

MACON STATE COLLEGE RESIDENCE LIFE HANDBOOK

2011-2012



This handbook is accurate as of printing, but is subject to change. For the most updated and accurate information, visit the Residence Life website at: www.maconstate.edu/residencelife/. Student email is an official means of communication at Macon State, and it is your responsibility to frequently check your Macon State student email account. It is also your responsibility to update your student record information.

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IMPORTANT PHONE NUMBERS

Office of Residence Life.....	(478) 471-2317
Residence Life FAX.....	(478) 471-2408
Resident Assistant Duty Phone.....	(478) 973-2415
Campus Police.....	(478)471-2414

Office of Residence Life
100 College Station Dr.
Macon, GA. 31206
(478) 471-2317



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NOTES & NUMBERS

Use this page to write down important information such as your RA's phone number, address, and email, and to take notes at your first mandatory meeting.

WELCOME HOME FROM THE DIRECTOR OF RESIDENCE LIFE

This is truly an exciting and memorable time in your life. College is a time of personal, educational, and social growth. You have made an excellent decision in choosing to participate in Residence Life during your college career at Macon State College.

Research has shown that living on campus provides significant impact not only on your immediate success and adjustment to college, but also your long-term academic career, and personal success. I encourage you to make the most of this opportunity and fully engage in all that Residence Life and the campus community offers you. Do not hesitate to take advantage of numerous and outstanding resources available to you and feel free to contact your Residence Life Coordinator or your Resident Assistant (RA) with any questions or concerns you may have.

Along with periodic and mandatory resident meetings, this Handbook will assist you in the transition to living on-campus. Please be sure to read this information thoroughly and contact a Residence Life staff member with any questions.

I wish you great success during your time at Macon State College!

Dr. Chris Summerlin
Director of Residence Life



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RESIDENCE LIFE is about -

Responsibility

Education

Safety

Independence

Diversity

Engagement

Neighborhood

Civility

Excellence

Leadership

Integrity

Fun

Excitement!

Residence Life Vision, Mission, Core Values and Responsibility

Vision

The Residence Life staff of Macon State College strive to create a safe and healthy educational community. As leaders on campus we wish to promote a positive life experience to our residents through leadership, dedication, and commitment. We are committed to being positive role models and mentors for the students we serve. As a group, we strive to enhance the college experience of our residents by building a community based on the foundations of integrity, civility and excellence, as well as understanding that crosses the bounds of race, religion, sex, and gender. Our staff makes every effort to help mold and create our leaders of tomorrow by being the leaders of today. In the end, our ultimate goal is for every resident to consider Macon State College their home away from home.

Mission

The Office of Residence Life, part of the Macon State College Office of Student Affairs, supports the mission of the College by providing students with a safe living-learning environment that supports academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of integrity, civility and diversity.

Core Values

In order to cultivate learning, personal wellbeing and social experiences, Macon State College Residence Life subscribes to the following core values:

- Academic Achievement
- Ethical Conduct/Demonstrated Integrity
- Civility/Citizenship
- Financial Responsibility
- Personal Wellness
- Multicultural Understanding

BENEFITS OF RESIDENCE LIFE

Thinking about living at Macon State College? When you choose to live on campus, you'll make the most of your college experience.

Why ?

- National statistics indicate students living on campus perform better academically than commuter students
- All of the College's programs and facilities designed to help you do and be your best will be at your doorstep
- You'll be able to live independently in a supportive environment
- You'll have enhanced opportunities to develop important leadership skills by getting more involved in campus organizations and events
- You can spend more time doing the things you want and need to do – like studying, spending time with friends – instead of commuting through traffic
- You'll gain a deeper understanding of, and appreciation for, diversity when you live with students from other countries and cultures
- You'll participate in fun activities just for campus residents
- Residence Life facilities and services were designed specifically to meet the needs of college students
- You won't face a negative financial impact if your suitemate decides to leave mid-year
- It's much easier to meet new people and make friends
- The Residence Life staff will be available to mediate/assist with conflict resolution
- You'll be able to conveniently walk to classes and avoid the need to "hunt" for parking
- If applicable, your Financial Aid can be adjusted to accommodate Residence Life expenses
- One convenient bill for suite and all utilities (except any land-line telephone or excess electricity charge)



RESIDENCE LIFE STAFF

Residence Life Coordinators are full-time, live-in, professional staff member responsible for assisting the Director of Residence Life in providing a quality Residence Life program for student residents; maintaining a safe, healthy, learning and living environment; addressing student conduct issues; and managing the Resident Assistant program.

Resident Assistants are part-time, live-in student staff members. Your Resident Assistant (RA) can be one of the most helpful people with whom you will interact at Macon State. He/she will probably be the first member of the Residence Life team you will meet.

Your RA's overall responsibility is to provide leadership and support for you and the other residents in your building. RAs are carefully selected for their leadership and interpersonal skills, positive attitude and sense of commitment. As a peer, RAs are a source of information and referral and they assist residents in adjusting to campus life including academic concerns, suitemate relationships, and other matters.

