions.
7. **Community Service**: Assignment to work a specific number of hours at a community service site determined by the student integrity body and/or the Associate Vice President or his/her designee. Community Service locations exist on and off campus.
8. **Restrictions**: Restriction of some or all of the clubs or organization’s activities or privileges, including, but not limited to, social privileges and recruitment privileges.
9. **Other Educational Sanctions**: Projects or assignments designed to educate a club or organization in connection with the effect of its member’s actions. Educational assignments include, but are not limited to, alcohol awareness programs, and/or risk management programs.

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 and Other Drug Related Misconduct**

GGC prohibits the possession or consumption of alcohol on campus. Exceptions must be approved in writing by the President of the College. 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 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.” in order to comply with the Drug Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B.)

All students are prohibited from possession and consumption of alcohol on campus. All students are prohibited from the use and possession of illegal drugs.

This includes:

a. Use, possession, distribution, or sale of alcoholic beverages.
b. Providing or facilitating the use, possession or distribution of alcoholic beverages.
c. Appearing at a college activity or on College property in a state of intoxication.
d. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
e. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
f. Driving under the influence of alcohol or other substance.
g. Providing or facilitating the use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
h. Possession of drug paraphernalia, including but not limited to bongs or glass pipes.
i. 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.

Exceptions must be approved by the President of the College.
3. **Bicycles/Mopeds/Motorcycles/Skateboards/Scooters/In-Line Skates**

Bicycles cannot be operated or stored in hallways, stairwells, or any other areas inside the hall except for designated bicycle storage areas. 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 and designated bicycle storage areas, 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 in 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.

4. **Damages/Vandalism**

Residents are responsible for the condition of their rooms and all the furnishings assigned to them. If the room is damaged, or its furnishings damaged or lost, residents are financially responsible and shall reimburse GGC Housing. 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 hallways, studies, or lobbies) when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction or dismantling of any College property or equipment may result in student integrity proceedings. Charges for damages and cleaning will be determined by GGC Housing Staff; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will have their records flagged, which prevents them from registering for classes, obtaining transcripts, or receiving grades.

5. **Decorations/Modifications**

Decorating individual rooms in the residence halls is encouraged. Have fun and be creative, but GGC Housing Staff must ensure no safety or fire hazards are created, and we must be able to perform periodic maintenance. Tape and nails are not permitted. Poster mounts, available at the GGC Bookstore, should be used instead.

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. Residents are charged for any damages to a room above and beyond normal wear and tear.

   a. **General Requirements**

   All residents must meet the following general requirements when decorating rooms:
1. Electrical accessories must be UL-approved. Electrical devices may not be spliced into existing wires; use only extension cords.
2. Students working on room decorating projects are responsible for clean-up; failure to do so will result in a clean-up charge.
3. Drapes are not permitted.
4. The use of contact paper in residence halls is prohibited.
5. Residents **may not** paint their rooms.
6. Hanging items from resident room windows is prohibited.

**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. Residence hall entrance doors, doors and windows in other public areas, and doors and windows in student suites may be decorated in a manner that does not deface or damage property or create a fire hazard. Artificial snow or any other material that is difficult to remove or might result in damage when removed is not permitted.
4. All lights or other electrical decorations must be approved by GGC Housing.
5. 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 through residence hall windows is prohibited. Failure to adhere to this policy may result in referral through GGC’s Student Integrity Process.

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; 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 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 and shall result in referral through GGC’s Student Integrity Process.

