

Residence Life at NGCSU

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Philosophy of Residence Life

North Georgia College & State University embraces the philosophy that living in a campus residence hall is an important part of a university experience. The learning that occurs through experiences in decision-making, critical thinking, and taking responsibility within the residence halls will be invaluable throughout one's life. The following statements describe the beliefs and goals that form the philosophical foundation of the Residence Life Program.

- Encourage and respect students as emerging adults.
- Provide a clean, safe, enjoyable residential environment.
- Promote an environment conducive to study and academic pursuit.
- Increase student appreciation of different cultures, races, values, and life-styles.
- Promote the development of healthy and meaningful relationships among students.
- Encourage self-exploration and self-challenge: emotionally, intellectually, physically, spiritually, occupationally, and socially.
- Teach life skills such as critical thinking, decision-making, communication, and personal responsibility.
- Provide challenge and support for students as they explore developmental issues.
- Encourage and promote leadership, volunteering and community service as an important component of citizenship in any community.

Introduction and General Information

Welcome to the Residence Life Program at NGCSU. We are excited about your upcoming arrival to our campus and are enthusiastic about the opportunities for fun, growth, and development that being a part of a residence hall can afford you. The Office of Residence Life strongly believes in the Philosophy of Residence Life and that living on campus is an integral component of one's educational experience at NGCSU.

NGCSU currently houses over 850 women on campus. First year women live in Donovan Hall, Lewis Annex, and Owen Hall. Sophomores, juniors, and seniors live in Lewis Hall, Lewis Annex, Owen Hall, and Walker Drive apartments.

All traditional residence hall rooms (Donovan Hall, Lewis Hall, and Lewis Annex) are furnished with bunk beds/single beds (all with standard twin-sized mattresses), chest of drawers, desks, chairs, closets/wardrobes, and window shades or blinds. Telephone jacks are located in each room so residents are able to enjoy the convenience of local service. Each room is additionally wired for NGCSU network access. Shower facilities are centrally located and shared by residents living on that floor. Each residence hall is air-conditioned and also has central lounges, TV Rooms, and coin operated laundry facilities. While Donovan Hall, Lewis Annex, and Walker Drive apartments are designed for double occupancy, Lewis Hall has a combination of double and single occupancy rooms. Owen Hall is an apartment style residence hall offering residents private bedrooms, shared bathrooms, living room, and kitchen.

Room Size

Hall	Carpet	Color	Size
Donovan	YES	Mauve	10'x12'
Lewis Hall	YES	Deep Green/Purple	12'x14'
Lewis Annex	YES	Neutral	11'x14'
Owen Hall	YES	Neutral	9' x 10.5' (bedroom)
Walker Drive	YES	Varies	10' x 13'

Window Size

Hall	Window
Donovan	32" wide x 60" high
Lewis Hall	42" wide x 60" high
Lewis Annex	36" wide x 58" high
Owen Hall	72" wide x 60" high

NGCSU Residency Policy

The NGCSU Residency Policy is as follows:

1. All male students residing in University residence halls will be required to participate in the Corps of Cadets. All questions regarding male housing should be directed to the military department at 706-864-1793.
2. Students who have completed 90 semester hours of passing work or who are 23 years of age or older will be allowed to choose whether to reside in a University residence hall or commute to classes from a private off campus residence.
3. Members of the Corps of Cadets who meet the criteria stated in Item 2 may reside in private off campus housing only at the discretion of the Commandant of Cadets.
4. Students who have been honorably discharged after 2 full years of military service will be allowed to choose whether to reside in a University residence hall or commute to classes from a private off-campus residence.
5. Students who have transferred into North Georgia College and State University with an Associates degree or higher may choose to reside in a University residence hall or commute to class from a private off-campus residence.
6. Students not meeting the criteria stated in Items 2- 5 must either reside in a University residence hall or reside with their spouses, parents, grandparents, or legal guardians within **50 miles of Dahlonega**.
7. This policy applies **only** to those students matriculating on the NGCSU campus in Dahlonega who are enrolled for more than 6 credit hours.
8. The President of the University will have the power to grant exemptions to the policy in cases where students enroll in classes and/or serve the University under unique circumstances.
9. Violation of the above stated policy will be considered an honor code violation. Students found to be in violation of the policy will be suspended from the University for the remainder of the semester in which the violation occurs plus one additional semester.

Application for exemption from the on-campus residence requirement must be made in writing to the Vice President for Student Affairs **no later than 30 days prior to the beginning of the semester during which the student anticipates living off-campus**. The students will be notified in writing of the decision rendered by the Vice President of Student Affairs. All off campus moves must be completed before the first day of classes or room fees will be applied. Application forms for commuter status are available in the Office of the Vice President of Student Affairs in the Hoag Student Center. Requests for exemptions to the policy must be made, in writing, to the Chairman of the Residency Appeals Committee c/o Office of Students Affairs, NGCSU.

The Residence Life Staff

Resident Assistants (RAs) are undergraduate students who live on each floor of the residence halls. Their responsibilities are to provide support, facilitate personal growth and community development, provide educational and social programs, interpret policy, communicate important information, and give assistance or direct residents to someone who can assist them.

