



Gordon State College LIVING

MOVE-IN GUIDE



Welcome to Gordon State College Living.

It's more than just a place for your stuff... Gordon State College Living is the complete college experience.

This Move-In Guide answers practically any question you have about moving in, getting settled and enjoying your room or apartment. If you have a question you don't see here, e-mail us at gchousing@gordonstate.edu, visit www.gordonstate.edu/housing, or call the Office of Student Housing at **678-359-5435**.

One quick bit of advice: Get involved in your new community. The residence hall staff members are community builders, and their role is to introduce you to new people, perspectives and experiences. What you get out of this experience is tied to what you put in.

We wish you success in your Gordon State College education!

— *Gordon State College Residence Life Staff*

Get involved
in your new
community.



Move-In Day

Before, During, After...

On Move-In Day, how do I check in?

Simple: Go directly to your assigned residence hall to check in. We'll have all of your materials there, along with your room key.

OK, how do I find my residence hall?

On Move-In Day, when you drive into any entrance of Gordon State College, look for college personnel. They'll direct you to the correct building and/or offices. In the fall, student athletes, club members – even Gordon State College alumni – are also on hand to help you carry luggage and boxes.

How do I get my key?

In order to pick-up your room keys, please follow the instructions below before arriving when possible.

- Register for classes on Banner Web and pay all the related semester fees at the Bursar Office (Lambdin Hall).
- Pick up your Gordon State College Student ID from Public Safety (Gordon Hall) or Bursar's Office (Lambdin Hall.)
- Present your Gordon State College ID to staff in your assigned residence hall and sign for your room key. They'll also give you an information packet that includes your Guide to Highlander Living. Once the check-in process is complete, you're free to go to your room.

Can my mom, dad or someone else pick up my key or check-in materials?

No – only the resident of an assigned room or apartment is issued a room key or info. This is for security reasons.

IMPORTANT: If you don't check in by the designated day/time and if you haven't contacted us, please refer to the housing application/agreement for stipulations.

As for the rooms...

Each room has a bed (3/4 extra long twin), desk, chair and closet space for each student. Plus walls and a door. And a ceiling. And a floor.

Can I bring my bike inside?

Sorry, but bicycles are not permitted inside rooms, hallways or apartments. Please park it in the bike rack outside your residence hall. Don't forget your bike lock.



How much will my cable and phone service cost?

Your utility bills are included in your housing fee. So you don't pay anything extra for electricity, water, heating, cable TV, Internet, laundry or phone service (one line per room or apartment).

Do I get a mailbox?

Yes! College mailboxes are located in the mail room in the Student Center and residents are assigned boxes during their first semester of living on campus. You can ship and receive packages there, too.

How often do I have to clean the lounge?

Custodial services clean public areas and community bathrooms in the residence halls, but residents are required to pick up after themselves rather than leave trash lying around. All residents and guests are asked to keep the common areas clean.

Can I smoke in my room or in the residence hall lounge?

Smoking is not permitted in or around any Gordon State College residence hall or apartment. As of June 2011 Gordon became a tobacco free campus.

ABOUT THE RESIDENCE HALLS

What does my hall and room include?

Each residence hall features amenities for students to share:

- a study lounge
- a computer lab
- a TV lounge
- microwave ovens
- vending machines
- laundry rooms
- outdoor courtyard and BBQ area
- bike racks

What Parents Think (and Ask)

How can I best prepare my son/daughter for Gordon State College Living?

The transition begins before Move-In Day at orientation. That's when we assign roommates and cover all the details. Here are some additional tips that parents have found helpful.

- Show your son or daughter how to do laundry, manage a checkbook, manage debit and credit cards, use a microwave and other basic life skills;
- Encourage your student to review personal needs and boundaries with his or her roommate;
- Record the product and serial numbers for all personal belongings and valuables;
- Review the What to Bring and What Not to Bring lists;
- Encourage your student to limit what he or she brings on Move-In Day. The residence halls don't have extra storage areas, and you may reload more than half of what you brought;
- Review and discuss with your son or daughter the ever-important Residence Life Policies and the Student Code of Conduct;
- Encourage your student to carry a cell phone and include a taxi phone number when they go off campus (emphasize a buddy system);
- Let your student and his/her roommate set up and decorate their room – let them sort out who brings specific items to share as they communicate prior to Move-In Day; and
- Get to know your student's roommate(s) as they may very well be the best resource for maintaining contact with your student.

When can I pick up my son or daughter's room key?

Actually, you can't – for security reasons. Only your student checks in, accepts the key(s) and sets up the room. From that point forward, you're a "guest" in the residence hall and must be escorted by your student.

Take your roommate to lunch or go somewhere and have fun! Expand your world.

What to Bring, and What Not to Bring

How do I know what to bring and what my roommate will bring?

There's a checklist on the next page of basic items. There's also a checklist of larger items for you to coordinate with your roommate. It's a good idea to contact your roommate before Move-In Day so you can coordinate who's bringing what, as well as plan your Move-In Day.

How do I find my roommate?

We'll send information about your roommate to eRezLife and Gordon email accounts and home mailing address.

Cooking Items?

