Middle Georgia State University

RESIDENT STUDENT HANDBOOK

Middle Georgia State University

Department of Housing and Residence Life

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HOUSING AND RESIDENCE LIFE AT MGA

Living on campus is an integral part of the college experience at Middle Georgia State University. Housing and Residence Life (HRL) offers students more than just a place to live. We are committed to impacting the success of our students by creating living and learning experiences where students are inspired to become engaged leaders as they move beyond our communities and into the world.

MGA offers on-campus housing options on three (3) of the five (5) campuses: Cochran, Eastman, and Macon. Our program is geared toward assisting students in achieving essential learning outcomes. Living in a residential environment is a unique and rich experience allowing students to live close to other students whose backgrounds, goals, values, and lifestyles often differ from their own. This may require self-exploration, openness to differences, participation in residential community activities, and respect for the rights of others. The reward is the development of skills, attitudes, and experiences that will continue to serve students after they depart from MGA.

The Office of Housing and Residence Life is staffed and structured to assist students in making personal adjustments and a smooth transition into our community. Programs and policies are designed to help students understand the responsibilities of membership in this community, build connections, engage with others, and enhance their personal development. The standards, policies, and procedures contained in this Handbook are designed to provide basic information about and foster understanding of our residential community. While we have attempted to make it as comprehensive as possible, inevitably some areas have not been included. Residents should contact HRL staff regarding any questions of interpretation or exclusion.

Only students at Middle Georgia State University who are registered for a minimum of nine (9) credit hours (3 credit hours in summer) shall be eligible to register for housing space. Any student who withdraws or is involuntarily removed from school shall move out within 24 hours. Exceptions to these criteria may be made at the discretion of the contract appeals panel. However, the student shall remain responsible for all financial obligations to the University.

Any admitted student with less than 60 earned credit hours must reside in MGA on-campus housing. A student with less than 60 earned hours of credit may be exempt from this policy if they:

- Have a permanent legal address residing with a parent or legal guardian within one of the following Georgia zip codes at the time of admission into MGA: B31003, 31004, 31005, 31008, 31009, 31012, 31013, 31014, 31016, 31017, 31019, 31020, 31022, 31023, 31025, 31028, 31029, 31030, 31031, 31032, 31036, 31044, 31046, 31047, 31050, 31052, 31065, 31066, 31069, 31071, 31075, 31086, 31088, 31091, 31093, 31095, 31098, 31099, 31201, 31202, 31203, 31204, 31205, 31206, 31207, 31208, 31209, 31210, 31211, 31213, 31216, 31217, 31220, 31221, 31294, 31295, 31296, 31297.

    - Permanent legal address must be at the date of acceptance into MGA and be reflected on the admissions application.
- Has custody of dependent children.
- Is 21 years or older by the first day of classes for the semester admitted.
- Is active-duty military.
- Has a documented and approved medical disability with Student Disability Services.
- Plans to enroll in only online classes while a student at MGA. A ***Fully Online Declaration Form*** must be completed.

The housing contract is signed for a (1) one-year academic term. Students wishing to be released from the contract for the Spring semester of their contract must apply and be approved for a release before any assignments are cancelled or charges are removed from their student account.

Mission

The Office of Housing and Residence Life (HRL) is committed to providing a respectful environment that is caring, positive, and safe. We build a supportive community that welcomes all students. We provide lasting connections that encourage leadership, personal growth, and academic success.

Core Values

We recognize that learning is not solely limited to the classroom and that significant personal development also occurs outside of the classroom. We provide experiences for residents that are guided by intentional learning outcomes in the areas of:

- Academic Growth and Success
- Safety and Security
- Leadership and Service
- Cultural Awareness, Diversity, and Inclusivity
- Community Engagement

The Residential Community:

A Community of Similarities & Differences

As you get to know the other students in your community, you will probably become aware of several differences. Some of these will be immediately apparent as you meet students of different backgrounds: differences in socioeconomic status, ethnicity, race, political affiliation, religion, philosophy, lifestyle, physical ability, and interests. At the same time, there is much that you have in common. You will probably share many of the same concerns about both your academic and social college life. One of the most exciting and challenging learning experiences you will have in college is this experience of living with individuals who may be like you in some ways but different in others. Although the experience of living and learning with those different

from yourself is not always easy, your success in building relationships within this community will serve you well long after your time in college.

