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STUDENT AFFAIRS PERSONNEL
678-359-5056

Dr. Dennis Chamberlain  Vice President for Student Affairs
Ms. Dawn Byous  Administrative Specialist
Ms. Sharon Lloyd  Director of Student Activities
Mr. Todd Davis  Director of Athletics
TBA  Coordinator of Recreational Facilities
Ms. Janet Barras  Director of Registrar
Mr. Larry Mitcham  Director of Financial Aid
Mr. Ben Ferguson  Director of Admissions
Ms. Laura Bowen  Director of Counseling Services
Ms. Nicole Williams  Counselor
Ms. Ann Howard  Counselor
Ms. Alice Turner  Nurse (Health Center Services)
Ms. Tonya Coleman  Director of Residence Life
Ms. Gratasha Banks  Assistant Director of Residence Life
Ms. Ginny Hammond  Program Assistant
Yashica Scarebrook  Resident Director Melton Hall
Ally Ralston  Resident Director Gordon Commons A
Chadrick Walker  Resident Director Gordon Commons B
Bossie Davis  Resident Director Gordon Commons C
Fredrick Bailey  Resident Director Gordon Village 1st Floor
Robin Butler  Resident Director Gordon Village 2nd Floor
Shalanna Banks  Resident Director Gordon Village 3rd Floor

Other Departmental Assistance

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
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<tr>
<td>Academic Affairs</td>
<td>Lambdin Hall</td>
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<td>Admissions</td>
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<td>678-359-5021</td>
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<td>Bookstore</td>
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<td>Financial Aid</td>
<td>Lambdin Hall</td>
<td>678-359-5990</td>
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<td>Health Center</td>
<td>Commons C</td>
<td>678-359-5476</td>
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<td>Library</td>
<td>Hightower Library</td>
<td>678-359-5076</td>
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<td>Mailroom</td>
<td>Student Center</td>
<td>678-359-5005</td>
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<td>Public Safety</td>
<td>Gordon Hall</td>
<td>678-359-5101</td>
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<tr>
<td>Student Success Center</td>
<td>Student Center</td>
<td>678-359-5156</td>
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<tr>
<td>Registrar</td>
<td>Lambdin Hall</td>
<td>678-359-5022</td>
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IMPORTANT PHONE NUMBERS

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

DR. AARON BUICE
Phone: 770-872-3663  
Address: 522 Greenwood Street  
Barnesville, GA 30204  
Office Hours: Monday, Thursday 8:00 AM-5:00 PM  
Tuesday, Wednesday 7:45 AM-6:00 PM  
Saturday 9:00 AM-12:00 AM

DR. LEE T. WOODALL, DR. TERRI M. WILSON, & DR. HALEY MANLEY
Phone: 770-358-1961  
Address: 101 Houston Street  
Barnesville, GA 30204  
Office Hours: Monday, Tuesday, Thursday 8:00 AM-6:00 PM  
Wednesday & Friday 8:00 AM-4:00 PM  
Saturday 8:30 AM-12:00 PM

AREA HOSPITALS

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

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

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

LAMAR COUNTY HEALTH DEPARTMENT
Phone: 770-358-1483  
Address: 118 Academy Drive

*STUDENT HEALTH CENTER (COMMONS C)-  
Hours: Monday-Friday 8:30-11:30 AM and 1:00-4:00 PM  
Closed Saturdays, Sundays and Gordon College Holidays  
Phone: 678-359-5476
Vaccine Information Statement

Hepatitis A Vaccine: What you need to know

A. 1. What is hepatitis A?

Hepatitis A is a serious liver disease caused by the hepatitis A virus (HAV). HAV is found in the stool of people with hepatitis A.

It is usually spread by close personal contact and sometimes by eating food or drinking water containing HAV. A person who has hepatitis A can easily pass the disease to others within the same household.

Hepatitis A can cause:
- “flu-like” illness
- jaundice (yellow skin or eyes, dark urine)
- severe stomach pains and diarrhea (children)

People with hepatitis A often have to be hospitalized (up to about 1 person in 5).

Adults with hepatitis A are often too ill to work for up to a month. Sometimes, people die as a result of hepatitis A (about 3–6 deaths per 1,000 cases).

Hepatitis A vaccine can prevent hepatitis A.

B. 2. Who should get hepatitis A vaccine and when?

WHO

*Some people should be routinely vaccinated with hepatitis A vaccine:*
- All children between their first and second birthdays (12 through 23 months of age).
- Anyone 1 year of age and older traveling to or working in countries with high or intermediate prevalence of hepatitis A, such as those located in Central or South America, Mexico, Asia (except Japan), Africa, and eastern Europe. For more information see www.cdc.gov/travel.
- Children and adolescents 2 through 18 years of age who live in states or communities where routine vaccination has been implemented because of high disease incidence.
- Men who have sex with men.
- People who use street drugs.
- People with chronic liver disease.
- People who are treated with clotting factor concentrates.
- People who work with HAV-infected primates or who work with HAV in research laboratories.
- Members of households planning to adopt a child, or care for a newly arriving adopted child, from a country where hepatitis A is common.

*Other people might get hepatitis A vaccine in certain situations (ask your doctor for more details):*
- Unvaccinated children or adolescents in communities where outbreaks of hepatitis A are occurring.
- Unvaccinated people who have been exposed to hepatitis A virus.
- Anyone 1 year of age or older who wants protection from hepatitis A.

Hepatitis A vaccine is not licensed for children younger than 1 year of age.
WHEN

For children, the first dose should be given at 12 through 23 months of age. Children who are not vaccinated by 2 years of age can be vaccinated at later visits.

For others at risk, the hepatitis A vaccine series may be started whenever a person wishes to be protected or is at risk of infection.

For travelers, it is best to start the vaccine series at least one month before traveling. (Some protection may still result if the vaccine is given on or closer to the travel date.)

Some people who cannot get the vaccine before traveling, or for whom the vaccine might not be effective, can get a shot called immune globulin (IG). IG gives immediate, temporary protection.

Two doses of the vaccine are needed for lasting protection. These doses should be given at least 6 months apart.

Hepatitis A vaccine may be given at the same time as other vaccines.

C. 3. Some people should not get hepatitis A vaccine or should wait.

- Anyone who has ever had a severe (life threatening) allergic reaction to a previous dose of hepatitis A vaccine should not get another dose.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine.
- Tell your doctor if you have any severe allergies, including a severe allergy to latex. All hepatitis A vaccines contain alum, and some hepatitis A vaccines contain 2-phenoxyethanol.
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Tell your doctor if you are pregnant. Because hepatitis A vaccine is inactivated (killed), the risk to a pregnant woman or her unborn baby is believed to be very low. But your doctor can weigh any theoretical risk from the vaccine against the need for protection.

D. 4. What are the risks from hepatitis A vaccine?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of hepatitis A vaccine causing serious harm, or death, is extremely small.

Getting hepatitis A vaccine is much safer than getting the disease.

Mild problems

- soreness where the shot was given (about 1 out of 2 adults, and up to 1 out of 6 children)
- headache (about 1 out of 6 adults and 1 out of 25 children)
- loss of appetite (about 1 out of 12 children)
- tiredness (about 1 out of 14 adults)

If these problems occur, they usually last 1 or 2 days.
E. Severe problems

- serious allergic reaction, within a few minutes to a few hours after the shot (very rare).

F. 5. What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can’t wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS is only for reporting reactions. They do not give medical advice.

G. 6. The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation.


- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC’s website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
Hepatitis A Vaccine
(10/25/2011)
42 U.S.C. § 300aa-26

Department of Health and Human Services
Centers for Disease Control and Prevention
Vaccine Information Statement

Meningococcal Vaccine: What you need to know

I. 1. What is Meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

J. 2. Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

K. 3. Who should get meningococcal vaccine and when?

Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.
Other people at increased risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

L. 4. Some people should not get meningococcal vaccine or should wait.

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant. Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

M. 5. What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries.

Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.
Severe problems
Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

N. 6. What if there is a serious reaction?

What should I look for?

• Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

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P. 8. How can I learn more? Ask your doctor.

• Call your local or state health department.
• Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC’s website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
Meningococcal Vaccine
(10/14/2011)
42 U.S.C. § 300aa-26

Department of Health and Human Services
Centers for Disease Control and Prevention
Clean Hands Save Lives!

It is best to wash your hands with soap and warm water for 20 seconds.

When water is not available, use alcohol-based products (sanitizers).

Wash hands before preparing or eating food and after going to the bathroom.

Keeping your hands clean helps you avoid getting sick.

When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after caring for someone who is sick
- After handling uncooked foods, particularly raw meat, poultry, or fish
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound
- After handling items contaminated by flood water or sewage
- When your hands are visibly dirty

Using alcohol-based sanitizers

Apply product to the palm of one hand.

Rub hands together.

Rub product over all surfaces of hands and fingers until hands are dry.

Washing with soap and water

Place your hands together under water (warm if possible).

Rub your hands together for at least 20 seconds (with soap if possible).

Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.

Clean the dirt from under fingernails.

Rinse the soap from your hands.