Community Assistants (CAs) are NGCSU students who live in designated apartments in Owen Hall. They serve as staff for the Owen Hall office, interpret policy, provide support and assistance to residents, and focus programming around community building.

Head Residents are located in each of the major residence halls. They supervise RAs and the overall operation of the residence hall. They are available to assist in conflict resolution, to communicate information, to offer perspective, and to interpret university policy.

Graduate Residence Hall Directors are Head Residents who hold Bachelor's degrees and have student affairs experience. In addition to their duties as Head Residents, they also manage programming in the residence halls and assist the Director of Residence Life with RA training, room assignments, maintenance concerns, and discipline.

The Director of Residence Life is a professional with a Master's degree and significant student affairs experience, including at least five years of experience in residence life. She is responsible for the overall housing and residence life operation, including staffing, training, programming, policies, maintenance, room assignments, and discipline.

The Assistant Director of Residence Life holds a Master's degree and significant student affairs experience. She assists with the overall housing and residence life operation and is the residential manager of Owen Hall.

The Residence Life Office is located in Barnes Hall, Room 204. The office is staffed with a professional senior secretary in addition to the Director of Residence Life. Any issues of concern regarding housing and residence life that cannot be resolved with the assistance of RAs and HRs may be taken to the Director to be discussed and resolved or appropriately referred. The office is open from 8:00 AM to 5:00 PM, Monday through Friday.



Residence Hall Policies

In order to be eligible for on-campus housing during the fall and spring semesters, a student must be enrolled full time (12 credit hours or more). Students who wish to live on campus and are enrolled for less than the minimum number of hours must obtain advance approval from the Director of Residence Life.

In order to live in campus housing, a student must sign either a traditional housing contract or an Owen Hall lease, sign a meningitis illness and prevention form, and pay a \$250 housing deposit.

Residence Hall Contract

Occupants of traditional residence halls are required to sign a housing contract which defines the terms and conditions of occupancy. Should a student decide that she no longer wants to live on campus, she must cancel her contract in the Residence Life Office by the appropriate deadline in order to receive a refund of her deposit. Cancellations received after the deadline dates will result in the forfeiture of the housing deposit. The cancellation deadline dates for new applicants and for currently enrolled residents follow:

<u>New Applicants</u>		<u>Currently Enrolled Students</u>	
Fall Semester	July 1	Fall Semester	April 1
Spring Semester	November 18	Spring Semester	November 1

For all returning residents: When written notification of cancellations are made after **July 15** for **Fall Semester** and **December 1** for **Spring Semester**, and the student remains enrolled at NGCSU for that semester, the student is bound to the terms of the contract and is responsible for payment of all room fees for that semester.

Owen Hall Lease Agreements

Owen Hall operates on a 12-month lease. Residents are required to pay a \$250 damage deposit prior to signing a lease. Residents are responsible for rental payments for the entire duration of the lease agreement. Owen Hall does not close for holidays or during NGCSU breaks.

Meningitis Illness and Prevention Form

This form provides information about meningitis, including information about the meningitis vaccine. All residents are required to sign this document and return it to the Residence Life Office with the Residence Hall contract/lease. Please note that you are not required to be vaccinated against meningitis.

Housing Deposit

The housing deposit serves as a reservation fee and a residence hall damage deposit for the duration of the resident's stay in the NGCSU residence halls. Fines for any damages at the final checkout will be deducted from the deposit. If there are no damages, the entire deposit will be returned to the resident, as long as the housing contract/lease was cancelled by the deadline indicated on the back of the contract.

Opening and Closing of Residence Halls

Residence Halls open on a specified date prior to the first day of classes each semester. New residents must check in at their specified time between 12 PM and 4 PM. Upon arrival, each resident must check in with a Resident Assistant in her assigned building. Students who are unable to check in during this time should contact the Residence Life Office at 706-864-1902.

Residents are expected to check out of the Residence Halls at the end of each semester within twenty-four hours of their last scheduled exam. Check out procedures will be published and distributed within the last two weeks of each semester. Any resident remaining in the building after the residence halls are scheduled to close will be assessed an improper checkout fine.

In addition to closing between semesters, the **traditional** residence halls will close for Thanksgiving Break and Spring Break. Students must plan in advance and make other housing arrangements during these times. Owen Hall remains open during all University breaks and holidays.

Residence Hall Security and Safety/Closing Times

Traditional residence halls

To protect residents, NGCSU maintains an access control system in each residence hall. Each external door remains locked from the outside under normal, non-emergency circumstances. Students may exit their residence halls through any door, but card readers only reside on the external doors with the most visibility. These card readers allow entry into residence hall when someone swipes her NGCSU ID card. Only specific personnel may enter each dorm. Among them are residents of the designated residence hall and limited NGCSU employees. Public safety employees are good examples of non-residents who have access to the dorms.

Focusing on a defense-in-depth philosophy, NGCSU also uses devices to record activity at each door in the residence halls. The external doors will trigger an audible prop alarm whenever they are held or propped open. Resident Assistants are on-hand to monitor these incidents and control the prop alarms. Residents also have traditional keys to secure the doors to their rooms.