While you are here, you can stay open to the diversity around you by sharing yourself with others and learning about them. Even if you do not share another's perspective, you will have an opportunity to gain a clearer understanding of the basis for your differences and will be ultimately more able to accept others for who they are and what they believe. To close yourself to people or ideas based on past information or experiences, or because you feel uncomfortable or awkward, robs you of one of the richest learning experiences available to you here. It is understandable that you will want, at times, to seek out and spend time with individuals who share a similar background, interests and/or lifestyle; but it is also desirable to stretch your personal boundaries and expand your knowledge and understanding by availing yourself of opportunities to interact with a variety of individuals.

What You Do Is Important

As a resident student you are expected to respect your fellow residents and should expect that you will be treated with respect and courtesy in return. Communication is critical in creating this community of mutual respect. Small misunderstandings and acts or comments which inadvertently cause hurt to someone else can continue to grow and escalate if they are not discussed so that there can be learning and understanding. Acts of bias are often the result of inexperience, lack of understanding or ignorance, and can often be prevented from recurring through gentle confrontation and honest communication.

However, unfortunately, there are certainly some comments and acts which are intentionally meant to hurt and demean. Residents often choose to confront such behaviors on their own; however, they are always encouraged to bring acts of bias to the attention of HRL staff, all of whom are prepared to provide assistance. Confronting a situation or mediating a conversation is often sufficient to prevent recurrences of biased comments or behaviors, but at times other measures are necessary. HRL staff supports the belief that respect for individual and group differences is an appropriate expectation to place on resident students and when individuals act in a manner which shows disregard for the feelings of others, staff are trained and expected to intervene.

As a community member, YOU are encouraged to:

- **Be a positive example**
- **Speak up against negative behavior**
- **Offer support to victims of bias**
- **Negotiate peaceful solutions to conflict**
- **Inform staff of acts of bias and involve them in seeking a resolution**
- **Give every member of the community the kind of respect that you want to receive from them**

Residential Education:

Programming

Middle Georgia State University's Office of Housing and Residence Life provides building wide campus programming for the Cochran, Macon, and Eastman campuses. The programming model comprises five main components: Academic Support/Excellence, Educational/Life Skills, Social Programs, Knightly Konnections, and Real Talk Series. Programs are displayed through the Knight Life app, flyers, and via MGA email.

Opportunities for Growth and Involvement

The on-campus advantage. Living on campus offers a wealth of exciting and interesting opportunities right in your own residential community, but it's up to you to get involved. Why should you get involved? You will meet other students, get acquainted with faculty and staff, explore career possibilities, sharpen your academic skills, take part in community council, pick up a new skill, learn about a variety of issues and campus opportunities, and have a good time! Read on for more details…

A myriad of program possibilities. Your Hall Staff - Resident Assistant (RA), Community Assistant (CA), and Residence Life Coordinator (RLC) - will organize activities which might include floor dinners, intramural sports, movie nights, educational programs, wellness programs, and a variety of other programs. In addition, HRL organizes several other activities and programs designed to meet your personal and academic needs. These programs are designed to build on your classroom experience and contribute to your development as a whole person.

Wherever you are in your college career or personal development - whether you are choosing a major or choosing a career, experiencing the excitement of a new relationship or the painful break-up of an old one, whether your interest is sports or music, literature or science, whether your concern is for housing security or the health of the planet - residential community programs can respond to both your needs and your interests. Don't hesitate to let your hall staff know your ideas!

Where are these programs held? Most activities and programs are held in floor or community lounges, although sometimes HRL will organize groups to attend out-of-hall programs elsewhere on campus. Watch for posters on the bulletin boards, emails, MGA KnightLife posts, and/or announcements by your RAs for upcoming programs organized by your hall staff. If you would like to get more involved by offering a suggestion or helping to plan a program, the staff would be happy to have your participation.

RIGHTS AND RESPONSIBILITIES OF RESIDENTIAL STUDENTS

In the development of policies, HRL endorses and strives to incorporate the principles of the 1987 Association of College and University Housing Officers - International statement of student's rights and responsibilities. That statement is as follows:

"Residents in university housing facilities possess specific individual and group rights and responsibilities which must serve to guide Housing personnel in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents. Individuals must be educated regarding these particular rights and responsibilities that are associated with community living."