Dry your hands completely with a clean towel if possible (this helps remove the germs).

However, if towels are not available it is okay to air dry your hands.

Pat your skin rather than rubbing to avoid chapping and cracking.

If you use a disposable towel, throw it in the trash.

Remember: If soap and water are not available, use alcohol-based hand sanitizer.
Stop the spread of germs that make you and others sick!

Cover your Cough

Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.

Clean your Hands after coughing or sneezing.

Wash hands with soap and warm water for 20 seconds or clean with alcohol-based hand cleaner.
GORDON STATE COLLEGE
RESIDENCE LIFE MISSION

Gordon State College Residence Halls seek to provide the total college experience for students desiring to live on campus. Campus living continues to be a beneficial experience for students seeking to exercise independence, strengthen interpersonal skills, save time and money, and utilize college resources. In addition to providing numerous opportunities for leadership development, the residence halls elevate social awareness through exposure to various events and programs. The residence hall experience serves as a catalyst in developing a more satisfied and successful student. Residence Life strives to ensure that conditions within the halls are conducive to healthy living, safe surroundings, and scholastic growth.

INTRODUCTION

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

STATEMENT OF MUTUAL RESPONSIBILITY

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

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

STUDENT RESPONSIBILITY FOR FACILITIES

The student is responsible for the condition and cleanliness of the assigned room and its furnishings. The student shall reimburse Gordon State College for all damages to, loss of, and/or special cleaning of these accommodations. Residents may be required to share the expense of repair, replacement, and/or special cleaning of any areas commonly used by residents and their guests (i.e. lobby areas, hall areas, restrooms, etc.). The College at its sole discretion shall make determination of the amount of assessments for damage, loss, and cleaning. There will also be a non-refundable $50.00 application fee and a $250.00 deposit/damage payment required of each resident. The $250.00 deposit/damage payment is refundable upon year end completion of the Residence Hall Application/Agreement if the student follows the check-out procedures for his/her room and leaves it in satisfactory condition.

DAMAGES/COLLECTIVE LIABILITY

The College does not assume any responsibility or legal obligation for personal injury or loss of or damage to personal property. Students are to secure rooms and property at all times. Students are advised to purchase insurance to cover property losses and damages.
Students are responsible for care of rooms and equipment. The College does not provide janitorial service in student rooms. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, equipment or buildings and for special cleaning necessitated by inadequate care of room/equipment. Students are jointly responsible for care of public areas and equipment. Public areas are those areas available for use by all students living on a wing, a floor or within a hall. Charges for damages to public areas and equipment will be made to **ALL** students assigned to separate wings, floors and within the entire hall as appropriate.

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

**HOUSING STAFF/POLICIES**

The **Office of Student Housing** is located in **Gordon Village**. The Student Housing Office (Village) handles room assignments and meal plans for all residence halls on campus. Village residents should visit the office for daily operations such as loaner keys, work orders, etc.

Office No.: 678-359-5435   Fax No.: 678-359-5405

The **Office of Residence Life** is located in **Gordon Commons Building B**. The Residence Life Office (Commons B) handles the programmatic and maintenance concerns for Melton Hall and Gordon Commons. Melton and Gordon Commons residents should visit the office for daily operations such as loaner keys, work orders, etc. All residents should see the Commons B Office for roommate conflicts, health and safety inspections, etc.

Office No.: 678-359-5420   Fax No.: 678-359-5754

Both offices are open Monday through Friday, 8 am to 5 pm. Email: [gchousing@gordonstate.edu](mailto:gchousing@gordonstate.edu).

**Resident Director**

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

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

**Resident Directors/Resident Assistants**

Resident Directors/Assistants are on duty in the evenings and assigned weekends. If you need assistance and your R.A. is not in, contact the On-Call R.A in your respective building or the Resident Director.
Application and Assignment

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

Application Fee/Damage Deposit

An application/agreement cannot be processed until the $300 payment ($50.00 non-refundable application/agreement fee and the $250.00 damage deposit) has been received. The damage deposit will be forfeited if the student fails to complete the full length of the application/agreement, or if the student fails to occupy the assigned space. Students who are suspended from the residence halls for disciplinary reasons are not eligible for a residence hall room refund.

Refund Policy

1. Application Fee/Damage Deposit Payment

The application fee is non-refundable. The damage deposit is not refundable when the application/agreement is broken by the student. Any student who cancels a room assignment will not receive a deposit refund.

2. Rental Amount for Agreement Period

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

Admissions Requirements

Student must be accepted for admission (Admissions Requirements Here) to Gordon State College and have no more than two (2) Learning Support Requirements.

Chapter 1 High school diploma with a college preparatory or technical preparatory seal. Graduation date must be included on transcript.
Chapter 2 Freshman Index of at least 1830. Freshman Index is calculated as: (HS GPA x 500)+SATV+SATM or (HS GPA x 500) + (ACT Composite x 42) + 88.
Chapter 3 No more than 3 CPC deficiencies
Chapter 4 Minimum SAT CR of 330 and SAT M of 310 or ACT E of 12 and ACT M of 14.
1. Freshmen Residency (Live-On) Requirement

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

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

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

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

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

2. Residency

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

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

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

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

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

To remain in good academic standing, students are required to maintain an acceptable cumulative grade point average. The minimum acceptable cumulative grade point average (GPA) is based on the number of semester hours attempted.
<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
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<tbody>
<tr>
<td>1 – 15</td>
<td>1.40</td>
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<tr>
<td>16 – 30</td>
<td>1.60</td>
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<tr>
<td>31 – 45</td>
<td>1.80</td>
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<td>46 – 59</td>
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<tr>
<td>60</td>
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The first semester a student fails to meet the minimum cumulative GPA listed above, the student will be placed on Residence Hall Probation. The student will then have one additional semester to meet the minimum required GPA. If the student fails to do so, the student will be ineligible to live in the residence halls.

3. Housing Exemptions

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

HOUSING OPTIONS/AMENITIES

Laundry Facilities

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

Campus Vending

Vending machines are located in the Student Center Lounge (2nd floor), Alumni Hall (Fitness Room), in the lobby areas of Melton Hall, Gordon Commons, and Gordon Village. Refunds for vending machines must be obtained in the Business Office, Lambdin Hall, (2nd floor).

Post Office Boxes

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

Student’s name. . . . . . . . . . Jane Doe
Gordon State College . . . . . . . Gordon State College
Box # . . . . . . . . . . . . . . . . . CPO 223
419 College Drive . . . . . . . . . . 419 College Drive
Barnesville, GA 30204 . . . . . . . Barnesville, GA 30204
Telephone, Cable Television, and Computer Hookups

Telephone (404, 770, and 678), cable television (70 plus channels), and computer hookups (wireless access in public areas) are available in each Gordon State College residence hall room. Unusual damage or abuse to the hookup will result in forfeiture of the service. The College does not provide assistance for computer problems.

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

Note: Residence room hall telephone numbers will be released if requested unless a resident advises the Office of Residence Life/Student Housing not to release the information.

Kitchenette/Grill Use (as applicable)

The kitchenette/grill provides residents a place to prepare food on a limited basis. The purpose of the cooking area is to warm food and prepare snacks, etc. The rules listed below will apply:

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

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

Other items you may bring: television (cable TV hookup provided in each room), desk lamp, small microwave (not over 1100 watts), small refrigerator (4.3 cu. ft. or smaller), small fan, area rug, telephone (one telephone line per room/unit with same phone number and local calls at no charge), and computer/cord. Apartment style items: shower curtains, toilet tissue, bath mats, plunger, etc.

**BUILDING:** MELTON HALL
**FLOORS:** White Tile
**WALLS:** White
**BEDS:** 3/4 size (extra-long twin sheets)
**BEDROOM CLOSET:** 2’6” X 3’3” (D)
**WINDOWS:** Blinds provided (77”H X 54”W X 2 ¼ D)
**MEASUREMENTS:** 11’6” x 15’6”

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

**BUILDING:** GORDON VILLAGE
**FLOORS:** Beige Tile with accent colors
**WALLS:** Green/Rust/Yellow/Beige
**BEDS:** ¾ size (extra long twin sheets fit)
**DBL w/BATH Windows:** Blinds provided (5’10 X 5’5)
**DBL w/BATH Bedrooms:** 25’ X 12’4’’ *BEDROOM CLOSET: 4’8”X 2’2” (D)
**2 BR w/BATH Windows:** Blinds provided (5’10 X 3’5’’)
**2 BR w/BATH Bedrooms:** 16’6 X 6’3” *BEDROOM CLOSET: 6’X 2’3” (D)
**2 BR w/BA/KT/LR Windows:** Blinds provided (5’10” X 2’6’’)
**2 BR w/BA/KT/LR Bedrooms:** 12’2” X 7’10” – 10’
**2 BR w/BA/KT/LR Commons:** 19’11” X 8’9” *BEDROOM CLOSET: 4’3” X 1’7” (D)

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

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

Room/Roommate Assignments

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

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

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

All About Roommates

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

Helpful Hints To Make It Work

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

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

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

Personal Space-Togetherness is great, but you can have too much of a good thing. Consider your roommate’s need for time alone and establish your own need for solitude as well.