Owen Hall

Owen Hall residents must carry their student ID for admittance to the front door of the building. Residents will have a key to their individual bedrooms. Owen Hall encourages all residents to lock bedrooms when they are not present in the apartment.

NGCSU believes that security is a shared responsibility in which individual activities can endanger a group's well-being. Therefore, NGCSU encourages residents and employees to refrain from propping doors, tampering with the security system, or loaning their NGCSU IDs to anyone. Residence Life strongly recommends that residents lock their rooms when leaving them for any amount of time.

Room Entry

NGCSU officials, including the Residence Life Staff members, reserve the right to enter a student's room, locked or unlocked, anytime it is deemed necessary, such as for policy enforcement, maintenance of safe living conditions, improvements, routine maintenance inspections, or to control rooms in the event of an emergency which jeopardizes the well being of the occupant or other students on the hall.

Responsibility for Student Property

Although the proper precautions are taken to provide adequate campus security, the university cannot assume the responsibility for the loss of or damage to student possessions. **Students and/or their parents are strongly encouraged to carry appropriate renter's insurance to cover such losses.** Residents should also take the proper precautionary methods and keep their residence hall room doors locked at all times.

Shared Responsibility

When two students share a room, each student is responsible for the contents, noise level/activities, and damages that occur in the room. If the contents, activities, or damage in the room are in violation of University policy, both students may be charged with such violations. If a student is concerned about possible violations, it is her responsibility to discuss this with her RA, HR, or the Director of Residence Life.

Housing/Roommate Assignments

Housing assignments are made in accordance with the date a student's housing deposit is received. In order for students to be paired as roommates, they must mutually request each other and a double occupancy room must be available. Housing assignments are made without regard to age, race, creed, color, religion, national origin, or sexual orientation. Some preference will be given to students enrolled in a residential learning community.

Consolidation of Vacancies

The Office of Residence Life must consolidate residents without roommates. If a resident finds herself without a roommate, she will be assigned another roommate or will be assigned to another room at the discretion of the Office of Residence Life.

Private Rooms

When space is available, a student may request and be assigned a private room with payment of a private room fee (currently an additional \$455 per semester). The Residence Life Office must approve all private rooms. In Fall semester, private rooms are available only in Lewis Hall.

Changing Rooms

Residents may change rooms only during designated room change periods. During Fall Semester, there are 2 designated room change periods, and during Spring Semester, there is 1 designated room change period. Students wishing to change rooms must obtain approval from the Office of Residence Life. All residents affected by a room change must sign a room change form stating their agreement. Residents who change rooms without approval will be assessed a fine and may be required to return to their original room. Residents requesting a room change outside of the posted room change periods will be required to attend a mediation session before the request will be considered.

If residents experience roommate difficulties, they should first approach an RA, then a HR, and then the Office of Residence Life. If the difficulty cannot be worked out through mediation or if there is a threat to one of the roommates, the Office of Residence Life will approve a room change. Under these conditions, the residents affected must still have proper approval from the Office of Residence Life before changing rooms.

Key Policy

Each student is issued a key to her assigned room. NGCSU prohibits use of this key by any person other than the resident to whom the key is assigned. If key is lost, it must be reported to the Residence Life Office so that the lock can be changed for security purposes. The student is responsible for the lock and key replacement cost of \$25.

Damages

Each resident is responsible for the condition of her room and for all the furnishings within her room during the time that she is assigned to the room. At her initial check-in, each resident will sign a Room Condition Card that lists any damages that exist in the room. Upon checking out of the room, the resident will present the room to her Resident Assistant. Any damages or changes in the room status will be noted on the Room Condition Card. Charges for damages and/or cleaning will be determined by the university at its sole discretion. Repairs and replacements of items may not be done by residents. This includes painting. Failure to pay damage charges

Services and Information

RA Offices

The RA Office, located in the main lobby of each residence hall, is staffed by Resident Assistants daily from 1pm until midnight Sunday through Thursday and 1pm until 2am on Friday and Saturday. If a resident locks herself out of her room, the RA on duty will unlock her door. Residents must sign in all male guests with the RA on duty. Residents may also check out vacuum cleaners and other items from the RA office with a student ID. All residents must register any overnight guests with the RA on duty.

Campus Dining

All resident students in traditional residence halls are required to purchase a meal plan. Students are originally assigned an Unlimited Access Plan (the most economical plan, with 21+ meals per week) but may change to an Any Fifteen or Any Ten Meal Plan before or during drop-add. The dining hall is within walking distance from each residence hall. Additionally, there is a Canteen in the Hoag Student Center and a small eatery in the Health and Natural Sciences building. Students are allowed to cook only in designated areas of residence halls.

Mail

Every resident student is assigned a Post Office Box. Boxes are located in the Student Center. You will receive your box number during INTRO and will receive the key when you arrive on campus for fall semester. Mail should be addressed as follows:

Your Name
NGCSU Box #
Dahlonoga, GA 30597

Computer Access/Cable Service

Each residence hall room is wired for computer access to the campus network. It is the student's responsibility to have the appropriate configurations on her computer. Please contact the Helpdesk at 706-864-1922 or visit www.ngcsu.edu/thehub for more information. For information about Clean Access (the network management system) and connecting to the campus network for the first time, please visit <http://resnet.ngcsu.edu>. Each residence hall is also wired for basic Cable TV service. These services are included as part of your room charge.