Students have the right . . .	**Students have the responsibility. . .**
● To have free access to their living accommodations. ● To live in a clean and secure environment. ● To expect a regionally competitive price on housing accommodations and/or food service. ● To written/electronic copies of college housing rules and regulations, or individual building policies which govern individual and group behavior. ● To the respect and safety of personal property. ● To study without interruption or interference. ● To be free from unreasonable noise. ● To be free of intimidation or harassment. To express themselves creatively within established guidelines. ● To expect enforcement of the housing license. ● To direct access of staff who provide assistance, guidance, and support as needed.	● To adhere to rules and regulations. ● To comply with reasonable requests made by staff, or university officials. ● To meet expected room and meal plan payment schedules. ● To monitor and accept responsibility for the behavior of guests. ● To report violations of rules and regulations to appropriate staff. ● To respect the rights of others, as stated above. ● To participate actively in self-governance. ● To participate in HRL departmental committees as requested. ● To express themselves individually, or by association with groups. ● To participate in conduct proceedings to determine appropriate standards of behavior. ● To contribute positively to the community by participating in educational and developmental activities.

Students have the right . . .	Students have the responsibility. . .
● To host guests, within established guidelines. ● To equitable treatment when behavior is in question. ● To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation. ● To individual and group educational and developmental opportunities in their living community.	● To keep their room, suite, lounge, townhouse, and floor reasonably clean. ● To study and academically succeed to the best of their ability.

The Housing Contract, Student Handbook, and other departmental documents are written and reviewed to be clear, concise, and stated in common and everyday language. They contain the specific policies and procedures of MGA that delineate rights and responsibilities as well as the student conduct system and administrative review and appeals process used to enforce them.

RESIDENTIAL COMMUNITY STAFF

Resident Student Staff (RAs)

Resident Assistants (RAs) are selected student leaders who live in the residence halls to serve as counselors, advisors, communication links, and activity planners for an assigned section of the hall/building. The RA is also responsible for the general welfare and handling any issues of students living in the residence halls.

Professional Staff

Community Assistants (CAs) may be a current undergraduate student or a part-time, professional employee. This is a live-in position primarily responsible in assisting the development and management of all residential students. The CA assists the RLC in the overall management of a residence hall. Other responsibilities include supervision, community development, being a resource for students, and facility management.

Residence Life Coordinators (RLCs) are full-time live-in professionals who supervise the staff and manage the complete operation of each residence hall. Other responsibilities include staff training and supervision, community development, mentoring, advising student organizations, and facility management. These individuals have bachelor's or master's degrees, and HRL experience.

Area Coordinator (AC) is a full-time live-in professional who supervises one or two residence halls. This individual has a bachelor's or master's degree and several years of experience. The AC also assists with campus wide programming and conduct matters.

Assistant Director of Housing (ADH) This is a full-time, professional, live-off position. Under the supervision of the Director of Housing & Residence Life, the Assistant Director of Housing is primarily responsible for the daily functions and operations of the HRL Office. The ADH is responsible for housing assignments, billing and charging student accounts, customer service, and staff development training.

Assistant Director of Residence Life (ADRL) This is a full-time, professional, live-off position. Under the supervision of the Director of Housing & Residence Life, the Assistant Director of Residence Life creates and oversees the programming model for all residential campuses. The ADRL coordinates all staff training and in-services and manages the budget for residence life programming on all residential campuses.

Director of Housing & Residence Life This is a full-time, professional, live-off position. Under the supervision of the Vice President for Students Affairs, the Director is primarily responsible for developing an environment that facilitates student growth academically, socially, and personally. They oversee the daily functions and operations of the Housing & Residence Life Department.

In the event that residents need emergency assistance, there are a variety of sources available. A network of coverage exists for each individual residential community and on a campus-wide basis. In each community there is an on-call system which provides RA staff availability during evening and night-time hours. If a resident requires the assistance of a Professional Staff and one is not available, University Police can assist 24 hours a day, 7 days a week, at 478-934-3002.

GENERAL RESIDENT INFORMATION

Break Housing

The University recognizes that some residents must remain on campus during periods of recess (i.e., Thanksgiving, Winter and Spring breaks, and summer sessions) when our traditional residential communities are closed. Information about and applications for Break Housing may be obtained prior to each recess by emailing the Office of Housing and Residence Life (housing@mga.edu), contacting your Residence Life Coordinator, or calling 478-934-3027 (Cochran and Eastman) or 478-477-5046 (Macon).

Closing & Opening Schedule and Procedure

All residence halls, except for Aviation Hall and Harris Hall, are closed during the major recesses in the academic year (such as Winter Break or Summer Break) as set forth in the Middle

Georgia State University Academic Calendar. Prior to these closings, special security arrangements are implemented. Residents planning to remain in the hall until closing time are required to communicate that to the Residence Life Coordinator. Building security is changed to restrict access to the building during this period. Therefore, accessibility for those persons staying in the building may significantly change. Anyone failing to comply with security arrangements will be required to leave the building and may be charged accordingly through the student conduct system.