9. **Failure to Comply**
Failure to comply with directions of College officials (including Resident Assistants and other housing staff members) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. **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. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.
e. **Cooking Appliances** – Cooking in residence halls is limited to the following appliances, which may only be used for their intended purposes: sealed-unit coffee makers, popcorn poppers, and toasters. Electrical appliances with an exposed heating element are prohibited.
f. **Extension Cords/Multi-plus Adaptors** – Extension cords may be used under the following conditions:
   i. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
   ii. Only properly grounded extension cords may be used with appliances that require grounding.
   iii. 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.
   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.
h. **Fire Hazard** - Fire Hazards: 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. Exceptions must be approved in writing by the President of the College.

k. Halogen Lamps – All “floor style” halogen lamps are prohibited in residence halls. 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. Residence Hall Decorations – please see previous section on Decorations/Modifications for further information.
   i. “Live cut” trees are prohibited in the residence halls.
   ii. Strands of lights may be used in residence hall rooms but may not be plugged into each other to create a string of lights.
   iii. External doors, doorframes, and hallways may not be decorated. Only one door nametag and message board is permitted per resident.
   iv. No flags, banners, or other cloth/flammable decorations are to be hung on and/or from the ceiling. All decorations should leave a 36” clearance from the ceiling.

n. Sprinklers – Persons are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

11. Furniture
   a. Each resident room is furnished with a bed frame and mattress, desk and chair, wastebasket, dresser space, closet space, high-speed Internet service and cable TV outlet. 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 rented through GGC Bookstore 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. Before installing your GGC rented loft kit, contact the GGC Housing Office for complete guidelines.
d. Residents are not permitted to construct lofts, waterbeds, wall partitions, or any similar structure without the written consent of hall staff.

12. 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.

13. Guests and Visitation House Rules
The primary purpose of GGC campus housing is to provide a secure, comfortable residential environment conducive to learning and personal growth. While guests and visitation are allowed, all residents must follow GGC housing guidelines and “Guests and Visitation House Rules.” Students and guests should refer to “Guests and Visitation House Rules” and house rule updates, which can be found on the Residence Life website at www.ggc.edu/reslife.

The maximum guest parameters may be reduced, but not expanded, by the General Manager of GGC Housing. Residents are responsible for knowing the difference between daily visitation and overnight guest policies.

a. Residents are responsible for and can be held accountable for the behavior of their guests. Residents may be held responsible for their guest’s behavior.

b. *It is the resident’s responsibility to inform their guests of GGC Housing and College policies.*

c. Suitemate approval is required for any overnight guest. Residents should see the designated RA 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. Residents are allowed visitation by no more than 2 guests at a time in accordance with the following schedule:

**Sundays from 7:00 p.m. to Fridays at 5:00 p.m.:** Daily residence hall guest visitation (7:00 a.m. to 1:00 a.m.) is limited to GGC students, faculty, and staff only. No non-GGC guests are allowed. Special exceptions may
occasionally be granted for parents, other relatives and personal friends, in accordance with the Overnight Guest guidelines.

ii. **Fridays from 5:00 p.m. to Sundays at 7:00 p.m.** Daily Residence hall visitation (7:00 a.m. to 1:00 a.m.) is open to GGC students, faculty, staff, and other guests, including parents, other relatives and personal friends.

iii. **Guest ID, Sign In and Departure Time Requirements:** ALL guests must be escorted by a GGC student resident at all times. The guest must sign in and must show a picture ID at the security desk. The security guard will record the information and the destination of the guest. The student resident must be present at the guard desk when the guest signs in. No guests are allowed to enter residence halls after midnight. Regardless of a guest’s arrival time, all guests must sign in, sign out, and depart GGC residence halls before 1:00 a.m. The student resident must be present at the security desk when the guest 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/reslife.

iv. 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 guard desk if entering residence halls after 10:00 p.m. for any reason.

v. At all times when hosting guests, consideration must be given to the individual rights and needs of suitemates and neighbors.

vi. Residents are considered guests of suites that they do not reside in. As such, they are expected to abide by all visitation policies as guests of other residents’ suites and are only able to visit other suites between 7:00 a.m. and 1:00 a.m.

h. **Overnight Guest Privileges (Applicable to Same Sex Guests Only)**

i. **Overnight guest visitation is allowed for same sex guests only within a suite.** Guests of opposite gender are not allowed for overnight stays unless special arrangements are made, by exception, as approved by GGC Housing Office. An overnight guest’s stay must not exceed three consecutive nights. Not more than ten overnight visits are allowed per resident per term. Situations requiring additional nights must be approved in writing by GGC Housing.