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

**Occupancy**

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

During the final semester of occupancy, this application/agreement shall be in force until one day after the end of the semester (or as specified in the lease agreement). The rent for this time period shall be due even if residents move out before this date. Residents shall be responsible for knowing and observing the rules and regulations set forth in the Guide to Highlander Living and the Gordon State College Academic Catalog. Residents who have not moved into their room by 4:00 p.m. on the day of check-in and have not notified (in writing) the Office of Student Housing of their late arrival shall be declared "no shows" and their room shall be assigned to someone else as applicable (provided there is a “Waiting List”); otherwise they are still responsible for the rent/related fees. These residents shall forfeit the $250.00 damage deposit payment. For the upcoming academic year, interested resident students are required to complete (the online Residence Hall Application/Agreement) to indicate their desire to remain in housing.

**Breaks and Holiday Periods**

Housing during the semester breaks or holiday periods is not allowed (applies to both the traditional residence halls and apartment style housing). ALL residence halls close at 4:00 p.m. on the last day of final exams. Students must vacate the residence halls within 24 hours of their last exam unless the last exam is scheduled on the last day of finals. Students who are not able to leave by 4:00 p.m. must contact the Office of Residence Life for appropriate accommodations two (2) days prior to the last day of final exams. Note: Resident students who have disciplinary records on file and/or are on Academic Probation are ineligible to request an accommodation for an extension. Students who do not notify the Residence Life Office of a late stay request may be assessed a fee for late checkout/Departure.

**End-Of-Semester Check-out Procedures**

All residents are required to follow the check-out procedures stated below. Failure to follow these guidelines will result in fines up to but not limited to the $250 damage deposit and may result in holding of transcripts and grades.

a. Notify the Resident Assistant (RA) of your intended check-out date and time by scheduling an appointment at least three (3) days in advance of your desired check-out day/date. See your RA for the check-out schedule on your floor/hallway.

b. Remove all personal belongings and effects from your room.

c. Clean room (including common living area and semi-private bathrooms). Floors should be swept/mopped, trash removed, sink and mirror cleaned, all furnishings need to be arranged and replaced in their original location, and all drawers and closets wiped out. Residents will be assessed damage charges if the room is not cleaned, and if the published check-out procedures are not followed.
Residents will also be billed for damages to the room/common areas/furniture/appliances, failure to return room keys, or failure to check out with the R.A.

d. Meet with the Resident Assistant and/or Resident Director to inspect room/common area at the scheduled time, sign Room Inventory Form, and return room keys (Gordon College ID as applicable).

e. Turn in Room Inventory Form keys/ to your Resident Assistant.

**Special Note:** Residents who choose NOT to have a Residence Life Staff member inspect the room/unit with them at check-out may opt for **Express Check-Out**. **Express Check-Out** is a self check-out process where the resident waives the right to appeal any damage charges assessed to the room/unit. **Express Check-Out** Envelopes and room inventory forms must be picked up from and returned to the Office of Residence Life by the date and time designated by the office.

f. Vacate room and building immediately after check-out.

g. Damage deposits are refundable only **upon year-end completion** of the Residence Hall Application/Agreement. The Director of Residence Life or official designee will complete a final room check immediately following the end of the semester. The condition of the room will be confirmed satisfactory or non-satisfactory, with charges assessed as accordingly. **If the check-out is satisfactory, the damage deposit will be processed within 45 – 60 days according to Business Office guidelines (Banner Web, Student Link, Non-Returning, Dorm Deposit Request).**

**Abandoned Items**

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

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

**Revocation of Housing Privileges/Suspension**

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

**Room Changes**

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

a. **All parties involved (agree in writing) in the room change must come to the Office of Student Housing/Residence Life.**

b. **All students must have a current room inventory form on file before room changes are permitted. Students moving will be given their current Room Inventory Form as well as a key and paperwork to the new room.**

c. **Students moving will have a Resident Assistant (RA) check them out of their old room, and into the new room with the appropriate paperwork.**
d. Students turn in completed forms (old/new) and old keys (building/room/hallway) to the Office of Student Housing/Residence Life (respectively) immediately after completing the change.

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

Eating on Campus

The cafeteria catering and all on-campus catering are done by the Sodexo Corporation. Residence hall students are required to purchase a 19, 12, or 9 meals per week plan. Residents may choose from any of the three plans regardless of the residence hall they choose to live in for the academic year. Any change request to the resident’s meal plan is to be made within the Business Office guidelines.

For hours of operation and meal plan specifics, please visit http://dining.gordonstate.edu for more information.

Students should take advantage of the cafeteria (Highlander Hall) located in the Student Center, the World of Wings in the Gordon Village, the Grounds Café in the Student Center, and the Gordon Grind in the IC Building. The cafeteria serves hot, nutritionally balanced meals seven days a week. Besides hot entrees and vegetables, the cafeteria also has a pizza station, salad bar, deli-sandwich bar, innovations/grill area and a variety of desserts.

One of the main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- Please bus your tray and disposables from your table when you have finished dining.
- Please refrain from taking food, dishes or utensils from the dining area.
- Remember that meal cards are non-transferable. Meal cards cannot be used by anyone but the purchaser.
- Please maintain an acceptable noise level while in the Café.
- Please do not move the tables as they do scratch the floor and create a safety hazard to you and to our staff.
- Please wear appropriate attire to the Café. No short skirts, shorts, or low cut shirts or half-shirts will be allowed in.

Subletting

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

Misplaced Property

Each student room is provided with certain items of furniture (based on location). Students may not move additional items into their rooms from public areas of the halls or other student rooms; neither may they remove items that are furnished by the College.
No Waiver of Contract Terms

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

VISITATION POLICY

The College recognizes the need for residents to develop academically as well as socially. A necessary part of this growth is to be able to interact with other students in the residence hall environment. The Visitation Policy is designed to meet residents personal needs and also to provide a safe community conducive to study and appropriate socialization.

A guest is considered to be any visitor (male or female) who is not an assigned resident of that particular residence hall room. ONLY two (2) escorted guests per resident student are allowed in the residence halls, under the following guidelines:

a. Guests (male and female) are **only** allowed during the following times:
   - **Residence Hall Rooms** 10:00 am – 12:00 am (Midnight)
   - **Residence Hall Lobbies** 10:00 am – 12:00 am (Midnight)
   - **Weekend Hours** 10:00 am – 2:00 am (Friday-Saturday)

b. ALL guests, especially those of the opposite sex, **must** be signed in at the **front desk** during visitation times before entering any residence hall room. Residents and visitors must sign in regardless of whether a staff person is monitoring the desk during the visitation hours.

c. All guests and residents must show proper photo identification when entering any residence hall facility.

d. **Unescorted guests are not allowed in the residence halls at any time** (i.e., lobbies, computer labs, resident’s rooms, snack areas, hallways, laundry areas, etc).

e. Students are required to be in their assigned residence hall or off-campus at **12:00 am (Midnight)** (security time).

f. All non-residents and non-students must be off campus by **12:00 am (Midnight)**

g. During summer sessions, Gordon State College students are not allowed in campers’ rooms or buildings, and campers are not allowed in student rooms or buildings.

** Individuals must be considerate of roommate(s).

Exceptions are not routinely granted and can only be granted in writing by the Office of Residence Life or official designee.

**Note:** The College has the right to refuse guests whose conduct is considered contrary to the philosophy of the College.

**Overnight Guest Policy**

Overnight Guest(s) can only be of the **same sex**, must be age 16 or older, and any person not assigned to any particular residence hall room/building (both non-residents and non-students).

All Gordon Commons, Gordon Village and Traditional Residence Hall students are permitted to host overnight guest(s) two (2) weekends per month within each semester upon approval. Residents are allowed to
host **ONLY 1** overnight guest during the **WEEKEND ONLY** (Friday through Sunday) so as to not disrupt the academic work week. No guest(s) are allowed during holidays or during semester breaks (i.e., Fall Break, Thanksgiving, Christmas Break, Spring Break, etc.). In order to register an overnight weekend guest, resident students are required to follow the procedures below:

1. Contact your Resident Director to obtain an overnight guest request form before desired stay (need roommate approval/signature, copy of guest photo identification).
2. Follow-up with your Resident Director regarding approval or denial of guest request two (2) days prior to desired dates of stay.
3. Carry guests’ approved pass at all times and present pass when requested by any College official.
4. Resident students should escort guests at all times during stay.
5. Escort guest from designated room/building on final day of stay no later than 12:00 noon (Sunday). Notify your RA or RD of guest’s departure (Sunday).

Resident hosts are responsible for the conduct of their guests on or in College property and at functions sponsored by the College. **All rules and regulations apply for all guests.** Gordon State College maintains zero tolerance for guests that do not respect all regulations, and as such, reserves the right to suspend all visitation privileges. *Visitation Hours begin the first official/advertised day of move-in for each semester.

All requests for exemptions from the above stated requirement must be presented in writing to the Office of Residence Life or official designee.