RAs offer social and academic programs, serve as a resource, and help maintain reasonable standards of community citizenship.



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RESIDENCE LIFE FLOOR PLANS



Suite Dimensions:

The bedroom floor dimensions are approximately 140" w X 130" w. The closet dimensions are approximately 65" w. The window dimensions vary depending on the type of suite. These dimensions are listed below:

Window Dimensions:

A, B, & D: 30" w X 70" h
C: 61" w X 70" h

EXPECTATIONS FOR ACADEMIC SUCCESS

To support academic success, retention, and progression, residential students are expected to be active and engaged members of the College community. Residence Life exists to enhance and support the educational experience; therefore, all reasonable efforts will be made to create academic and behavioral accountability that fosters an environment conducive to academic success. On-campus living is not for everyone, nor is the on-campus residential community intended to simply be another location where students can live. Residence Life is a living-learning community, directly linked to college life.

All residential students are required to be in good academic standing and enrolled at Macon State College full-time during both the fall and spring semesters. Residents must be enrolled for 4 semester hours during the summer semester unless otherwise approved by the Director of Residence Life.

Residential students taking fewer than the required credit hours must discuss their individual circumstances with the Director of Residence Life to receive permission to remain in the Residence Life community for that term. Residential students who are not enrolled in any credit hours at any point during the fall or spring semester must vacate on-campus Residence Life immediately. If the resident has special circumstances that might warrant an exception, a request must be submitted to the Director of Residence Life at chris.summerlin@maconstate.edu. It is best to submit requests prior to dropping classes, since exceptions are rarely granted. Residents removed for academic reasons remain financially responsible as described in the Residence Life Contract.

All residential students are also expected to strive for academic success, and may be removed from on-campus Residence Life for failure to remain in good academic standing or failing to continue reasonable academic progress. Likewise, students seeking to reside on-campus for future terms or seeking to renew existing Residence Life contracts for future terms may be denied based on poor academic performance or unsatisfactory academic progression. Specific performance measures must minimally comply with the standards set by the College, specific college and major departments, but may be increased beyond minimums as deemed appropriate by Director of Residence Life. By choosing to live in on-campus Residence Life, students grant permission to Residence Life staff to monitor academic enrollment, progression, and success rates.

INDEPENDENCE AND RESPONSIBILITY

Living on-campus gives you the best of all worlds – Student residents can exercise their independence in a secure and comfortable environment where they have immediate access to student and professional staff who are dedicated to their academic and personal success.

Of course, with independence also comes responsibility.

Here are a few tips to help you enjoy a successful on-campus living-learning experience:

- Be neighborly – treat others as you want to be treated AND as they want to be treated
- Get to know your suitemates and neighbors
- Communicate openly and directly – if your suitemate or neighbor does something that bothers you TALK TO HIM/HER!
- Follow the rules
- Use common sense and pay attention
- Lock your apartment door and use the peephole
- Keep records accurate – update email, phone, etc.
- Attend all mandatory meetings
- Participate in programs and activities
- Get enough sleep, eat healthy, and exercise
- Manage your time and money wisely
- Keep your apartment and suite clean
- Keep your guests under control
- Cooperate with staff – they are doing their jobs!
- Don't just complain – offer solutions!
- Lock your car and keep valuables hidden
- Resolve your own issues when possible and please don't have your parents make a phone call that **YOU** should make!

FAMILY INVOLVEMENT AND YOUR NEW HOME

You love your parents, siblings, and other relatives, and so do we! We want your family to remain as involved in your life as you wish for them to be, but we also want this to be a time when you grow and challenge yourself to expand your world view. You are attending college and living on-campus to learn and experience new things, not just to continue the status quo.

Below are some tips to help you during this time of transition:

- Stay on campus on weekends, especially the first two and last two weekends of each semester

- Visit with old friends, but also make new ones
- Remember you are responsible for your guests and must escort them at all times while in the Residence Life community, and this includes your parents and siblings
- Handle your own business - how do you think your parents learned everything they know?

PREVENTING AND RESOLVING CONFLICT

Disagreements often arise between friends, suitemates and neighbors. If ignored, even small issues may escalate. Residents are encouraged to attempt to resolve conflicts early by agreeing to openly and honestly discuss any problems. Should these discussions not result in resolution, residents should seek the assistance of the appropriate RA. Suitemates and neighbors do not have to be alike or be best friends to live successfully together. Communication in advance often resolves most conflicts before they occur.

RAs will meet with all the residents in every apartment at the beginning of the term to complete a **Suitemate Contract**. **This Suitemate Contract establishes** open lines of communication between suitemates.