ii. The hosting student must be a resident of the hall where the guest will stay. Overnight guests are not allowed to sleep in the common areas of the suites or the residence halls.

iii. Suitemates approval is required for any overnight guest.

iv. **In addition to suitemate approval, written approval from the Housing Office is required for any overnight guests.** Residents should see the designated RA for details and/or written approval requirements.

i. **Escorting Guests**
In order to ensure a secure environment for all residents and guests, GGC Housing has adopted an escort policy to help within the residence halls.

i. Guests in a residence hall must be escorted by a resident of that hall at all times.

ii. Residents are expected to know their hall’s guests and visitation policies and are responsible for informing their guests of all policies. See your RA, Community Guide, or GGC Housing Office for more information.

14. **Pets/animals**

Pets/animals (including fish) are not permitted in or around the residential communities. This includes pets belonging to outside guests. Pets/animals may not visit at any time. Animals needed for medical purposes will be evaluated on a case-by-case basis and meeting the legal requirements.

15. **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 in the premises at a level that does not annoy or interfere with the quiet enjoyment of 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/pod should not be audible within another floor/section/pod, within the building or outside. 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/pod 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 through Thursday, 11:00 pm to 8:00 am
   - Friday and Saturday, 1:00 am to 10:00 am

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.
16. **Posting Policy**
Posters and flags are not permitted on walls, doors, or windows. Access to Administrative Notices Only Bulletin Boards is restricted to residence hall staff.

Residents are not permitted to display flags, flyers, posters, banners, or materials of a similar type in their suites where they can be visible outside the suites. Such items are also not permitted anywhere outside the suite. This does not apply to Public Access Bulletin Boards, provided that no other standards are being violated. GGC Housing reserves the right to limit the numbers of materials posted per event or organization to ensure equitable access to limited bulletin board space.

17. **Smoking**
Smoking and the use of tobacco products is prohibited inside all residential facilities. Individuals may only smoke outdoors in the designated smoking areas.

18. **Solicitation**
Solicitation and/or selling within the residence halls is only permitted in compliance with applicable College policy and the approval of the General Manager 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 the General Manager of GGC Housing. Residents are prohibited from, any commercial or business activity within the Residence Halls.

19. **Unauthorized Entry or Use of College Facilities**
No student shall make or abet unauthorized entry into or use of any College facility, building, office, attic, or onto any roof or other College property. Students shall not enter resident rooms to which they have been neither assigned nor invited.

20. **Weapons**
Except as permitted by 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, knife having a switchblade or automatic blade opener, blackjack, bolo knife, machete, sword, spear, any club-type hand weapon, pyrotechnics, throwing stars, nunchucks, throwing knives or any object or material 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. This provision is subject to modification based on current Georgia Law. Where applicable, guns may not be removed from the vehicle at any time while on campus.
21. Windows and Screens
Residents may not open or remove window screens, 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, in which ground floor suite security screens may be opened with a simple lever action.

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

HOUSING ASSIGNMENTS INFORMATION

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

Students who cancel their housing agreement while remaining enrolled at the College must pay an early termination fee, which is outlined in your housing agreement. For more information, contact the GGC Housing Office.

To be eligible to live in a College residence hall during the fall and spring academic terms, undergraduate students are required to be classified as full-time students as defined by the GGC Registrar’s Office. Students enrolled for less than the minimum must obtain advance approval from the Housing Office.

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 GGC Housing for additional information.

Housing Fee Payments

Check-In and Check-Out Procedures
Check-in and check-out information is typically mailed 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 their Community Office 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:

• Arrange a check-out time with the Housing Office at least 48 hours in advance of the anticipated check-out time or follow the appropriate check out appointment guidelines distributed by the Community Office.
• Remove all your belongings and clean your room, suite or suite, including any 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 flagging of the resident’s records, transcripts, registration, and further class attendance which may be blocked until the account is current.
• Fill out a Forwarding Address Card. This provides the mail room staff with the correct address to use when forwarding first class mail. These cards are available at the Community Desk at any time.
• Upon check-out, turn in your room and mailbox key. Failure to turn in keys at check-out will result in additional charges.