Telephones

All residence hall rooms are equipped with modular telephone jacks that are ready for use for local service and toll free dialing. Students can make long distance calls from their rooms by using a long distance calling card, pre-paid calling cards, or toll free numbers. Local telephone service is provided to all resident students and is included in the room fee. This service is available immediately upon arrival. Telephone numbers are provided with room assignments.

Laundry Facilities

Coin-operated machines are located in the basement of each residence hall, except in Donovan where the laundry facilities are located on the bottom floor of C-wing. It costs 75 cents to wash and 75 cents to dry a load of clothes. All ironing is to be done in the laundry rooms where ironing boards are provided. Students should provide their own irons.

Kitchens and Lounges

There are comfortably furnished lounges in each residence hall. Reservations for student group use of these areas can be arranged in the Residence Life Office. There are also kitchens in each residence hall. Students must provide their own cookware and are responsible for cleaning up any mess that they make.

Banking

You may cash checks on campus in the Comptroller's Office. Should you desire an account with a local banking institution, we recommend that you contact area banks to learn more about the special services that they provide for university students.

Regions Bank has an ATM located in the Student Center.

Parking and Vehicle Registration

All vehicles must be registered with Parking Services Division of Public Safety and display a current permit. Parking is included in each semester's fees. Students may begin their parking registration through their Banner account. Instructions are listed below:

- * Go to NGCSU Web Page
- * Click on Banner
- * Log on with your 9000# and Password
- * Click on Student Financial Services
- * Click on Parking Permits and Citations
- * Click on Parking Permits
- * You can click on the "Bypass local address update and proceed to Parking Permit Site"
- * Click on Purchasing a Permit
- * List your vehicle information and select the "continue" button
- * Select the vehicle you are applying for and click on the "Purchase Permit" button
- * The Temporary Permit page will come up with your Name, ID# and Vehicle Information
- * Click on the "Print This Page" button
- * Bring this printout to the Public Safety Office to obtain your permanent parking decal

Office hours are Monday through Friday 8:00 AM - 4:00 PM Please contact

Residence Hall Activities

The following activities provide excellent ways for you to become involved in your residence hall community. We strongly encourage all residents to become active members of residence hall communities.

Residence Hall Programming

College is widely viewed as a period of growth and development that extends beyond the classroom. At NGCSU, the Residence Life Staff believes in the establishment of a living/learning environment in the residence halls to make the most of a student's growth within the university experience. NGCSU Residence Life Staff subscribes to the Wellness Model of Programming. This model is composed of six components consisting of the following: Emotional, Intellectual, Leadership, Physical, Social, and Spiritual.

Learning Communities

NGCSU is happy to offer learning communities in which freshmen students can be enrolled. Learning communities are offered on a range of topics, but each one offers courses that every freshmen needs in order to complete her core requirements. Some Learning Communities will be residential, while others will not. These communities give students an opportunity to work more closely with faculty, staff, and their peers.

Intramural Sports

Residence hall members may choose to be involved in intramural sports. These activities, sponsored by the Office of Recreational Sports, are fun ways to get involved with other hall members. Intramural activities include flag football, basketball, softball, and volleyball. Resident Assistants generally coordinate hall teams, and games are scheduled with other halls or campus organizations.

Rules and Regulations

All NGCSU students are guaranteed certain rights, and with these rights come responsibilities. Resident women are expected to understand and adhere to the regulations as stated in the **Student Code of Conduct** in the Student Handbook, the **Rules and Regulations** stated in this Residence Life Handbook, and the policies on the Residence Hall Contract. These regulations are not designated to deny students personal freedoms, but are necessary to provide an appropriate university environment conducive to learning and personal growth. The following regulations apply to women living in each residence hall. The success of a residential program depends on the willingness of each resident to accept the responsibility for herself and others in the community.

Failure to follow guidelines as stated in this booklet, the Student Code of Conduct, the Residence Hall Contract, or procedures issued by university officials, including Residence Life Staff, may result in Residence Life or Campus Disciplinary referral.

Curfew

First semester freshman women living in traditional residence halls are required to be in the residence halls by 10:15 PM Sunday – Thursday for the first 4 weeks of Fall Semester. If the resident must be absent during these times, she must receive permission from her Head Resident prior to missing curfew. This time is used for residence hall programming and is often the time when residents form strong hall communities.

Traditional Residence Halls

Male Visitation

Men are allowed in the women's residence hall front lobby from 9 AM until closing time each evening. Men are permitted in the residence hall rooms only during the visitation hours, which are found below. To insure safety, the female resident must register her male guest at the RA Office prior to his visit and escort him to and from her room. The male guest may visit only the room for which he was registered and must be escorted by the female resident at all times.

Sunday – Thursday	1 p.m. - 10 p.m.
Friday – Saturday	1 p.m. - 1 a.m.