Here are a few topics to discuss early on with your suitemates:

- Hometown and family
- Major and career goals
- Talents and hobbies
- Likes and dislikes
- Sleeping habits (morning or evening person)
- Study habits (quiet, alone, or in groups)
- Musical and television tastes
- Eating habits, food and other allergies

Discuss common area practices and preferences:

- Who cleans what and when
- Furniture arrangements and decorations
- Borrowing and sharing: what and when
- Bedroom entry and privacy
- Guests: how many/how often, overnight guests
- Temperature preferences season to season
- Communicating, phone messages, etc.
- Acceptable noise levels and quiet times

Be respectful, don't judge, and accept that being different doesn't mean being wrong. Everything won't be "just like it was at home" because this is a new home – with new people, new ideas, and new opportunities. This is a time to grow and learn!

CONFIDENTIALITY/FERPA POLICY

We live in an age where information is available to us at our fingertips. There are also laws, such as the Family Educational Rights and Privacy Act (FERPA), that are designed to protect you and your information from being shared inappropriately. Residence Life strictly adheres to all laws, policies and procedures regulating the distribution of information, and encourages all residents to do the same.

- Information will only be shared directly with the student(s) involved
- Students sharing information inappropriately will be held judicially responsible
- Information will not be shared inappropriately with any third party, including parents or attorneys
- Students may waive their right to confidentiality, but must do so in writing prior to release

Disability Accommodations

Counseling Center - Disability Services works collaboratively with the Office of Residence Life in order to provide housing accommodations to qualified students with disabilities. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 and ADA Amendment Act of 2009 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

Please be advised that single rooms are reserved for individuals who document substantial needs and for whom living with a roommate is not viable.

Procedure and Student Responsibilities

- Students requesting housing accommodations should come to Counseling Center - Disability Services and complete a student information packet. Disability Services is located in Room 110, Learning Support Building.
 - Please note that you are still required to complete any applications for Office of Residence Life.
 - Students must also comply with any Office of Residence Life deadlines, for example - deadline for housing application, deadline for room deposit, etc.

- Students must present appropriate medical documentation to Disability Services, which establishes the need for an accommodation and relates the current impact of the condition to the requested accommodation.
- Documentation can be presented for review during an intake session with the Director of the Counseling Center - Disability Services.

EMERGENCY/COMPLAINT REPORTING

Call “911” immediately for any “life-threatening” emergency. “Life-threatening” emergencies include:

- Fire
- Threat by a deadly weapon
- Medical emergency/need for an ambulance
- Vehicle accident

Call (478) 471-2414, Macon State Public Safety, for non-life-threatening emergencies such as:

- Theft/Vandalism

Contact your RA for other complaints/assistance including issues related to:

- Noise
- Suitemate conflicts or concerns
- Guest issues
- Code of Conduct Violations (alcohol, etc.)
- Non-emergency health concerns

LOCK-OUTS

If you accidentally get locked out of your apartment/suite during office hours, go to the Office of Residence Life for access. After hours, call the RA on-call. There is a \$25.00 fee for all lock-out services, which will be applied to your student account. In order to provide you access, the Residence Life staff member will need to confirm your identity.

ALWAYS CARRY YOUR STUDENT ID CARD AND KEYS WITH YOU AT ALL TIMES!

FINANCIAL BALANCE

It is the responsibility of the resident to pay his/her Residence Life balance in full prior to moving into the Residence Life community. Residents will not be permitted to move in if the full balance has not been paid.

STANDARDS OF BEHAVIOR

Residents are expected to abide by the laws of the United States and the State of Georgia, the rules and regulations of the Board of Regents of the University System of Georgia, and the policies of Macon State as described in the Student Handbook (Student Code of Conduct) and the Residence Life Handbook. Information regarding these rules and regulations is included in the Residence Life contract, and distributed via official email messages, posters, policy changes, or written/verbal correspondence issued by this office or its agents.

The Macon State College Student Code of Conduct requires that each student approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. All students should read, understand, and abide by the Code of Conduct. The Student Code, as well as disciplinary procedures, is available at <http://www.maconstate.edu/studentlife/studentconduct/>

MACON STATE COLLEGE STUDENT CODE OF CONDUCT RESPONSIBILITIES

Listed below are the responsibilities that Macon State students accept as part of the learning community. **The primary expectations of Macon State College students are integrity and civility.** Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply collectively to the members of Recognized Student Organizations.

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.

Examples of prohibited behavior include but are not limited to: plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using material downloaded off Internet without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures.

2. Individuals will respect and foster the academic endeavors of other members of the College community.

Examples of prohibited behavior include but are not limited to: harassing a faculty member; disrupting teaching or research; creating excessive noise that disrupts classes, studying, or College activities; other activities that seriously disrupt learning.

3. Individuals will protect and support the personal safety of all members of the College community.

Examples of prohibited behavior include but are not limited to: sexual assault, sexual contact without expressed permission; indecent exposure, stalking (persistent unwelcome contact or observation); threatening with a weapon; fighting; battery; physical violence; unsolicited physical contact with another person; endangering the health or safety of another person; actions taken with disregard for the harm that may ensue. Macon State College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the “Disciplinary Sanctions” section of this Code.