No open coil/element appliances such as hot plates, skillets/griddles or deep fryers (using oil) are permitted in the residence halls. Closed lid toaster ovens, George Foreman grills, rice cookers, crock pots, coffee makers, etc. are allowed but residents must be especially responsible for turning off and unplugging the items when they are not in use.

How about candles?

Nope. Fire hazard.

Incense?

No.

What else am I not allowed to bring?

Freezer, halogen lamps, extra bed or mattress, incense or candles, alcohol, drugs, drug paraphernalia, weapons or pets of any kind.



What else does Gordon State College do to promote safety and security in the residence halls?

Security is very important to all of us at Gordon State College. Here's what we do to promote safe living on campus:

- Residence halls are locked 24 hours, 7 days a week. Only the residents assigned to a hall have access to that hall via key/card swipe entry.
- Hall staff reviews safety procedures with residents upon check-in and again at mandatory meetings.
- Resident directors and resident assistants are live-in staff members who can assist your student with emergency and non-emergency situations. Public Safety officers are on duty 24 hours, 7 days a week. In addition to Residence Life staff, they help monitor residence halls via walk-throughs.
- The Gordon State College Police Department offers a variety of services: crime prevention tips and presentations, "blue light" call boxes for immediate access to its emergency line, operation identification (personal property engraving) and other services.
- All students are encouraged to use the buddy system when going to or returning late from events on and off campus.
- Upon any student request, Public Safety officers will escort students during evening hours from different locations on campus.



LIFE WITH A ROOMMATE

Seven tips for happy, peaceful co-existence

- 1** Communicate! This is the most effective tool for living together happily.
- 2** Discuss personal needs and boundaries soon after you move in. (Make a roommate agreement.)
- 3** Be ready to make some compromises; you can't have everything your way all the time.
- 4** Always treat your roommate with respect; think about how you would feel if the roles were reversed.
- 5** Get in touch before the semester starts to plan the upcoming year.
- 6** Review the Guide to Highlander Living (quiet hours, guest and visitation regulations, Student Code of Conduct, etc.)
- 7** Take your roommate to lunch or go somewhere outside your hall and have fun! Invite others to go along; expand your world.

Can you point me to other resources that will be helpful?

Boy, can we! As you and your student prepare for this major transition in your lives, check out the following books and websites.

- *Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years*, by Helen Johnson and Christine Schelhas-Miller.
- *You're on Your Own (but I'm Here if You Need Me): Mentoring Your Child During the College Years*, by Marjorie Savage.
- *Letting Go: A Parent's Guide to Understanding the College Years*, by Karen Levin Coburn and Madge Lawrence Treeger.
- *First in the Family: Advice about College from First Generation Students*, by Kathleen Cushman.
- College Parents of America: www.collegeparents.org



Privacy and the Law

What Students and Parents Need to Know

Gordon State College and Residence Life work diligently to meet the needs of students and their parents. Our goal is to provide helpful information about the college and residence halls' events and activities.

However, once a student checks into the residence hall and begins classes at the college, all records including (but not limited to) academic records, medical records and residence life conduct meetings are open only to that student, according to the Family Educational Rights and Privacy Act (FERPA).

In protecting student privacy, this federal law may appear to be a roadblock to parents. However, it can work as a catalyst for parents and students to communicate about issues such as grades, bills/fines, and policy violations. By understanding what FERPA is and the limitations it imposes, both parents and students are better prepared to discuss their expectations before classes begin at Gordon State College.

While Residence Life is here to help parents and students make this life transition, we cannot, under federal law, provide parents with certain information without first receiving consent from the student. If you have questions, please contact us at gchousing@gordonstate.edu or call 678-359-5435.

Check the following as you pack.

CHECKLIST

Clean living items

- Towels, washcloths, bathrobe
- Laundry detergent, basket, plunger
- Plastic shower caddy, shower slippers
- Toiletries, hair dryer

Sleep well, wake well

- Pillow, twin sheets, blanket for extra long bed
- Mattress pad (measurements: 79" L x 35" W x 7" D)
- Alarm clock

Get connected

- Computer & printer
- Power strip (fused surge protector with reset button/circuit breaker only)
- Ethernet cables (CAT5e) for Internet access. More on computer hookup: <http://www.gordonstate.edu/computer-services/internet-access>

Get organized

- Stackable crates
- Desk lamp
- Address book/PDA, stationery, postage stamps

Don't forget

- Flashlight, umbrella, mini tool set
- Clothes hangers
- School supplies and backpack
- Eating utensils & dinnerware for personal use
- First-aid items, prescriptions
- Money, checkbook, credit or debit card
- Social Security card, birth certificate, driver's license
- Small fan
- Iron and ironing board
- Bicycle, U-lock, and helmet (bikes are not permitted in residence halls/apartments)
- Moving cart/dolly for transporting boxes, small refrigerators, etc.
- Plungers and shower curtains for apartment style living

Communicate!
This is the most effective tool for living with your roommate happily.

Talk It Over with Your Roommate - Only one of you needs to bring these items based on the type of room assignment. The question is, who?

Telephone and answering machine

Small microwave

Bookshelf for TV / DVD / VCR

Sound system

Coaxial cable for cable television

Area rug

Small refrigerator (4.3 cubic ft. or smaller, traditional halls)

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