Overnight Guests

Overnight female guests are permitted if they are registered in the RA Office and pay an overnight night guest fee in the Business Office. Guests are not permitted to stay on campus more than two consecutive nights.

Alcohol

NGCSU prohibits the possession, consumption, and distribution of alcohol on campus. Alcohol paraphernalia and empty alcohol containers are prohibited in the residence halls. **Failure to follow this policy will result in immediate referral for disciplinary action.**

Illegal Drugs

Use and/or possession of illegal drugs and narcotics are against State and University regulations and are not permitted on the university campus. All drug paraphernalia is prohibited in the residence halls. **Failure to follow this policy will result in immediate referral for disciplinary action.**

Tobacco Products

NGCSU is a **tobacco free campus**. Use of any tobacco products on the university property, except in designated smoking areas, is strictly prohibited.

Firearms

Students are prohibited from the possession of firearms, ammunition, or other dangerous instruments on campus property. No firearms will be permitted in the residence halls at any time.

Emergency Safety Procedures

There are set procedures within the residence halls for possible safety hazards. These include situations such as fire, tornado, and bomb threats. RAs will teach residents proper procedures for these situations, and residents must follow them should they be advised to do so by university officials, including the Residence Life Staff.

Students are prohibited from tampering with safety equipment, such as fire alarms, smoke detectors, or fire extinguishers. **Students are required to participate in any authorized fire drill.**

Quiet Hours

Quiet hours are designed to provide an optimum learning and living environment. Each residence hall will designate quiet hours based on consensus of hall members.

Courtesy hours will be in effect during all other times. Noise should be kept at a minimum and a request from any resident for a quieter environment should be honored. "Dead Hall", 24 hour quiet hours, will be enforced during final exam week.

Room Personalization

The decoration of individual residence hall rooms is encouraged. In the interest of facility integrity and safety of all residents, the following guidelines and restrictions must be followed:

1. When you check into your room, you will be given a Room Condition card that details any current wear and tear or damages in the room. Before you move in and begin decorating, make sure all damages are noted on the card. If there is something wrong with the room that is not noted, tell your RA so that she can add it to the RC card. When you check out of your room, you and your roommate will be fined for any damages to the room, furniture, walls, and door that were not originally noted on the RC card.
2. No wallpaper, contact paper or stickers are to be placed on room doors, furniture, walls, or glass surfaces. Also, please do not place nails or tacks in the walls, doors, or furniture.

3. Please keep safety in mind when decorating. Do not place any decorations directly over/on light fixtures, heating or cooling vents, electrical outlets, or fire alarms. Do not hang any decorations from the ceiling. Do not obstruct entryways or hallways with decorations.
4. Painting of the hallways, individual rooms, doorframes and door exteriors is not permitted.

Electrical Appliances

In order to insure safety, the following guidelines concerning electrical appliances must be followed.

1. Resident owned dorm-size refrigerators are permitted (1.7 amp or less).
2. Any electrical appliance with an exposed heating element is prohibited. Examples include toasters and portable stoves. Irons may be used with an ironing board in the laundry rooms. Coffee makers must have an automatic shut-off feature.
3. Extension cords are permitted only for the use of extension. They are not to be used in series nor may they contain multiple plugged in appliances. All extension cords must be grounded, 14 gauge, and UL approved. Surge protectors are recommended when the required number of outlets is greater than the number of outlets in the student's room.
4. Microwave ovens are not permitted in individual residents' rooms, except in Lewis Hall (one per room). Each residence hall is equipped with a community microwave oven.
5. Outside antennas or altering the wiring system of a residence hall room or lobby area is prohibited.
6. All electrical equipment and cords must be kept in safe operating condition.

Bicycles

Non-motored bicycles are permitted in student rooms. Bicycles are not to be ridden or stored in hallways, lobby areas or stairwells. Bicycles should not be attached to railings or anywhere that obstructs access to sidewalks or entrances. Racks are available outside each residence hall. Bicycles left unattended in the residence halls other than in student rooms will be turned over to the Department of Public Safety.

Windows and Screens

No objects should be thrown or hung from windows and screens. Screens are not to be damaged in any way or removed.

Misplaced Property

Each student room is provided with certain items of furniture. Students may not move additional items into their rooms from public areas of the halls or from other student rooms. **Students may not remove items that are furnished by the university. Students may not put any items in the hallways.**

Pets

No animals, with the exception of fish in properly maintained aquariums of 20 gallons or less, will be allowed in residence halls.

Fire Safety

NGCSU prohibits burning candles, incense, or any other product in the residence halls. Please do not bring these items to campus. All ironing is to be done in the laundry room. To prevent serious accidents in the event of a fire, students must keep hallways clear at all times. For more information on fire safety, see the Student Code of Conduct in the Student Handbook.

Owen Hall

Overview

Owen Hall is a four bedroom, two bath all inclusive, fully furnished community. Residents have private bedrooms and share a bathroom with one other apartment-mate. Owen Hall includes a full kitchen and living room in each apartment. High speed internet access and a cable line are provided in each of the bedrooms. Each apartment has one common cable line in the living room and one common phone line in the kitchen.