**QUIET HOURS/STUDY HOURS**

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

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

**LOBBY AREAS**

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

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

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

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

4. **LIABILITY**: Student acknowledges that Student shares the Unit with other Co-Student(s) and that Student is solely responsible for getting along with the Co-Student(s) of the Unit. College shall not be liable for any personal conflict of Student with Co-Student(s), Co-Student’s(s’) guests, licensees, or invitees, or with any other students that reside at Gordon Commons or Gordon Village. A conflict between Student and Co-Student(s) in the Unit or students that reside at Gordon Commons or Gordon Village does not constitute grounds for termination of the Residency Agreement by Student. College shall not be liable for any personal injury to Student or damage or loss to Student’s property, including, but not limited to, any injury, loss, or damage caused by burglary, assault, vandalism, theft, or any other crimes. Student shall be responsible for and liable for the conduct of Student’s guests, licensees, and invites. Any use of the Bedroom, Unit or Gordon Commons or Gordon Village by a guest, licensee, or invitee of Student which would violate any provision of the Residency Agreement shall be considered a breach of the Residency Agreement by Student. Student shall immediately report to College and the local law enforcement authority all acts of vandalism to the Bedroom, Unit, Gordon Commons, or Gordon Village.
5. COLLEGE’S RIGHT OF INSPECTION AND ENTRY: Student agrees that College, or its agents or representatives, may enter the Bedroom, Unit, or other Units at Gordon Commons and Gordon Village at reasonable hours for the purpose of making inspections and repairs or for the purpose of displaying the Bedroom or Unit to prospective students. In an emergency situation, College may enter at any time to protect life or prevent damage to the Bedroom or Unit.

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

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

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

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

9. RESIDENTIAL FEES: The student is liable for all applicable rates and fees for the entire length of the Residency Agreement regardless of occupancy. All applicable rates and fees are due payable no later than the Commencement Date or the published payment deadline for the term whichever arrives first. The student may elect to pay all applicable rates and fees as part of Gordon State College’s alternative payment option, Nelnet Payment Plan. The Nelnet Payment Plan will finance up to $5500 of the “Term Amount to Budget by Payment Plan” [total charges (tuition, fees, housing, and meal) less Financial Aid (grants, loans, and scholarships) and any cash payments]. The amount of the “Term Amount to Budget by Payment Plan” greater than $5500 will be
required at the time of the down payment upon enrollment into the plan. The down payment, enrollment fee and monthly installments will be determined at the time of enrollment based on the date enrollment occurs. The Nelnet Payment Plan option is available until the official last day of the Drop/Add period for the term. If the student elects to use the Nelnet Payment Plan option and the student’s plan is terminated by Nelnet after the enrollment period due to insufficient funds or inaccessible bank account or credit card account, the student will no longer be able to enroll in a payment plan for future terms.

10. RELOCATION: For purpose of operating efficiency, College reserves the right, upon five (5) days advance written notice to relocate Student to another apartment unit at Gordon Commons or Gordon Village. Furthermore, College retains the right to assign students to other rooms in the Unit. College, to the extent practical and in College's sole discretion, will honor Student's requests for the sharing of a particular Unit. Student may request relocation to another apartment unit of the same value in Gordon Commons or Gordon Village by providing five (5) days written notice via the Banner Web Housing portal. College, in its sole discretion, may allow or refuse such relocation (same type room change). Any relocation within the Commons and Village is allowed before July 1st with no charge. If College allows Student to relocate on or after July 1st, Student shall pay College a $100.00 relocation (change to a room of same value) fee to the Business Office (Lambdin Hall) prior to such relocation. Students relocating on or after July 1st must move to another unit of the same rate as the one they vacate. Students requesting room upgrades (room of a higher price) must complete a room upgrade request form via the Banner Web Housing portal for review and approval. If College allows Student to upgrade (change to a room of higher value) on or after July 1st, Student shall pay College the difference in housing fees to the Business Office (Lambdin Hall) prior to such room upgrade. Only room upgrades will be considered.

11. NOTICES: Gordon State College will send notices, correspondence to the student’s Gordon State College Email Account, provided to the student as their official point of contact/communication. The student is responsible for checking and maintaining this account. It is the student’s responsibility to notify the Gordon State College Registrar’s Office of any change in their mailing address.

MISCELLANEOUS REQUIREMENTS

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

1. Resident students are subject to disciplinary sanctions including fines anytime rules and regulations are violated.
2. Residents are required to be present at all residence hall and floor meetings; residents are responsible for all information shared at meetings. Students are also required to read notices and bulletin boards.
3. Fire drills, etc., are held at periodic intervals. State Fire Marshall regulations require student participation.
4. Weight lifting equipment is not permitted in the residence halls unless sufficiently padded to prevent noise and damage.
5. Cable television hookup is provided in each room. It is the basic cable package provided by Institutional Communications Network (at no direct charge). Television or radio antennas which protrude from the window or building are prohibited.
6. Clothes lines are not permitted in students’ rooms.
7. There is to be no “horse play” or disruptive activity in rooms or common areas of the residence halls. This includes but is not limited to throwing, catching, kicking or bouncing of any object.
8. Residents are required to clean up after themselves (includes rooms/commons living areas) in all public areas such as the lobby, bathroom, hallways, cafeteria, etc.
9. Resident’s beds are not to be disassembled.
10. Furniture, fixtures, equipment, etc. may not be removed from its original location without proper authorization.

11. Sofas/couches (other than supplied by the college) are not allowed in resident’s rooms.

12. Food kept in a student’s room must be stored in air-tight containers. Loose leaf tea, tobacco, coffee, etc. are not allowed.

13. A resident and his/her roommate(s) are held jointly responsible for the condition of their assigned room/living area. Residents are provided outside dumpsters for discarding trash and must use the designated locations.

14. Due to health and safety regulations, no multiple electrical outlets may be added to existing sockets. Students need to purchase one or more surge protector.

15. Personal refrigerators over than 4.3 cubic feet and microwaves with wattage of 1100 or higher are not permitted in the residence halls.

16. Closed lid toaster ovens, George Foreman grills, rice cookers, crock pots, coffee makers are allowed but residents must be especially responsible in turning off and unplugging the items when they are not in use.

17. No open coil/element appliances such as hot plates, skillets/griddles, or deep fryers (using oil) are permitted in the residence halls.

18. Residents may not have bicycles, motorcycles, or similar objects in the residence halls. Bike racks are provided outside of residence halls.

19. Waterbeds are not permitted in the residence halls.

20. The propping of exterior or interior hall doors is not allowed.

21. Residents acknowledge that all furnishings on the premises, as of the date of occupancy, are in good order and condition. Residents agree to maintain them in such condition, return room to original layout, and are responsible for all damage. If damages or defects are discovered on the day of move-in, residents should make note on the Room Inventory Form used by the Residence Life Office within 24 hours of occupancy (from the day of move-in).

22. Individuals are not allowed to knock on, to sit on, to climb in, or climb out, to hang in or hang out of residence hall windows; window screens are not to be removed (specifically Gordon Commons and Gordon Village).

23. Students are required to be in their respective residence halls or off-campus at 12:00 a.m. (Midnight). This is a security time (not a curfew) for the entire campus.

24. No loitering around the parking lots is allowed at any time.

25. No baseball bats are allowed.

26. Resident students are **required** to carry college IDs on their persons at all times and to present identification upon request by any college official (fines may be assessed by any College official). Residents are not to transfer ID cards or keys to another individual.

27. Residents are NOT permitted to smoke in the residence halls or surrounding areas of hall. Gordon is a tobacco free campus.

28. Residents may not have or burn candles, incense, etc., in their rooms/buildings. Burning substances, in any form, creates a fire hazard and health hazard.

29. Residents are not permitted to have space heaters, window units/air conditioners, etc., in the residence halls for fire safety reasons.

30. Residents may not affix anything permanently to the walls, ceiling, floors and/or windows (including doors but not limited to bunk beds, book cases, wallpaper, glued corkboards, mirrors, ceiling fans, etc.).

31. Residents should wear appropriate attire/dress at all times while residing in a residential facility and when out on campus. Residents should wear a minimum of shirt, shorts, and shoes before exiting their assigned bedroom unit.

32. Students (resident students must park in designated lots/areas) desiring to have a vehicle on campus must register the vehicle by purchasing a parking decal from the Public Safety/Business Office. Parking decals are required for all cars on campus.
33. Residents are encouraged to unplug all unnecessary appliances (curling irons, blow dryers, blenders, etc.) when not in use for fire/health safety reasons.

34. Residents are not to open windows in rooms whereby HVAC units are affected. This causes condensation (breeds mold) and damage to the air unit which results in mechanical malfunction.

35. Residents are required to pay Residence Life fines and charges within the specified time. A resident who is concerned about a fine/damage assessment may file a written appeal with the Residence Life Office within fifteen (15) business days of the alleged fine/damage assessment. The resident may present his/her written grievance in person (or email gchousing@gordonstate.edu) to the Residence Life Office or official designee for settlement of the fine. Relief will be given only in extreme circumstances; ignorance of the regulations is no excuse.