4. Individuals will respect other members of the College community.

Examples of prohibited behavior include but are not limited to: disruptive noise; terroristic threats; sexual harassment; verbal or written intimidation; verbal or written harassment; e-mail or telephone harassment; harassment based on group membership; falsely accusing another; verbal abuse – beyond a reasonable statement of opinion -- that may cause humiliation or stress to another; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation); calumny (making false statements with the intent to harm another); slander; any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom; actions that unduly interfere with another student’s right to learn and participate.

5. Individuals will show regard for the property of the College, its community members, and visitors to the campus.

Examples of prohibited behavior include but are not limited to: vandalism, theft; destruction of property; acting fraudulently to obtain goods, services, or funds from College departments, student organizations, or individuals; using one’s leadership position for personal gain; misuse and/or wrongful use of College facilities, equipment; failure to comply with policies regarding timely return of materials or equipment checked out or on loan to the student; wrongful sale or use of another’s property; knowingly possessing or using stolen property; failure to report knowledge of an infraction; unauthorized possession or duplication of a College key(s); providing a key to another person without proper authorization; not reporting a crime committed on campus.

6. Individuals will respect the integrity of the College’s academic and administrative records.

Examples of prohibited behavior include but are not limited to acting alone or with others to: misrepresent academic status, performance, awards, or graduation material; omit material from or manipulate records; falsify a signature; falsify, alter, steal, or destroy College documents; alter, forge, or misuse College academic records; obtain grades, course access, awards, or endorsements dishonestly; commit computer fraud.

7. Individuals will contribute to a safe environment within the College community.

Examples of prohibited behavior include but are not limited to: possession of weapons, incendiary devices, or explosives; possession of articles or substances that are used as weapons or simulated weapons unless prior authorization is received from the Dean of Students; misuse of College keys; willful failure to identify or false identification of

oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s); misuse or damage of fire fighting, safety, or other emergency equipment; interference in the provision of emergency services; failure to comply with appropriate requests from College Security or the College staff members; intoxication that disrupts other individuals or the College's activities/administrative responsibilities; failure to comply with restriction from areas on campus. Students may not participate in any activity that could cause harm to themselves or others.

8. Individuals will adhere to federal, state, local, State College Board, and College law/regulations that govern individual actions and relationships among community members.

Examples of prohibited behavior include but are not limited to: sexual assault; physical assault; unauthorized possession of alcohol; possession, sale, or distribution of illegal substances; violation of College or department regulations, i.e. Drug-Free Campus policy; parking regulations; violation of College e-mail or computer usage policy; violation of any College or Board of Regents' policy; violations of laws.

9. Individuals will assist the College in fulfilling its administrative responsibilities.

Examples of prohibited behavior include but are not limited to: retaliation towards an individual for involvement in a College activity; disruption of programmatic, administrative, or public service activities of the College; harassment of College staff (including student staff); submission of a false or purposely incomplete statement/report; misuse, alteration, or transference to another person of the Student Identification Card; failure to appear, in response to a proper summons, when requested to do so by a College official; disruption of disciplinary procedures and activities; dishonesty as part of a College hearing; misuse of one's position within the College; failure to comply with sanctions from a disciplinary hearing.

RESIDENCE LIFE CODE OF CONDUCT

Alcohol

The Residence Life community and Office of Residence Life are part of a larger community and, as such, is not only governed by its own regulations but by college policies and state law.

Macon State College prohibits:

- a. The use or possession of alcohol by anyone in the Residence Life community or on the premises; this applies to everyone regardless of age.
- b. The transport and/or consumption of alcohol in open containers in any public area including any property that surrounds an apartment and is considered Residence Life property;
- c. The manufacture or selling of alcohol;
- d. Failure to abide by the institution's policy on student organization use of alcohol;
- e. Public intoxication;
- f. Common containers of alcohol (kegs, party balls, trash cans, funnels, beer hats, etc.) are not permitted.
- j. Being present where an alcohol violation is occurring, regardless of whether the resident/guest is using or possessing alcohol;

k. Alcohol paraphernalia is prohibited in residential units. For health and safety reasons, empty alcohol containers are not permitted to be used for decorative purposes within the residential facilities.

Drugs

No person shall possess, consume, manufacture, dispense, be in the presence of or under the influence of illegal drugs or engage in improper self-medication while on College property or College business. This is a violation of the terms and conditions of Residence Life contract.

No person shall possess or utilize paraphernalia used explicitly for drugs use.

Macon State College prohibits:

- a. Selling, possessing or using any substance currently classified as a dangerous drug by the Georgia Controlled Substance Act or classified as illegal by state or federal law;
- b. Possession of drugs that may be used to incapacitate other individuals;
- c. Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or used for tobacco products;
- d. Being present where a drug-related violation is occurring, regardless of whether the resident/guest is using or possessing drugs.

Smoking

Smoking and the use of tobacco products is prohibited at Macon State College and inside all residential facilities. If a student chooses to smoke they must do so on the designated smoking area on the east side of the College Station property. A map of this location is available in the Office of Residence Life.