Owen Hall Policies

Owen Hall Lease

The lease for Owen Hall is binding for a 12 month period. The building does not close for holidays or NGCSU breaks.

Visitation

Member of the opposite sex must sign in at the Owen office anytime he or she enters the building. Visitation hours are listed below. Cohabitation is prohibited.

Monday - Thursday 10AM-12PM

Weekends: Friday 10AM - Sunday 12PM

Room Entry

Owen Hall staff may enter an apartment in the event of an emergency affecting the health, safety, or welfare of the tenants or property and to conduct quarterly health and safety inspections. Owen Hall staff may also enter the apartment to make repairs/alterations in the premises, to enforce any provision of the lease, or to show the premises to prospective future tenants.

Exterior Doors

With the exception of the front door, all exterior doors require an Owen Hall keycard for entrance. The front door is open only when the Owen Hall office is open. Exterior doors should never be propped open.

Key policy

The first step in a lockout situation is to try calling your roommates; if they are in the apartment it will save you a trip to the office. However, if you cannot get in touch, stop by the Owen Office. Our staff will be more than happy to help you get in your apartment. Remember, the first lockout is no charge. Additional lockouts are \$25 between the hours of 9am-midnight. Any time after midnight or on holidays the charge is \$50.

Roommate disputes

Owen Hall encourages all students to first try and resolve differences on your own. If you need additional help, please contact your CA or the Owen Hall office for advice or to schedule a roommate conference. If your relationship with your roommate does not improve after the roommate conference, you will be allowed to move to apartments on a space available basis for no charge. At any time, you may transfer apartments for a \$50 fee on a space available basis.

Termination of Lease

You may choose to terminate your lease by submitting a written appeal to the Owen Hall office. Appeals must be based on tenant no longer being enrolled at the University or upon a change in the student's familial status. The termination penalty assessed on granted appeals is the forfeiture of any deposit or administrative fees made and the payment of three full months rent.

Another option is to find a student on your own to take over your lease. This process involves finding a current NGCSU student who will be willing to take over payments for your lease period. This person must never have contacted or been contacted by Owen Hall regarding leasing an apartment. This person must indicate that he or she plans to take over a lease for you on his or her prospect card at first contact with the Owen Hall office. You must fill out a request for cancellation of lease form with the Owen Hall office. When the new person moves in, you will be released from your lease, minus a \$50 transfer of lease fee, and the new person will sign a new lease for the remainder of your leasing period. You may NOT sublease an apartment without prior consent of the Owen Hall office.

Owen Hall Office

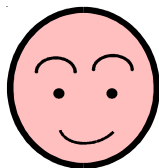
The Owen Hall office is located at the front entrance of Owen Hall. The office is staffed with a Property Manager and a Business Manager from 9 – 5 p.m. Monday through Friday. The Office is staffed with student staff from 5 pm – midnight, Monday through Thursday, and 5 pm Friday – midnight Sunday. The Owen Hall office receives maintenance requests, roommate concerns, handles lockouts, and registers guests of the opposite sex.

Suggested Items to Bring

This list provides suggestions from current residents. You do not have to bring all of this, and you may want to contact your roommate in advance and decide what the two of you can share. Remember, there is limited space in the rooms.

Academic stuff

- * A computer & printer (though we do have great computers labs on campus)
- * Flash drives
- * Dictionary and thesaurus
- * Notebooks
- * Pens & pencils
- * Index cards & highlighter markers
- * Paper clips, folders, and other school supplies
- * Address book, stationary & stamps
- * Calculator

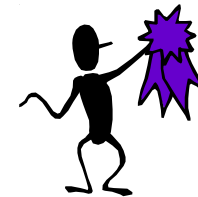


Personal Items

- * Stereo/headphones
- * Camera to record memories
- * Alarm clock
- * Flashlight
- * Shower caddy with holes in the bottom
- * Robe
- * A pillow
- * Sun glasses
- * Jacket
- * Pajamas that you'll feel comfortable wearing on the hall
- * A few of your favorite things that make you feel comfortable
- * CDs
- * Photo albums
- * Small tool set
- * Umbrella
- * Shower shoes
- * Pictures from home
- * Backpack
- * Slippers

Room organization & decoration

- * Calendar
- * Dry erase board and pens for door
- * Study lamp
- * TV/DVD
- * Telephone
- * Small refrigerator (1.7 amp or less)
- * Rubbermaid containers for food
- * A hot pot
- * Posters and simple decorations
- * Small fan
- * Air machine if you have asthma
- * Anything that will save space, such as stackable shelves, storage containers, something to put shoes in/on



Other supplies

- * Snack food and drinks
- * Basic eating utensils, plate, bowl, cups, etc.
- * Manual can opener
- * Quarters for laundry
- * Laundry detergent, stain remover, fabric softener
- * Laundry basket
- * Iron
- * Extra towels, sheets and blankets
- * Stress relievers (videos, good books, etc.)
- * URL approved Extension cords and surge protectors
- * Safety pins
- * A smile and an open mind

Items Not to Bring

Any items with an asterisk (*) are prohibited.