36. No loitering/leaning/sitting at RA sign-in/desk areas.

37. No animals (including goldfish) are allowed in or around the residence halls.

38. Residents with medical conditions(s) that are affected by service or assistance animals should contact the Residence Life Office if they have a health or safety related concern about exposure to a service/assistance animal.

SAFETY AND MAINTENANCE

Gordon State College Police Department

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

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

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

Campus safety is a major concern of everyone. The Gordon State College Police Department urges everyone to report immediately any unsafe areas or safety violations for appropriate attention and correction. Any person witnessing or having knowledge of a crime, or discovering or being involved in an accident on college property should immediately notify the Gordon State College Police Department.

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

Notification Policy for Missing Students Who Reside On-Campus

This policy contains the official notification procedures for Gordon State College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This policy should be adhered to by all college faculty, staff, and students.
1. In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Gordon State College Department of Public Safety (DPS). Gordon DPS will generate a missing person report and initiate an investigation. In addition, Gordon DPS will report the missing person to Residence Life if such information has not already been conveyed.

2. During the course of the investigation, Gordon DPS will determine if the student has been missing more than 24 hours. In such event Gordon DPS will notify all surrounding law enforcement agencies and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Gordon DPS will notify the student’s parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.

3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Gordon State College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gordon State College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.

4. This policy is effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Residence Life handouts/publications and statistical information brochures issued annually by Gordon DPS.

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

Room Security

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

Residents who leave doors open will be assessed fines by Residence Life/Housing Staff. Open unit doors (those that give access to the unit from the hallway) with no residents within the entire unit will result in each assigned resident being fined $5.00. Open bedroom doors (those that give access to the bedroom portion of the unit) with no residents within the bedroom or unit will result in the assigned resident being fined $10.00.
A minimum of visitors should be allowed in each room (see the Visitation Policy). Damages to students' rooms are the responsibility of the assigned occupants.

**Room Keys**

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

<table>
<thead>
<tr>
<th>Traditional Halls</th>
<th>Commons Units</th>
<th>Village Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melton Hall-$100</td>
<td>2BR/Kitchenette-$225</td>
<td>Village Double-$100</td>
</tr>
<tr>
<td>***</td>
<td>4 BR/Kitchenette-$375</td>
<td>Village 2 BR/Bath-$100</td>
</tr>
<tr>
<td>***</td>
<td>***</td>
<td>Village 2BR/Kitchenette-$225</td>
</tr>
</tbody>
</table>

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

a. Students must come to the respective office between 8AM – 5PM upon misplacement of key(s).

b. Students may sign out key(s) for a 7 day period (7 days) without charge, when he/she signs a Loaner Key Form.

c. If the Loaner Key is not returned after 7 days has expired, it is assumed that the key is lost and the student will be charged for a lock core change based on building/location. If the student finds his/her key(s) after the 7 day period has passed but before the lock core is changed, a $50.00 charge will apply for Past Due Keys.

d. **Lock-Out Fees** are processed by Resident Directors for students after hours and when the office is closed. A $50.00 lock-out fee is charged when a Resident Director assists a student with access to their room.

**Fire Safety**

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

There will be a $300.00 fine assessed to individuals setting off fire door alarms when there is no emergency. The floor will be charged if a particular individual is not identified. In addition, a $500.00 fine will be charged to individuals who pull alarms unnecessarily and/or tamper with smoke detectors, which caused a building to be evacuated unnecessarily. Tampering includes but is not limited to pulling false fire alarms, discharging fire extinguishers, removing, exit signs, etc. If a particular individual cannot be identified, the entire residence hall (wing/floor/hallway) will be charged (community billing).
Flammable liquids and gases such as gasoline, propane, etc., are not permitted in residence halls. These substances cause serious fire hazards if handled or stored improperly, and jeopardize the health and safety of other residents.

Evacuation Procedures (At a Glance)

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

Weather Related Emergency Procedures

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

**Fire**
- Exit the building to the designated areas
- Grab your keys and a towel to cover your face and mouth if possible
- Enter building only when notified by the appropriate personnel (Public Safety/Resident Director)

**Severe Thunderstorms**
- Stay away from windows and electrical equipment (computers, phones, game systems, TV’s, radios, etc.)
- Remain inside your respective residence hall
- Keep a flashlight and batteries available

**Tornadoes**
- Migrate to the lowest level in the building
- Stay away from windows or other falling objects
- Keep a flashlight and batteries available

  - **Melton Hall** – 1st floor/basement
  - **Gordon Commons and Gordon Village**–lowest floor hallway/bathrooms of each unit

**Flooding**
- Migrate to the highest level of the building
- Do not go outside
- Do not drink water until it has been declared safe to drink
- Keep a flashlight and batteries available

**Hurricanes**
- Migrate to the lowest level of the building, the highest level in the case of potential flooding
- Stay away from windows or other falling objects
- Keep a flashlight and batteries available

**Winter Storms**
- Stay inside and active
- Keep a blanket and warm clothing (layers)
- Keep a flashlight and batteries available

**Earthquakes**
- Stay inside and take cover under desks, tables or other heavy furniture
- Keep a flashlight and batteries available
- Stay in the open if outside, move away from the building if possible
- Avoid utility poles and overhead wires
**Bomb Threats**
Evacuate building as advised by Public Safety/Student Affairs
Stay away from suspicious packages/objects
Refrain from using electronic devices

*In any emergency situation, remain calm and follow directions given by Public Safety/Resident Director.* Campus safety is a major concern of everyone. The Gordon State College Police Department urges everyone to report immediately any unsafe areas or safety violations for appropriate attention.

**Emergency Number 678-359-5111**  **Office Number 678-359-5101**

**Emergency Procedures/Scenarios**

**Emergency Phones Numbers**

**Campus Public Safety**

From any campus phone: 678-359-5101 (office) or 678-359-5111 (emergency line)
From an off-campus phone: 678-359-5111 (emergency line)

**When calling 911:**

- Stay on the line with the dispatcher
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

**Emergency Notification**

The college utilizes an emergency notification system that allows mass distribution of voice, text and email messages in the event of an emergency on campus to all those who have provided their contact information.

**Hostile Intruder/Hostile Person/Active Shooter Personal Safety Plan**

**When you believe there is an active shooter in a building:**

- Lock yourself in the room you are in.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If you have a phone, call 911.
- Do not stay in an open hall or hallway.
- Do not pull the fire alarm.
- If you are caught in an open area such as a hallway or lounge area, you must decide what action to take:

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help and warn others.

3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if the other victims are around you.

4. The last option may be to fight back.

5. If you are caught by the intruder and are not going to fight back, follow directions and don’t look the intruder in the eyes.

6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once circumstances are evaluated by police, they will give you further directions to follow.

This advice cannot cover every possible situation that might occur.

Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call Public Safety at 5111 from any campus phone or 678-359-5111 from a cell phone or from off-campus.
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

Behavior Warning Signs

If you have had contact with ANY INDIVIDUALS who display the following tendencies, contact Public Safety and the designated Residence Life Staff member immediately. If needed, Residence Life or Public Safety will contact the Counselor on call.

- Threaten harm or talk about killing themselves, or other students, faculty or staff.
- Become frustrated easily and convert frustration into physical violence and constantly start or participate in fights.
- Lose temper and self-control easily.
- Assault others, including immediate family members.
- Possess weapons (firearms or edged weapons) or have a preoccupation with them.

Suicide Threat --- Psychological Emergency

If it appears an individual may cause harm to themselves or to others, call Public Safety at 5111 immediately from any campus phone or 678-359-5111 from off-campus or a cell phone.
The Gordon State College Counseling Center provides confidential services to students by professional counselors. Counselors are on call during the semester when students are enrolled in classes and may be reached by contacting your Resident Director or Resident Assistant or call 5111 from any campus phone, or 678-359-5111 from a cell phone or any off-campus phone.

Gas Leak/Fumes-Vapors

If you detect natural gas, fumes, or vapors:

- Call Public Safety at 5111 from any campus phone or 678-359-5111 from a cell phone or from off-campus to report the situation.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:

- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Report to your department’s/residence hall’s designated gathering point to be accounted for.

Suspicious Package

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

DO NOT USE A CELL PHONE WITHIN 300 FEET OF THE PACKAGE.

IMMEDIATELY CALL PUBLIC SAFETY AT 5111 FROM A CAMPUS PHONE OR 678-359-5111 FROM AN OFF-CAMPUS PHONE.

What constitutes a suspicious letter or parcel?

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can’t be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have strange odors or stains.
Power Outage

In the event of a power outage, some campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.
To report a power outage, call Public Safety at 5111 from campus phone or 678-359-5111 from a cell phone.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

In the event of a large-scale power outage:

- Remain calm.
- Follow directions provided by Public Safety through the established campus communications system.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact Public Safety at 5111 (campus phone) or 678-359-5111 from off-campus or cell phone.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not use candles or other open flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

If people are trapped in an elevator:

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call Public Safety at 5111 from any campus phone or 678-359-5111 from a cell phone or off-campus phone.
- Provide specific location information and the number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

Tornado and Weather Emergencies

Tornado Watch means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your pre-designated place of safety immediately!