Apartment Gatherings/ Parties

The total number of visitors, guests and assigned apartment residents cannot exceed two people per resident and four people per apartment. Specific attention should be paid to the alcohol policy which prohibits distribution of alcohol and underage drinking. Residents must allow Residence Life Staff entrance into their apartments/suites during a social gathering to ensure adherence to all college policies and procedures. Refusal to allow entry into the apartment/suite could result in the involvement of Public Safety officers as well as serious disciplinary action.

Apartment/Suite Inspections

In the interest of the health and general welfare of the community, the College reserves the right to inspect apartments for cleanliness and upkeep or to make repairs at a reasonable time.

Residents shall not limit the College's right to enter the premises during an emergency or when the College has cause to believe a resident is violating his or her Residence Life contract in any manner. These inspections are done to help insure we continue to provide a healthy and safe environment for our residents.

We particularly look for overloaded circuits, pets, and unsanitary conditions that may attract bugs. We also check smoke alarms to make sure they are in working order.

Check Out Policy

It is the resident's responsibility to make sure they completely move out and check out of their apartment prior to leaving the residence life community. This includes a final apartment/suite inspection, completion and signing of the apartment inventory, and returning of all assigned keys. Failure to complete the check out process with a Residence Life staff member will result in a \$100 fine being applied to your student account. Failure to return apartment and mailbox keys will result in additional replacement charges.

Community Courtesy Hours

Courtesy hours are in effect 24 hours a day. However, established quiet hours are from 8:00pm-8:00am Sunday-Thursday. Good neighbors respect the rights and privileges of others and recognize that apartment living requires each resident be aware of how behavior in one apartment affects residents in other apartments. Residents of Macon State College Residence Life community are here for the sole purpose of furthering their education. It is the mission of the Office of Residence Life to maintain an atmosphere conducive to collegiality and academic success.

If at anytime you disturb others with excessive noise, you are obligated and expected to decrease or discontinue it.

Community Curfew

There is a security time at 12:00AM. This is a time that students are not allowed to loiter.

Conditions of Occupancy

Residents must be currently enrolled Macon State College students during the duration of the Residence Life contract. A student's financial account with the College must be current before a Residence Life assignment is made. After an assignment has been made, the resident's account must remain current.

Consolidation

Macon State reserves the right at any time during the term of the Residence Life contract to relocate a resident to another building, apartment, suite, etc., or to assign new or different suitemate(s).

During the consolidation process, residents will receive a written notice from the Office of Residence Life indicating they must do one of the following:

1. Find a new apartment mate. The Office of Residence Life will provide a list of residents looking for suitemates.
2. Be reassigned to a new apartment.

Residents who do not respond to the written notification will, at the discretion of the Office of Residence Life, be:

1. Reassigned to a different apartment.
2. Assigned a new apartment and/or apartment mate.

Preference for being reassigned a different apartment or suitemate will be given to the

student with the higher academic class standing as determined by the Office of the Registrar.

Cooperation and Compliance with Staff

Residents and guests are required to comply or cooperate with any College staff member's reasonable request. A College staff member is defined as any College employee, including all Macon State Residence Life staff including Resident Assistants. Failure to cooperate or comply will be viewed as a violation of this policy and result in disciplinary action. Any behavior viewed as interfering with a College staff member while in the performance of his/her duty also may result in disciplinary action.

Damages

Residents will be held responsible for any and all damages to the apartment unit, its furniture, appliances and equipment, and for maintaining the unit in a safe and sanitary manner.

Residents are held responsible for making an appointment with Residence Life staff to have the apartment inspected prior to the resident's departure. If the apartment is not surrendered in a clean and orderly condition, the residents will be charged for the expense of any additional cleaning.

Disability Services

Please see Counseling Center for policies and procedures regarding services for disabled students at Macon State College and in campus housing.

Disorderly Conduct

Residents engaging in disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the breezeways, pranks, other rough play, etc.) that could endanger their own health and safety and/or that of other residents and guests will be subject to severe disciplinary action that could include immediate suspension from the Residence Life community and/or the College.

Entering Student Apartments/Suites

Macon State staff members have the right to access to any and all spaces, apartments and suites for purposes of maintenance, emergency, health, order, and any other purpose pertinent to the protection and preservation of the health, morals, and discipline of the Residence Life and campus community, including break periods and between academic terms.

Residents shall not limit the College's right to enter the premises during an emergency or when the College has cause to believe that a resident is violating his/her contract in any manner. Staff members, when entering student suites for reasons listed above, will report any visible or suspicious contraband or violations of College policies.

Fire Equipment

Fire fighting equipment is located in each apartment and throughout the apartment

buildings for your protection. It is against state laws and College policy to use this equipment for any reason other than its intended purpose.

Fire Hazards

For safety reasons, halogen lamps, candles, lanterns, and incense are not permitted within Residence Life apartments/suites. No person shall set a fire in the Residence Life community or areas immediately associated with the Office of Residence Life. No person shall falsely report a fire, nor interfere in any way with emergency services or procedures.

No person shall tamper with fire equipment, nor use such equipment for anything other than prevention or control of a fire. Fire equipment may include, but is not limited to, thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses and any other fire fighting devices.