- Lots of stuffed animals
- Lots of needless knick-knacks
- All your clothes and shoes (Pack for the season.)
- Everything in your room at home
- All your high school memorabilia
- Desk or other large pieces of furniture
- Expensive or irreplaceable collectibles or jewelry
- Bad attitudes
- The biggest radio you own
- Every yearbook you were in during high school
- Space heaters*
- Cooking appliances with exposed heating elements*
- Pets* (Only fish are allowed.)
- Incense or Candles*
- George Forman Grills* (permitted in Owen Hall)
- Microwave* (permitted in Lewis Hall)
- Toasters* (permitted in Owen Hall)
- Alcohol bottles/containers*

Items Provided in Each Room

*(based on double occupancy)

- * 2 single beds, bunkable and loftable
- * 2 standard-size twin mattresses
- * 2 chests
- * 2 desks
- * 2 chairs
- * 2 wardrobes/closets
- window shades/blinds

Helpful Hints for Move-In Day

The Parents Association asked some veterans of Move-in Day (both parents and Residence Life Staff) for hints to pass on to students and parents. Here is their list of suggestions:

1. DON'T bring a U-Haul truck full of stuff. The rooms are small and you will have a roommate who has at least as much stuff to get in the room. Try to bring only the essentials necessary for a week or two. Your students can pick up anything else she needs later.
2. Label everything with the student's name where it can be seen. When you get to the dorm for move-in, you will only be given enough time to take your things out of the car and put them on the sidewalk before you have to move your car. All those stacks of boxes have an uncanny way of looking alike.
3. Small, folding handcarts are invaluable for moving your belongings and can also help prevent injuries. Remember to label those, too.
4. Small, easy to handle boxes should be used to pack as much as possible. Loose items get lost and you may have to carry your belongings up several flights of stairs.
5. Assistance in moving into your room may be given by members of the Baptist Campus Ministries and/or the Wesleyan Foundation. It is a free service and allows everything to move quicker. Be sure to say thank-you to the organizations that helped you.
6. Elevators are located in Donovan Hall, Lewis Hall, and Owen Hall Apartments. However, they are small, relatively slow and a lot of people will be using them at the same time, so be patient.
7. The University's IIT staff will be on-site to assist students to get their computers connected to the network. As soon as you are able to find it, get your computer up so that you can take advantage of their generous attention.

8. Once you have unloaded all of your gear into your room, take some time to get to know your roommate. It might be helpful to ask the other people who came to help to take a break for a bit so that you and your roommate can have some time to talk and discuss a plan for the room.

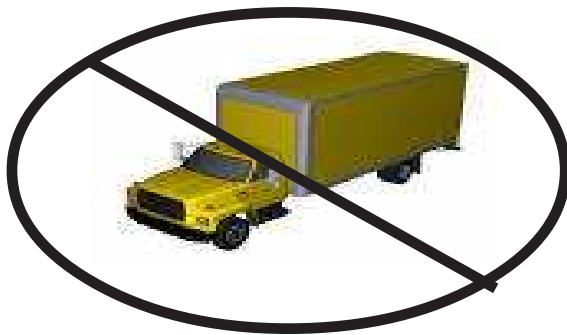
9. Be prepared to take some stuff back home.

10. Don't arrive to campus before your indicated move-in time. Please try to arrive at your scheduled time. The Corps of Cadets will be holding the Crown Mountain Run and FROG Week Graduation that morning and the events for these involve the road around the Drill Field. Traffic from these activities needs to clear out before the resident women begin to arrive.

11. If you should forget a particular item that you must have in order to survive the day, a 24-hour Wal-Mart Superstore is located in Dahlonega. Lines are usually long on Move-In Day, so you might recommend that you and your roommate visit the store later.

12. Obey the NGCSU campus police. They are there to help move traffic so everyone can get unloaded. They have the same powers as any police or sheriff's department.

13. Do not bring power tools or any other items that are not allowed. We want you to have a comfortable living space, but we must also ensure the safety of all residents. We do suggest bringing screwdrivers.



We're Here When Stress Happens!

by the Office of Student Counseling - 864-1819

College life can take its toll on anyone. Students see changes in almost every aspect of their lives. While some of those changes may be good, others can be confusing, stressful, infuriating, depressing, or even scary. Take charge of the changes in your life! Call us. All services are free and confidential.

Services offered include:

Depression/Anxiety	Study skills
Individual counseling	Problem solving
Distress tolerance	Identity exploration
Suicide prevention	Activity planning
Eating disorders	Time Management
Tutor referral	Couples counseling
Anger Management	Coping skills
Sexual dysfunction	Military adaptation
Crisis stabilization	Relationships
Sexual Orientation and gender identification issues	
Adjustment for students with disabilities	
Alcohol/Substances	

Student Counseling can also provide seminars and workshops on a wide variety of mental health topics. Call to make an appointment, or come by our office at 210 Barnes Hall.

Student Health Services

It is the goal of Student Health Services to provide basic health care services; to teach prevention and self-help skills to the students. Student Health Services is located in the Woodward Clinic across the street from the Education Building and Sanford Hall. All currently enrolled students taking 1 hour of classes or more, on the NGCSU main campus, who pay the Student Health Fee are eligible for care at Student Health Services. Paying the fee allows the student to take advantage of the services while school is in session.