Procedures for December, May and August check outs will be mailed to all residents. Residents should make their travel plans accordingly in order 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 brought current.

Room Assignments
Assignments for all students will be mailed during the month of July or as otherwise determined the GGC Housing Office.

Reassignment of Space
GGC Housing 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.

Suite Consolidation Policy
GGC Housing uses suite consolidation to help meet the requests of students who want to live together. After a period of voluntary consolidation, GGC Housing may administratively consolidate students. Students notified of suite consolidation may: 1) Assign their current room as a Double-as-Private (DAP) room by a prescribed date; 2) Obtain a suitemate by a prescribed date; or 3) Accept consolidation with another resident, which may require relocating to the other resident’s room.

The student may guarantee single occupancy for the remainder of the academic year only by agreeing to pay the Double-as-Private room charge when space permits. Without that guarantee, GGC Housing reserves the right to assign a new suitemate to the space at any time during the academic year. If a student refuses a new suitemate, the student will be charged the
Double-as-Private rate from the beginning of the semester or when the student’s suitemate moves out, whichever is later.

Contact the GGC Housing Office for further details.

**Room/Suite Changes**

Residents who wish to move to a different room or suite must make request to the GGC Housing Office.

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 all keys, including suite, suite, room and mailbox keys.

**ADMINISTRATIVE ACTIONS BASED ON HEALTH, SAFETY, AND WELFARE OF THE COLLEGE COMMUNITY POLICIES AND REGULATIONS**

In addition to the Student Code of Conduct and related actions outlined this guide, the institution retains the right to take adverse administrative actions against a student for the purpose of protecting the health, safety and welfare of the college community. Such actions include but are not limited to expulsion, temporary and permanent suspension, probation, reprimand, and other sanctions.

If such actions are taken, upon written request, the student may initiate a campus level review by requesting an Administrative Hearing before the VP A&SA or his designee. Written requests for an Administrative Hearing based on health, safety and welfare related actions must be received within ten (10) calendar days of the date of the adverse action notice. Hearing requests filed after this timeframe will be denied as untimely, absent a clear and well documented showing of circumstances which prevented timely filing.

If a Hearing is initiated, a panel will be convened by the VP A&SA or his designee within ten (10) calendar days. The Vice President may appoint up to two (2) additional college administrators to serve on the Hearing panel. The Vice President’s designee shall serve as panel chair. If requested, the student may have the option of bringing one (1) representative to the Hearing, however a representative may not address the panel or ask any questions during the Hearing process. The student must speak on his/her own behalf. If the student’s representative is an attorney, he or she is subject to the same limitations as any other representative and may not speak or address the panel during in the Hearing Process.

The student will have the burden of establishing that his or her continued presence as a member of the college community will not be detrimental to the health, safety, welfare or property of students or other members of the campus community or to the orderly operation of the institution. In cases where the college has requested medical documentation confirming fitness for continued enrollment from the student’s treating physician or specialist or other documentation that is deemed relevant to the pending matter, the documentation must be
presented at least 48 hours prior to the Administrative Hearing. If a student chooses not to submit documentation that is requested by College representatives or the Hearing Panel, the Panel may either rule on the matter without the requested documentation or if requested by the student, the panel may allow a five (5) day extension of time for the student to submit the requested documentation. Any evidentiary material presented by the student or discovered by the college while reviewing the matter may be utilized as part of the panel review and may become part of the panel record, as deemed appropriate by the panel chair.

For safety, health and welfare related matters, the initial adverse administrative action shall remain in place until the Hearing process is complete and a panel recommendation is reached, unless an interim action is otherwise directed by the panel. Once the Hearing is complete, a written panel recommendation shall be made to the President within five (5) calendar days and the President shall render a decision within five (5) calendar days.