Severe Thunderstorm Watch means severe thunderstorms are possible in your area.

Severe Thunderstorm Warning means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters.

Tornado sirens are sounded for those areas in the path of the tornado throughout Lamar County. These sirens are intended to be heard outside of buildings and are not designed to be heard inside of every building.
What to do during a tornado warning:

When the tornado sirens sound or a tornado has been sighted go to a safe shelter immediately.

1. Move to a pre-designated shelter, such as a basement/bottom floor/lowest level. Assist those with special needs in getting to the shelter area.

2. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.

3. If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.

4. In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible. Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open for emergency calls.

5. Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.

6. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.

7. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.

8. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Fire

If you discover a fire:

1. Immediately activate the building’s fire alarm system.

2. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.

3. DO NOT USE ELEVATORS.

4. Evacuate the building, closing doors and windows behind you.

5. Report to your department’s/residence hall’s designated gathering point to be accounted for.

6. Call 911.

If you hear a fire alarm:

1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Move away from the building with emergency responders at a pre-designated location.

**DO NOT re-enter the building until the fire department has cleared the scene.**

**If caught in smoke:**

1. Drop to your knees and crawl to the closest safe exit. (The air is clearer near the floor.)
2. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

**If trapped in a building:**

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

**Crime Prevention and Resources**

**If you witness a crime:**

- If you witness a crime or become the victim of a crime, call 5111 from a campus phone, or 678-359-5111 from off-campus or a cell phone to report the incident to Public Safety.
- If you observe a perpetrator commit a crime, do not block his avenue of escape. Instead, get a good description of the perpetrator, note his direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let him leave the scene. If followed, the perpetrator may panic and cause you harm.

**Personal safety tips:**

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call Public Safety.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact Public Safety immediately.
- Always keep the door to your room locked.
- Don’t investigate a suspicious person or noise by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

**Resource information:**

- Emergency: 911
- Public Safety: 5111
Hazardous Materials – Pollutants Incident

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, call Public Safety at 5111 from a campus phone or 678-359-5111 from a cell phone or off-campus phone.
- Be prepared to provide the following information regarding the spill or discharge:
  1. Name of the material
  2. Quantity of material
  3. Time of the incident
  4. Location of the incident
  5. If anyone is injured or exposed to material
  6. If a fire or explosion is involved
  7. Your name, phone number, and location

- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet (MSDS/if applicable) of involved substances to emergency responders if this information is available.

_Do not attempt to clean up a spill or discharge unless you are trained to do so and have the proper equipment._

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

- Clear the area immediately if instructed to do so by the emergency responders, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.

If you observe what you believe to be an unauthorized release of any pollutants to the environment, call Public Safety immediately at 678-359-5111.

Flooding

_In case of imminent or actual flooding:_

1. If you can do so safely:
   - Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
   - Shut off all non-essential electrical equipment.
   - Wait for instructions from Public Safety or Facilities personnel.
2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise provide their location to emergency responders.
3. Do not return to the building until instructed to do so by Public Safety or Facilities personnel.
4. Contact Public Safety/Facilities personnel for assistance with flood clean-up.

Medical Emergencies

Call Public Safety at 5111 from any campus phone, 678-359-5111 from a cell phone or off-campus phone, or dial 911.

If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediate life threatening emergency.

Cardiopulmonary resuscitation (CPR)

1. Assess the situation:
   - Is the person conscious or unconscious?
   - If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
   - If the person doesn’t respond, follow the steps below and call Public Safety at 5111 from any campus phone, 678-359-5111 from a cell phone or off-campus phone, or dial 911. Have someone else call if possible, while you proceed.

2. Locate an Automated External Defibrillator (AED) if one is immediately available. Currently they are located in Residence Halls, and other campus buildings.
   - Use the AED as outlined on the device.

3. To perform CPR if you are trained:
   - Position the person so you can check for signs of life by laying the person flat on their back on a firm surface and extending the neck.
   - Open the person’s mouth and airway by tilting the head back and lifting the chin forward.
   - Determine whether the person is breathing by simultaneously listening for breath sounds, feeling for air motion on your cheek and ear, and looking for chest motion.
   - If the person is not breathing, pinch his or her nostrils closed, make a seal around the mouth and breathe into his or her mouth twice in no more than 10 seconds.
   - Begin chest compressions immediately. Place the heels of both hands over the center of the chest between the nipples, keep your elbows straight and position your shoulders directly above your hands to make the best use of your weight.
   - Push down 1 ½ to 2 inches at a rate of 100 times a minute. The pushing down and letting up phase of each cycle should be equal in duration. Don’t jab down and relax. After 30 compressions, breathe into the person’s mouth twice.
   - After every four cycles of 30 compressions and two breaths, recheck for signs of life. Continue the rescue maneuvers as long as there are no signs of life.

4. To perform CPR on a child:
   - Give two breaths for every 30 chest compressions.
   - Compress the chest 1/3 to ½ the depth of the chest 100 times a min
To Control Bleeding:

1. **Have the injured person lie down.** If possible, position the person’s head slightly lower than the trunk or elevate the legs. This position reduces the risk of fainting by increasing blood flow to the brain. If also possible, elevate the site of bleeding.

2. **Remove any obvious dirt or debris from the wound.** Don’t remove any large or more deeply embedded objects. Don’t probe the wound or attempt to clean it at this point. Your principal concern is to stop the bleeding.

3. **Apply pressure directly on the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.

4. **Maintain pressure until the bleeding stops.** When it does, bind the wound tightly with a bandage (or even a piece of clean clothing) and adhesive tape.

Chemical Burns:

If a chemical burns the skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.

2. **Remove clothing or jewelry** that has been contaminated by the chemical.

3. **If skin is not blistered or open,** consider using a lotion, such as one containing aloe vera, to prevent drying and to make the skin feel more comfortable.

4. **Wrap the burned area** with a dry, sterile dressing or a clean cloth.

5. **Rinse the burn again** for several more minutes if the victim complains of increased burning after the initial washing. Minor chemical burns usually heal without further treatment.

Burns:

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

**First-degree:**

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn’t been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

**Second-degree:**

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.
For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

**Cool the burn.** Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don’t put ice on the burn.

**Consider a lotion.** Once a burn is completely cooled, applying an aloe vera lotion, triple antibiotic ointment, or a moisturizer prevents drying and makes the victim feel more comfortable.

**Cover the burn with a sterile gauze bandage.** Don’t use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

**Take an over-the-counter pain reliever.** These include aspirin, ibuprofen (Advil, Motrin, others), Naproxen (Aleve) or acetaminophen (Tylenol, others) based on your preference/allergic nature.

**Caution:**

**Don’t use ice.** Putting ice directly on a burn can cause frostbite, further damaging your skin.

**Don’t break blisters.** Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don’t make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it’s a major burn, don’t apply any ointment at all (see below).

**Third-degree**

The most serious burns are painless and involve all layers of the skin. Fat, muscle, and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

**For major burns,** dial 5111 from a campus phone or 678-359-5111 from a cell phone or off-campus phone or call for emergency assistance. A nurse is on duty at the Campus Health Services Center (Commons C Building) Monday-Friday, 8:30 to 11:30 A.M. and 1:00 P.M. to 4:00 P.M. Until an emergency unit arrives, follow these steps:

1. **Don’t remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. **Make sure the victim is breathing.** If breathing has stopped or you suspect the person’s airway is blocked try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR).
3. **Cover the area of the burn.** Use a cool, moist sterile bandage or clean cloth.

**For additional first aid information on the Web:**

If a bomb threat is received:

- Stay calm
- If your phone has caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call 5111 from any other campus phone, 678-359-5111 from a cell phone, or dial 911. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located below/on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation only when ordered by emergency personnel.

Do not pull fire alarm; signal from system could detonate bomb.

**BOMB THREAT CHECK SHEET**

Exact time of call:
Exact words of caller:

**Questions to ask:**

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller’s voice:

- ___ Calm  ___ Disguised  ___ Nasal  ___ Angry  ___ Broken
- ___ Stutter  ___ Normal  ___ Sincere  ___ Lisp  ___ Rapid
- ___ Giggling  ___ Deep  ___ Crying  ___ Squeaky  ___ Loud
- ___ Excited  ___ Stressed  ___ Accent  ___ Slurred  ___ Slow

If voice is familiar, whom did it sound like?
Were there any background noises? Remarks:
Person receiving call:
Telephone number call received at:
Date:
Spraying of Rooms

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

Personal Care Attendants

For students in need of a PCA, please refer to the policy at [www.gordonstate.edu/housing](http://www.gordonstate.edu/housing).

Service/Assistance Animals

For students in need of a Service/Assistance Animal, please refer to the policy at [www.gordonstate.edu/housing](http://www.gordonstate.edu/housing).