Firearms, Explosives and Inflammables

It is strictly prohibited to possess or use firearms and other weapons on College property. Also prohibited is the possession or use of firecrackers, gunpowder, explosives, incendiary devices, or other materials that endanger health or safety. This includes storage of kerosene, gasoline, naphtha, benzene, or any other explosive and/or inflammable material.

No person shall display, possess, use or intend to use firearms, dangerous weapons, explosives and other hazardous objects. Weapons, explosives and other hazardous objects covered by this regulation include, but are not limited to, the following:

- all handguns, rifles and shotguns;
- all BB guns, pellet guns, air/CO₂ guns, paint guns and blow guns;
- all longbows, crossbows and arrows;
- all knives (with exception of culinary knives used solely in kitchens);
- all fireworks, explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition and flammable petroleum fuels;
- all martial arts weapons (e.g., numb chucks and throwing stars);
- any item used as a weapon in the commission of a crime;
- any operative animal trap or other device that is used to ensnare animals;
- items such as mace or pepper gas that are used inappropriately may be considered a weapon.

Garbage

Residents must deposit all garbage in the large dumpsters located at the Residence Life facility. Residents should carry out garbage from their apartments on a daily basis. Garbage is not to be left outside apartment doors or in breezeways. Failure to dispose of garbage properly will result in a charge of \$30 being applied to student account.

Guests and Visitors

A guest is considered to be any visitor, male or female, who is not an assigned resident of that particular apartment/suite. Two (2) escorted guests per resident student are allowed in the apartments, under the following guidelines:

- a) Guests (male and female) are **only** allowed during the following times:
 - Apartments/Suites: 10:00 a.m. – 12:00 a.m.
 - Community Amenities: 10:00 a.m. – 12:00 a.m.
- b) All overnight guests, especially those of the opposite sex, must be signed in at the guard house and with the RA on Duty before entering any apartment. A completed guest sign in form must be registered with the residence life staff prior to the guest entering the suite.
- c) **Unescorted guests are not allowed in the apartments at any time (i.e., lobbies, resident's suites, snack areas, breezeways, etc).**
- d) During summer sessions, Macon State College students are not allowed in campers' suites or buildings, and campers are not allowed in student suites or buildings.
- e) Children (anyone under 18 years of age) may only visit between the hours of 8:00am-5:00pm. Children may only enter the apartments after 5:00pm if under the supervision of a parent/guardian who does not reside at College Station. At no time and for no reason can children stay overnight in the Residence Life community. Babysitting in the apartments is also not permitted.

Residents assume financial and behavioral responsibility for their guests. Guests may stay free of charge, but their stay is limited to two consecutive days/nights and no more than four days/nights in a month with the advance approval of the Director of Residence Life. This includes and is not limited to parents, siblings, children, spouses, friends and significant others. The consent of your apartment mate(s) is necessary for all overnight guests.

All members of the Residence Life community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these policies and procedures. Serving as a host also makes you responsible for the behavior of your guests at all times. Guests must be escorted by a resident of Residence Life community at all times. Failure to be escorted will result in the guest not being allowed to return.

Harassment and Intimidation

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others.

Physical or emotional harassment is not tolerated in the Residence Life community. Harassment is the intimidation, invasion of privacy, or any threat to the well-being of another or their property that is communicated verbally, in writing or over a communication (phone, computer, etc.).

No person shall harass, threaten to harm, or exhibit behavior that threatens to harm another person. This shall include harassment on the basis of race, gender, religion, age, sexual orientation, etc.

No person shall physically or verbally assault, batter, or intimidate another. This is a violation of the terms and conditions of your rental agreement and is subject to disciplinary and/or legal action.

No person shall abuse or threaten any Residence Life staff member. This includes the use of profane language.

Identification of Individuals

Certain privileges are extended to individuals by virtue of their membership in the Residence Life community. In order to protect the community's welfare, the integrity of this identification must be maintained. No person shall permit another to use his or her identification, including a student identification card or apartment/suite key, for the purpose of improperly gaining access to a student apartment/suite and/or its facilities, including offices and mailboxes.

No person shall permit use of, share, or sublet their apartment/suite.

No person shall fail to take responsibility of his or her visitors, which include informing them of policies and being responsible for their behavior within the Residence Life community and while on College grounds or at College functions.

Furniture and Fixtures

Removal of furniture from the assigned location, except with permission, is prohibited. Residents will also be charged for any furniture or facilities assigned to their apartment/suite and found missing or damaged at move-out. If common area items are found in residents' units, judicial action and fines will be imposed.

Keys

No person shall transfer, duplicate or permit the use of their College issued keys or ID cards by another person. Possessing keys or key cards to any College building or facility without authorization shall be subject to disciplinary and/or legal action.

Lost keys must be reported to the Office of Residence Life immediately and will be replaced by the College. Residents losing (lost/stolen) keys or failing to return keys at the appropriate time will be charged \$100 per door. A charge of \$25 will be applied for replacement of key card. No refund or cancellation of charges.