The President’s decision represents the final institutional decision on the matter. Any further appeal must be filed with Board of Regents in accordance with the procedures and timelines noted in published Board of Regents policies, which can be found at www.usg.edu.

Please note: If the college is closed for a holiday break at any time during the filing and response period for the handling of health, safety, and welfare matters, the appropriate number of days will be added for an extension of time under this section.

EQUAL OPPORTUNITY STATEMENT
Georgia Gwinnett College is an Equal Opportunity Employer/Affirmative Action Institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or veteran status in its recruitment, admissions, availability of financial aid, opportunity to participate in programs and activities, use of housing and facilities, availability of services, hiring, promotion, training, layoff and termination, or rate of pay and other forms of compensation.

If you have a disability and need assistance in order to obtain this brochure in an alternative format, please contact the Department of GGC Housing at (678) 407-5501 or: www.ggcstudenthousing.com/.

Georgia Gwinnett College is a unit of the University System of Georgia.

PARENTAL NOTIFICATION
The Family Educational Rights and Privacy Act (FERPA) have given colleges/universities the option to notify parents or guardians about specific types of information from a student’s student integrity record. The Associate Vice President for Student Affairs or Dean of Students will notify parents or guardians the first time and every subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21.
DISCIPLINARY RECORDS

Confidentiality of Records
A student may authorize the release of his/her disciplinary record to any party by making a written request. Any other party seeking access to a record of a College student integrity hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Affairs. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party.

Destruction of Records
All records of cases in the College Student Integrity System shall be maintained in a location designated by the Office of Student Conduct. Records are eligible to be destroyed five years after a student’s graduation (or last date of attendance), unless otherwise directed by Board of Regents policy.

ADOPTION AND AMENDMENTS TO POLICIES, PROCEDURES, AND THE HOUSING GUIDE
Policies and procedures to be followed in conjunction with College student integrity hearings and appeals are developed through the efforts of the Office of the Associate Vice President for Student Affairs in conjunction with the Office of the Vice President for Academic and Student Affairs. These procedures, and any amendments to the procedures, are formally adopted when recommended by the Associate Vice President for Student Affairs and approved per the guidelines contained in the GGC Policy on Policies. Amendments, deletions, or insertions to the Student Handbook: Rights, Responsibilities, and General Information shall adhere to the guidelines outlined in the GGC Policy on Policies.

IMPORTANT NUMBERS
Gwinnett County and Georgia Gwinnett College operate within a ten-digit dialing system. The area code must be dialed when making all local calls.

GGC Housing
Assignments Office 678.407.5501
Housing Office 678.407.5501
Your Resident Assistant 678.407.5501

Safety
Campus Escort Van 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 678.442.4321
Poison Control Center 404.616.9000
Rape Crisis Hotline (Gwinnett Sexual Assault Center – GSAC) 770.476.7407
Suicide Helpline 800.784.2433

Campus Contacts
Academic Enhancement Center 678.407.5234
Bookstore 678.407.5986
Career Development and Advisement Center 678.407.5881
CLAW Cards 678.407.5822
Counseling Center 678.407.5592
Dining Services 678.407.5860
Directory Assistance 678.407.5000
Disability Services 678.407.5883
Financial Aid 678.407.5505
Fitness Center 678.407.5589
Orientation and New Student Programs (Bear Essentials) 678.407.5882
Parking Services 678.407.5333
Recreation and Intramural Sports 678.407.5864
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
Service Learning, Active Citizenship, and Community Engagement 678.407.5881
Student Center Information Desk 678.407.5000
Student Complaints 678.407.5882
Student Conduct 678.407.5760
Student Insurance ggc@studentinsurance.com
www.studentinsurance.com

Student Involvement 678.407.5863
Student Affairs 678.407.5882
Student Success Programs 678.407.5234
Student Technology Support 678.407.5016