Maintenance/Service Problems

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

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

Directions for completing Work Order Request Forms are listed below:

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

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

Telephone Work Orders are geared towards the communication lines for calling in and out of the room. Residents should submit these forms when problems with telephone/computer jacks need to be corrected or adjusted. Submission should be very prompt and thorough since some telephone services are external to the College and are contracted through ATT, etc. Additionally, residents should be sure to test the phone noting whether or not it is a cordless/portable which has to be charged properly. Another tip for good phone service relates to proper connection of data ports in the room. In addition, residents must press “9” before dialing local area codes such as 770, 404, and 678.

Cable Work Orders should be submitted by residents when problems with the cable outlet or cable signal are suspected. Residents are encouraged to submit these forms very quickly as repairs for these services are contracted with outside companies such as Institutional Communications Network. The television should first
be checked for cable readiness, auto programming capabilities, the length of cable cord, etc., before the form is submitted. Residents should remember that response time will vary as repairs are not done internally by the College.

In cases of emergencies call the Office of Residence Life/Student Housing, or Gordon State College Police Department. Authorized personnel will enter residents’ room for completion of repairs/maintenance. Residents are strongly encouraged to be present during the times specified for entry/access to the room.

Inspection of Facilities

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

STUDENT CODE OF CONDUCT

Students are admitted to Gordon State College with the expectation that they have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward and respect for the regulations and standards of the College, the laws of the community, state, and nation, and the standards of fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration, the student assumes an acceptance of the standards and regulations which are stated in this handbook and in other publications of the College. Students should realize that they may be held accountable through the College’s disciplinary system when an on-campus or off-campus offense is committed, which by its nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to College property. In such case, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing.

A. Classroom Behavior

Discipline in the classroom is vested in the authority of the instructor. Instructors are expected to establish guidelines for their classes and the college will support their enforcement.

B. Academic Dishonesty

Gordon State College recognizes honesty and integrity as being necessary to the academic function of Gordon State College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon State College’s grades and degrees and to assist students in developing standards and attitudes appropriate to intellectual life.

1. No student shall receive, or attempt to receive, assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer
software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

3. Plagiarism is prohibited. It is assumed that the written work submitted for evaluation and credit is the student’s own unless appropriately acknowledged. Such acknowledgement should occur whenever one directly quotes another person’s actual words, appropriates another’s ideas, opinions, or theories even when they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.

4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the College, excluding questions and answers from tests previously administered.

5. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, library materials, etc.

6. No student shall falsify any fact presented in any laboratory reports, research, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

C. Administrative Summons

Students are expected to respond immediately to an administrative summons.

D. Alcohol Policy

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. Federal, state, and local laws pertaining to possession and use of alcoholic beverages and other drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.

2. Student(s) on or returning to campus who are unable to control himself or herself because of alcohol consumption is in violation of the Student Code of Conduct.

3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.

4. Consumption or possession of alcoholic beverages is not allowed on campus.

5. *Alcohol containers are not allowed (full, empty, decorative).* The possession or presence of alcohol containers (full, empty, decorative, etc.) is prohibited in residence hall rooms and on campus; and will be viewed as evidence of possession or consumption of alcoholic beverages regardless of student’s age.
This policy applies to all drugs and their abuse (including alcohol). **Exceptions for Disclosures:** The school at its discretion may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

### E. Animals

Animals, except for those needed to assist disabled persons or those required for research or class experiments, are prohibited (unless written permission is obtained from the Vice President for Student Affairs or official designee). No animals of any kind may be kept in or about the residence halls.

### F. Dining Hall Rules and Regulations

**Dress Code**

All individuals entering the dining hall must wear shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

**Language**

Loud, obscene, or profane language will not be permitted in the cafeteria.

**Safety**

No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

**Identification**

To dine in the dining hall you must have the proper encoded student identification, and/or a meal card, or pay cash at the door.

**Smoking**

Smoking is not allowed.

**Courtesy**

Students are responsible for leaving tables clean and taking trays to dish room.

### G. Disciplinary Charges

Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the College may also subject such student or student organization to temporary sanctions by the Vice President for Student Affairs or official designee. This may include suspension pending the final disposition of the case if the student’s presence or conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property.

### H. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. The section
should not be construed so as to deny any student the rights of peaceful, non-disruptive assembly. Students may seek written permission from the Vice President for Student Affairs or official designee to assemble for peaceful purposes.

2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with use of College facilities, or materially interfere with the normal operation of the College.

3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Student Affairs or official designee.)

I. Disorderly Conduct

1. Disorderly or obscene conduct, language, dress or breach of the peace on College property or at any function sponsored or supervised by the College is prohibited.

2. No student shall push, strike or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus. Physical assault, including sexual assault, is prohibited.

3. No student shall intentionally harass another person. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying. Harassment may represent, but is not limited to, acts based on sex, race, religion, national origin, or disability.

4. No student shall fail to comply with the administrative policies enacted by the College.

5. Conduct on College property or at functions sponsored or supervised by the College, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.

6. No student shall enter or attempt to enter any building or dance, social or athletic event, or any other event sponsored by or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, I.D. cards, invitation, key, etc. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.

7. Conduct, dress, and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community and as established by the Supreme Court are prohibited.

8. No student shall interfere with, give false name to, or fail to cooperate with, any properly identified College faculty, administrative or staff personnel while these persons are in the performance of their duties.

9. The children of students are not allowed in class. Children (unauthorized) are not conducive to the residence hall environment and are not allowed in the residence halls.

10. In-line skating, roller blading, and/or skateboarding is prohibited throughout the college campus.
J. Disregard for Library Property

No student shall take, attempt to take, or keep in their possession items belonging to the library, or items placed in the library for display, reference, etc. Malicious or unwarranted damage, destruction or defacement of library materials is prohibited.

K. Dress

Students are required to be appropriately dressed while on campus so as not to cause disruption and or disrespect to students, faculty, staff or guests of Gordon State College. Inappropriate dress may include but not limited to:

1. Showing of undergarments, for both male and female.
2. Clothing with derogatory or lewd messages either in words or pictures

Failure to adhere to the above dress code policy may result in disciplinary action. (Note specific dress code requirements in food service areas listed elsewhere.)

L. Drug Policy

Zero Tolerance

Georgia law prohibits possession of drugs. Federal, state, and local laws pertaining to possession and use of drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances or dangerous drugs on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. Student(s) on or returning to campus who are unable to control himself or herself because of drug consumption are in violation of the Student Code of Conduct.
3. Consumption or possession of drugs is not allowed on campus. Possession of drug paraphernalia is prohibited on campus.
4. Inappropriate or misuse of prescription drug(s) is a violation of the drug policy.

This policy applies to all drugs and their abuse (including alcohol). Exceptions for Disclosures: The school at its discretion may notify parents of a student under 21 (at the time of violation) if the institution has determined that the student violated its alcohol or drug policies.

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. (BOR Policies; Section 406.04).

Withdrawal of Recognition of Student Organizations

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by,
or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged
with the responsibility of enforcing compliance with local, state, and federal laws by all persons attending or
participating in their respective functions and affairs, social or otherwise. (Section 406.01) As provided by the
Student Organization Responsibility for Drug Abuse Act, any such student organization which through its
officers, agents, or responsible members knowingly permits, authorizes or condones the manufacture, sale,
distribution, possession, serving, consumption or use of marijuana, controlled substances or other illegal or
dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby
declared to be in violation of the laws of this state and shall have its recognition as a student organization
withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the
campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall
also be prohibited from using any property or facilities of the institution for a period of at least one year. Any
lease, rental agreement or other document between the Board of Regents or the institution and the student
organization which relates to the use of the property leased, rented or occupied shall be terminated for
knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this
policy shall be subject to review procedures authorized by the Board of Regents (Article VII of the Bylaws).
An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student
organization pending the Board's review unless the Board so directs.

Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.

M. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at College
functions.

N. Falsification/Misrepresentation of College Records

1. No student shall complete any College record dishonestly.

2. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any
record, form, or document used by the College, nor shall any student knowingly use any such
altered, counterfeited, or forged record, form, or document.

3. No student shall hinder or mislead or attempt to hinder or mislead a properly identified College
official in the performance of his/her duty by providing false or misleading information or by
misrepresenting the facts.

O. Fire Safety

1. No student shall tamper with fire safety equipment.

2. The unauthorized possession, sale, provision or use of any incendiary device is prohibited.

3. No student shall set or cause to be set any unauthorized fire or fire hazard in or on College
property.

4. No student shall make, or cause to be made, a false fire alarm.

5. All occupants of a building must leave the building immediately whenever the fire alarm sounds.
6. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

7. No open coil/element appliances such as hot plates, skillets/griddles, or deep fryers (using oil) are permitted in the residence halls.

8. **Smoking is NOT permitted in the residence halls or surrounding areas.**

P. **Gambling**

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

Q. **Hazing**

Hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation or admission into a registered student organization shall be presumed to be a forced activity, the willingness of the individual to participate in such an activity notwithstanding. All students and College-registered student organizations are prohibited from hazing in any form, both on and off campus.

R. **Joint Responsibility for Infractions**

1. Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation; such concerted acts are prohibited.

2. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the College or any registered College Organization.

S. **Misuse of Property**

Damage to, destruction of, or removal of any property belonging to the College, to a member of the College community, or to a visitor is prohibited.

T. **Noise**

The abuse or unauthorized use of sound amplification equipment or other noise (e.g. yelling, banging, etc.) indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Student Affairs or official designee.)
U. Payments of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

V. Relation of College Code to Local, State, and Federal Laws

Students are subject to the rules and regulations of the College and to local, state, and federal laws. Violations of these rules, regulations, or laws are prohibited, and violators may be referred to the College's disciplinary system.

A student in any institution of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude, may be suspended pending the disposition of the criminal charges against him. (BOR 406.02).

W. Repeated Violations

Repeated violations of published rules or regulations of the College, which cumulatively indicate an inability or unwillingness to conform to the standards of the College for student life, will be grounds for suspension or dismissal.

X. Residence Halls

Residence halls have their own published regulations, the violation of which could be cause for campus disciplinary action.

1. No unauthorized student/non-student shall enter, attempt to enter, or remain in restricted areas of College residence halls. Unauthorized students living in the residence halls are subject to dismissal.
2. Students shall abide by all policies established by various residence halls for the protection of the privacy, rights, privileges, health, or safety of the community.

Y. Solicitation

The following forms of solicitation, when approved by the Student Activities Office, are permitted:

1. Fund raising activities by an organization related to the College; and
2. Distribution of information in public areas.

All other solicitation is prohibited as the purpose of the College is to promote the educational versus the commercial atmosphere in the residence halls and on campus.

Z. Student Identification Cards/Residence Hall Keys

1. Lending, selling or otherwise transferring a student photo I.D./residence hall key is prohibited.
2. The use of a student photo I.D./residence hall key by anyone other than its original holder is prohibited.

3. Any other fraudulent use is prohibited.

5. Students are required to carry College I.D.'s on their person at all times and to present identification upon request by any College Official.

AA. Theft

1. No student shall sell a textbook that is not their own, without written permission of the owner.

2. No student shall take, attempt to take, or keep in his possession, items of College property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.

BB. Tobacco Usage Policy

Tobacco usage is prohibited at Gordon State College.

In order to ensure a safe, healthy environment, all Gordon State College facilities are tobacco free for all employees, students, and visitors effective June 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or leased by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, blunts, smokeless or spit tobacco or snuff.

Enforcement of this policy is intended to be educational, but violations may result in monetary fines of $25.00 and/or disciplinary actions as outlined in the Gordon State College Academic Catalog/Student Code of Conduct.

CC. Unauthorized Entry or Use of College Facilities

1. No student/non-student shall make or attempt to make unauthorized entry into any College building, office, or other facility; nor shall any person remain without authorization in any College facility after normal closing hours.

2. No student/non-student shall make or attempt to make unauthorized use of any College facility or service.

3. Unauthorized possession or use of College keys/identification is prohibited.

4. Students and/or student groups may not make reservations in their name for outside groups or organizations to use College space. (See Facility Reservation Process)

5. Unauthorized students residing in the residence halls are subject to dismissal.

6. No student shall walk or climb any campus wall, fence, or gate, etc.
DD. Weapons (Except as expressly provided in O.C.G.A 16-11-127.)

1. Possession of firearms on College property or events sponsored or supervised by the College or any recognized College organization is prohibited.

2. The possession or use of any other offensive weapons is prohibited (i.e., knives, stun guns, nunchakus, bows, clubs, baseball bats, etc.).

4. No reasonable facsimile of a weapon is allowed on campus for safety's sake (e.g. toys, squirt guns, rubber knives, etc.).

Disciplinary Procedures

Disciplinary Probation

Notice to the student that any further disciplinary violation may result in suspension or expulsion without appeal. Disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, or restitution.

Campus Wide

When a student is charged with violation of conduct regulations, the disposition of the student’s case shall be conducted according to the College’s due process requirements, in keeping with the procedures outlined below:

1. All complaints of alleged violation by students shall be made in writing to the Student Affairs Office. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individuals(s) known to be involved.

2. The student shall be notified by the Student Affairs Office of the accusation of a violation and will be asked to come to the Student Affairs Office for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised of the following options and asked to indicate a preference.

   a. The student may, in writing, admit or deny the alleged violation, waive all further hearings, and request that the College take appropriate action. In which case, the Vice President for Student Affairs or official designee will take appropriate action.

   b. A formal hearing before the Judicial Committee, in which case the Judicial Committee will take the appropriate action. The Vice President for Student Affairs or official designee may, for good cause, refer any case to the Judicial Committee.

4. Students shall be notified in writing of the final decision.

Residential Students

When an on-campus residential student is charged with a violation of the Student Conduct Code which involves breach of residence hall regulations in or around the residence halls (refer to The Guide to Highlander Living), the case shall be referred to the Office of Residence Life for appropriate action. The case will be investigated, processed, and a final disposition given by the appropriate official within the Office of Residence Life. In cases
where breach of residence hall rules and regulations are involved, the disposition of the student’s case shall be conducted according to the College’s due process requirements, in keeping with the procedures outlined below.

1. All complaints of alleged violation(s) by resident students shall be made to the Office of Residence Life. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individual(s) known to be involved.

2. The resident student shall be notified by the Office of Residence Life of the accusation of a violation and will be asked to come to the Office of Residence Life for a conference to discuss the complaint.

3. At the above mentioned conference, the student shall be advised of the following options and asked to indicate a preference:
   
   a. An **Informal Hearing** before the Director of Residence Life or official designee in which case the Director of Residence Life or official designee will take the appropriate action. If the resident student chooses an Informal Hearing, they assume responsibility for the alleged violation(s) and waive their right to appeal. The Director of Residence Life or official designee may, for good cause, refer any case to the Vice President for Student Affairs for campus wide disciplinary procedures.
   
   b. A **Formal Hearing** before the Residence Hall Council, in which case the Residence Hall Council will take the appropriate action. The purpose of the Residence Hall Council of Gordon State College shall be to determine whether a student has violated Residence Hall policies, and to recommend appropriate sanctions to the Director of Residence Life or official designee.

4. Students shall be notified in writing of the final decision.

**Disciplinary Procedures**

Disciplinary Procedures at Gordon State College are local administrative hearings and will not be bound by strict rules and legal evidence. It may receive any evidence deemed by the Chair of the Judicial Committee or the Vice President for Student Affairs or official designee to be of probative value in determining the issues involved. Every effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other legal matters shall be decided by the Chair of the Judicial Committee or the Vice President for Student Affairs or official designee. This is a local administrative hearing and the College official(s) may exclude any person who may be reasonably expected to or actually does interfere materially with the hearing.

While firmly committed to the concept of due process, the College recognizes the fact that the student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to College property.

In such cases, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing.

Further, the Vice President for Student Affairs or official designee shall have power to impose such temporary sanctions, pending a hearing, when a student or student group engages in conduct which presents a clear and present danger to the freedoms and rights of other members of the College community in any manner.
whatsoever, or which may otherwise materially and substantially interfere with the requirements of appropriate discipline in the operation of the College

Appeals

Students have the right to appeal the decision of the Residence Hall Council. Appeals must be submitted within three (3) days of receiving the decision of the Residence Hall Council to the Vice President for Student Affairs or official designee. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence, committee bias, or disproportionate sanctions for the offense. The Vice President for Student Affairs or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

The Vice President for Student Affairs or official designee’s decision in residence life disciplinary matters is final.

Students expelled or suspended from residence halls may only appeal those decisions if they can show extraordinary circumstances why the suspension/expulsion would present an insurmountable barrier to attendance at the College. Those students should follow the procedures listed under “Appeals”.

This Guide is prepared for the instruction and convenience of student residents and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence or conflict with the Bylaws and Policies of the Board of Regents, the Board’s policies shall prevail. The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate changes in College policies and other regulations at any time such changes are considered to be desirable or necessary. Questions concerning these items of information should be directed to the Director of Residence Life or official designee.

Please note that residents are responsible for all information in the Gordon State College Academic Catalog.

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Interactive Campus Map

Explore this map of the main campus to learn about all the facilities at Gordon State College.

- 1 - Academic Building
- 2 - Alumni House
- 3 - Alumni Memorial Hall
- 4 - Aquatics Center
- 5 - Athletic Complex
- 6 - Beach Volleyball Court
- 7 - Community Education
- 8 - Fine Arts Building
- 9 - Georgia House/Human Resources
- 10-Gordon Commons
- 11-Gordon Hall/Public Safety
- 12-Gordon Village
- 13-Guillebeau Hall
- 14-GYSTC
- 15-Highlander Trail
- 16-Hightower Library
- 17-Honors House
- 18-Instructional Complex
- 19-Lambdin Hall
- 20-Melton Hall
- 21-Nursing and Allied Health Building
- 22-Pavilion
- 23-Plant Operations/Central Receiving
- 24-Racquetball Courts
- 25-Russell Hall
- 26-Smith Hall
- 27-Student Center
- 28-Welcome Center