Student Health Services is a nurse operated medical facility. A nurse will evaluate your symptoms and deliver over-the-counter treatment. A full-time Nurse Practitioner is available for prescriptions. A physician is available by appointment only. The clinic stocks many over-the-counter medications, first-aid supplies, and prescription medications. Referrals to specialists or other private physicians are made when necessary.

Women's and Men's Health Clinic will be offered during Fall and Spring Semesters. Some of the services offered at the clinic include wellness exams, breast health, testicular health, pregnancy testing, sexually transmitted disease testing and treatment, and we also offer a wide range of birth control options. A minimum fee, at cost, will be charged for laboratory tests and medications.

Student Health Services also offers a Nutrition and Training Program which provides guidance regarding healthy eating habits and exercise. Student will be seen by appointments only. Hours for the Nutrition and Training Program will be posted at the Student Health Services Center.

IMMUNIZATIONS AND VACCINATIONS

Student Health Services offers the following Vaccinations and Immunizations. Information about the life, order, and cost of each immunization is available in the Student Health Center.

Hepatitis A	Hepatitis B
Meningitis (Menactra)	Flu Vaccine (when available)
Tetanus-Diphtheria	PPD (Tb)

These vaccines must be paid for in advance at the Business Office and the student should present the receipt to the clinic. Required immunizations are specified by the Board of Regents and can be obtained through the Admissions Office.

Frequently Asked Questions

- ❖ **What items should I bring with me?**
You should bring whatever items will make you feel most at home in your dorm room. There are a few items not allowed such as a microwave (except in Lewis Hall), toaster, and candles. Please see pages 18-20.
- ❖ **Can I have a computer in my room?**
You may have a computer in your room. All rooms are wired for computer access to the campus network. Please see page 10.
- ❖ **What happens if my roommate and I don't get along?**
We ask that you make every effort to work things out with your roommate but if you cannot, there are a couple of times during the year during which you can change rooms. Please see page 9.
- ❖ **Can I move into my room early/late?**
The residence halls open at a designated time for each semester. Residents are not allowed to move in early unless approved to do so by the Director of Residence Life. You are expected to move into your room by 4 PM on opening day or risk losing your space in the residence halls. Please see page 7.
- ❖ **Can I paint/wallpaper my room?**
Due to the number of different people that utilize the dorms rooms throughout the years, we do not allow you to make any permanent decorative changes. Please see page 14.
- ❖ **Can I bring my own furniture?**
You are allowed to bring any additional furniture that you deem necessary (book shelves, extra single mattress) except for lofts or other devices that raise furniture. You are not allowed to remove any furniture from your room.
- ❖ **Do I have to buy a meal plan?**
All residents in traditional residence halls are required to purchase a 10, 15, or 21 Meal Plan. There are no exceptions. Please see page 10.
- ❖ **Can freshman have a car on campus?**
All students are allowed to have a car on campus. Please see page 11.
- ❖ **Can I live in an apartment off campus?**
You must meet the requirements of the NGCSU Residency policy found on page 4 in order to commute.
- ❖ **Can I stay on campus during holidays and breaks?**
The traditional residence halls close between semesters and for Thanksgiving and Spring Break. You should plan in advance and make other housing arrangements during these times. Please see page 7.
- ❖ **What if I get sick after hours?**
When medical treatment is needed after clinic hours or during the weekends, there is a hospital located nearby. Chestatee Regional Hospital: (706)864-6136. The 911 Emergency number is also available.

Important Phone Numbers

Administration

Vice President for Student Affairs	706-864-1818
Associate Dean of Students	706-864-1900
Residence Life Office	706-864-1902
Student Counseling	706-864-1819
Career Services	706-864-1951
Student Activities	706-864-1643
Financial Aid	706-864-1412
Business Office	706-864-1407
Registrar's Office	706-864-1760

Campus Services

NGCSU Directory Assistance	706-864-1400
Department of Public Safety	706-864-1500
Information Technology	706-864-1922
The Computer Hub	706-867-2828
Student Health Services	706-864-1948
Campus Dining Menu Line	706-864-1766
Canteen	706-864-1638
NGCSU Campus Connection Bookstore	706-864-1635
Post Office	706-864-1634
NGCSU Print Services	706-864-1631
Auxiliary Services	706-864-1641
Student Government Association	706-864-1463

Residence Halls

Lewis Complex RA Office	706-864-1439
Donovan RA Office	706-864-1816
John H. Owen Hall	706-867-3000

Military

Commandant's Office	706-864-1786
Military Department	706-864-1776
Sirmons Hall	706-864-1970
Gaillard Hall	706-864-1917
Sanford Hall	706-864-1864

Community Emergency Resources

Dahlonega Police and Fire Department	911
Ambulance	911
Chestatee Regional Hospital	706-864-6136
Poison Control	1-800-282-5836
Rape Response	1-800-503-RAPE
Drug Abuse Hotline	1-800-662-4357



RESIDENCE LIFE HANDBOOK



2007-2008