Living in a Community

Whether you live on campus, off campus, in an apartment or family home, you must remember you are a member of the surrounding community. That community includes your suitemates, guests, neighbors and anyone else with whom you come into contact while living on campus.

Move-in / Move-out Procedures

Residents are required to follow established procedures when moving in and out. To ensure a safe and orderly move, please follow these procedures carefully. If you have questions about the process, please contact Macon State Residence Life.

Maintenance Needs/After-Hour Concerns

For maintenance in your apartment/suite contact your Resident Assistant or the Office of Residence Life. In cases of emergency, contact a member of the Residence Life staff.

Personal Property

No person shall possess, tamper with or borrow, without permission, the personal property of others. Such actions are a violation of the terms and conditions of your Residence Life contract and will be treated as theft. No person shall, without proper authorization, remove any property from its assigned place in a College facility. No person shall damage, deface or destroy College property. This includes marking or writing on apartment/suite doors.

The College is not responsible for your personal property. This includes damage, loss, fire, theft, or flooding. The College assumes no liability for claim of loss and expects apartment residents to take reasonable precautions against theft of personal property by locking their apartments whenever leaving. Because it is difficult to trace and identify stolen property, residents should keep a record of the descriptions and serial numbers of all valuables as well as mark them permanently. Records of these items should be kept in a location known only to the owner, but readily accessible and available to police officers in the event of theft. We recommend that you check your family insurance policies to determine whether your personal property is covered at a residence away from your parents' home. If you are not adequately covered, we recommend that you obtain additional insurance. All losses should be reported to the College Public Safety immediately (Insurance companies require the loss be reported to the proper authorities before honoring a claim).

Pets

For health and safety reasons, cats, dogs, birds, rodents and other fur-bearing animals, reptiles and amphibians, living or non-living, are not permitted in the Residence Life community. Fish are allowed only if your apartment mates approve and must be confined to one bowl or aquarium (not to exceed 10 gallons).

Service Animals

Please see Counseling Center for policies and procedures regarding service animals at Macon State College and in campus housing.

Suitemate Conflicts

Initially, residents are encouraged to meet with their Resident Assistants and/or Residence Life Coordinator in hopes of resolving minor personal conflicts. In cases of major conflict, residents may request an apartment change at a cost of \$100 per resident with approval through the Office of Residence Life.

Apartment changes may be made at a cost of \$100 (per person) once the second week of classes begins, as approved by the Office of Residence Life. The steps below must be followed to complete an apartment change:

- a) All parties involved (agree in writing) in the apartment change must come to the Office of Residence Life.
- b) All students must have a current apartment/suite inventory form on file before changes are permitted. Students moving will be given their current Apartment/Suite Inventory Form as well as a key and paperwork to the new suite.
- c) Students moving will have a Resident Assistant (RA) check them out of their old suite, and into the new apartment with the appropriate paperwork.
- d) Students turn in completed forms (old/new) and old keys (building/suite/hallway) to the Office of Residence Life immediately after the move is complete.

Smoke Detectors

Each apartment comes equipped with a properly working smoke detector. Please contact the Office of Residence Life if you suspect your smoke detector needs servicing.

Sports on the Premises

For your safety and the safety of others, all sports are banned from inside the apartments, on breezeways, or on the asphalt (parking lot). This includes bike riding, rollerblading, and any kind of ball play. Persistent violation could result in confiscation of equipment, fines and/or Student Conduct charges.

Use of Premises

Residents agree to use the premises in a quiet, peaceful, and lawful manner for residential purposes only. Residents, their agents, employees, invited guests or any member of the resident's household shall not act in any manner that disturbs other residents' reasonable expectation of quiet and peaceful enjoyment, such as acts that are objectionable or obscene, dangerous, or otherwise disruptive.

Violation of Policy

If you have violated a College policy, you will receive a written notification from the Director of Residence Life/Assistant Dean of Students. Violation of College policy may result in suspension/expulsion from the College and/or immediate termination of your Residence Life contract.

RESIDENCE LIFE SAFETY REGULATIONS

General Safety

Following a few common sense precautions can help keep our community safe for everyone.

- Lock your doors and vehicles at all times.
- Report suspicious persons or activities immediately.
- Be alert and take responsibility for your community.
- Don't allow strangers into your apartment/community.
- Don't be alone with people you don't know well.
- Don't put yourself into compromising situations.

Cleaning

Residents are expected to appropriately clean and maintain the apartments/suites, including but not limited to bathrooms, kitchens, and bedrooms. Lack of cleaning can result in unhealthy living conditions, odor, mildew, mold, pests, etc. Residents are expected to clean regularly and comply with all requests made to maintain a healthy environment.

Failure to clean can result in fines and judicial action.

Decorations

Decorative items such as fishnets, parachutes, and other items that are flammable are not permitted in apartments/suites. Only UL approved lights may be used. Decorations may not be visible from outside the apartment, with the exception of holiday decorations which must be:

1. Appropriate for the holiday being celebrated;
2. Displayed only during the time period immediately surrounding the holiday;
3. Appropriate for a community living environment; and
4. Must comply with all fire and facility regulations.
5. Due to fire/facility damage risk, live/cut trees are not permitted.
6. For health and safety reasons, objects once containing food or drink cannot be displayed for decoration, such as empty alcohol bottles.

Extension Cords and Multiple Plugs

Extension cords must be UL approved, 16 gauge, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

Internet/Cable

Residents must not tamper with any internet/cable wiring/fixtures, and must comply with all usage rules as outlined in any management documents.

Irons

Ironing is permitted, but irons must always be used with ironing boards that have a fire resistant cover. Irons should never be plugged in when not in use, or left unattended.

Locks

Locks may NOT be changed/installed by residents. Locks and all original keys must be returned upon vacating the premises, including temporary move-outs, if applicable.

Pool Rules

1. All swimmers may use pool and surrounding facilities at their own risk. Macon State College and Office of Residence Life assume no responsibility for personal safety, property, or belongings.
2. All swimmers must be current residents of Macon State College.
3. Guests may swim if supervised by a current resident. A resident may have no more than 2 guests at a time.
4. Glass containers are not permitted inside the pool area.
5. Smoking is not permitted at the pool.
6. No running or horseplay permitted at the pool.
7. Proper swimming attire must be worn.
8. Shower prior to entering pool.

Hours of Operation:

Open April through October from 10:00am-10:00pm.

Closed 24/7 November-March.

Windows/Doors

For purposes of safety and energy efficiency, do not leave your windows/doors open while air conditioner/heater is running or when you are not in your apartment/suite.

Macon State College Residence Life Suitemate Contract

Building: _____ Name: _____,
Apartment: _____
Suite: _____

This document is intended to serve as a format for an agreement between suitemates to ensure that each individual's rights and property are respected in order to maintain a healthy living and learning environment on campus. Learning to accept each other's differences without infringing upon one another's freedom is a valuable part of your total education. Your level of satisfaction and enjoyment in Residence Life will depend largely on the thoughtful consideration you demonstrate to one another as suitemates. As suitemates, each of you should mutually determine the stipulations contained herein and endorse them. Staff members of the Office of Residence Life are available if additional assistance or mediation are needed.

The basic rights of a suitemate include:

1. The right to read, study, and sleep without interference from noise.
2. The right to know that your privacy and belongings will be respected.
3. The right to a stress-free living environment.
4. The right to free access to one's suite and facilities without pressure from suitemate(s).
5. The right to be free from harassment and discrimination.
6. The right to expect that the suitemates will not violate College and Residence Life policies.
7. The right to expect that any disagreement will be discussed in a respectful and open manner.
8. The right to host guests at agreed upon times – with the expectation that the guests are to respect the rights of the host's suitemate(s) and other residents. If a suitemate would like a guest to leave, he/she will let the suitemate know by: _____.

Please list any additional agreements involving guests of the opposite sex (such as staying overnight, being in the suite without host, length of stay, etc.):

9. Please list in detail any and all pet peeves that the other should be aware of:

10. Please list any and all additional agreements (Ex. borrowing clothes/supplies, food, television usage, playing music):

Note: If my suitemate(s) and I have any concerns with the rights and agreements stated above or regarding our suitemate relationship, we will:

1. First, talk with each other and try to work the problem out between ourselves.
2. Second, consult our RA to work with us on a resolution of our problem.
3. Finally, consult a member of the Office of Residence Life's professional staff to talk over our options.

We, the undersigned, agree to the above stated rights and behavioral decisions. Additionally, we agree that specific stipulations may be adjusted by the mutual agreement of all suitemates.

Signature/Date

Signature/Date

Signature of Office of Residence Life Staff

WHAT TO BRING

Necessities: Laundry bag/hamper, pillow, pillow cases, sheets (full), blankets, bed spread/comforter, mattress cover (full), wash cloths, towels, clothes hangers, toiletries, soap, multi-outlet extension cord with circuit breaker (other extension cords pose a danger), pots, pans, silverware, dishes, waste can, and shower curtain and hooks.

Floor Mop, Broom, Cleaning Products (you are expected to clean your own apartment, bedroom and bathroom.)

Computers: Internet jacks are located in suites; however, students should supply their own network patch cable and network adapter if they want to connect their computer to the internet.

Telephones: Phone jacks are located in suites; however, students should supply their own telephone instrument. It is the student's responsibility to have their phone service connected and provided by a phone service company of their choice. This is not provided by Macon State College.

WHAT NOT TO BRING

Drugs or drug paraphernalia, alcohol or alcohol paraphernalia, fire arms/weapons, large knives, fireworks, paint guns, extension cords without circuit breakers, halogen lamps, pets (*can have fish in less than 10 gallon tank*), toaster ovens, candles (*If it glows – it goes*), and microwaves.

Please note: Avoid using nails in sheetrock or woodwork. Damage done by nails or other fixatives will result in per item deductions from your Deposit Payment.