Residents wishing to be housed during major recesses in the academic year must pay an additional prorated charge and specific accommodations will be determined by the Office of Housing and Residence Life and may not be the resident's regularly assigned room. (For additional information, contact your Residence Life Coordinator or visit the Office of Housing and Residence Life website.

Common Area Damages

Damage to public/common areas will be the financial responsibility of all residents of the area (wing, floor, section, or hall) unless someone accepts individual responsibility. If no responsibility is accepted, common area charges may be assessed to all students living in the affected area.

Decoration of Residential Areas

Individual Rooms–Affixing items to walls using tape, staples, tacks, nails, etc. may result in damage to the walls and subsequent charges for repair. Therefore, attaching items to walls is done at the student's own risk. Pictures and posters may be hung on the room doors; tape, paint and marking pens should not be used on doors. Residents will be charged with cleaning or repairing both sides of their room door. Any alteration to the room that causes damage is the responsibility of its occupants. Any decoration which adds significantly to the combustibility of the room is prohibited. Please refer to the Fire Safety policy in this section for more specific regulations related to Furnishings and Decorations. Furniture, decorations, and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of HRL staff. Window curtains must be labeled as fire resistant.

Public Residential Areas–Decorations in the hall should not be excessive since they tend to increase the combustible load of the area in the event of a fire. Nothing should be attached to or hung from fire detectors, heat sensors, or ceilings. Ceiling lights may not be covered.

Holiday Decorations–Experience has shown that precautions must be taken when decorating for the holidays to assure personal safety and avoid damage to facilities. Here are some general guidelines to follow:

1. Use only fire-resistant materials. These are generally no more expensive than flammable materials and goods.
2. Use masking tape sparingly to prevent paint chipping from walls and woodwork.

3. Natural Christmas trees are prohibited in ALL residential facilities. Noncombustible artificial trees may be used in rooms and floor lounges.
4. Protect personal safety by refraining from blocking exits or decorating corridor lights and fire detectors.
5. Candles and other open flames are prohibited.
6. Use decorative lighting sparingly so that electrical consumption will not be increased.

Elevators

To ensure safety, all elevators are inspected routinely and tested annually. Elevators are for the sole purpose of riding from one floor to another. Misuse of elevators (holding the doors open, jumping, etc.) may cause damage to the elevator. Individuals found responsible for damage to the elevators may be held financially responsible.

Employment Opportunities

Numerous opportunities exist for student employment with the Office of HRL. The positions, pay scale and qualifications are listed below.

Resident Student Staff (RSS)

Title	(#) Positions Available	Compensation	Minimum Qualifications
Resident Assistant (RA)	45	● Free housing waiver for each academic semester employed.	● Cumulative GPA of 2.6 during each semester of employment. ● Completed 1 semester of college ● One semester as resident student at MGA. ● Minimum academic load of 12 hours/semester

Title	(#) Positions Available	Compensation	Minimum Qualifications
Community Assistant (CA)	8	● Single Room ● $500 Dining Dollars ● Hourly Compensation not to exceed 19hrs a week.	● Cumulative GPA of 2.6 at the beginning of each semester. ● Junior standing at MGA. ● Minimum academic load of 6 hours/semester. ● Must have been a current RA for four semesters or higher

Front Desks

Each residential community has a front desk adjacent to the main lobby, except for University Pointe which has the Clubhouse. The desk is the center of activity, where information and services are available daily. Front desks are staffed by RAs.

Residence Hall Desk Hours	University Pointe Clubhouse Desk Hours ONLY
Sunday -Thursday 9pm-12am (midnight) Friday-Saturday 9pm - 2am	Monday -Thursday 8am – 5:30pm Friday – 8am – 12pm Saturday-Sunday - Closed

HVAC

The desired temperature in resident rooms is between 68 and 78 degrees. Since 68 degrees is not a particularly high temperature, it is important to allow the heating system to be as efficient as possible. The most important factor is to make sure that windows are tightly closed.

Residents who believe their room is cold should submit a work order to Facilities via TMA. In response, a staff member will check the room temperature and see if the problem can be identified. If a quick solution is not possible, room relocation may be an option for the impacted students. Please remember when heat is first turned on after being off for the previous 6-8 months, a smell is expected, which is simply dust burning off the internal coils. Students are not permitted to cover any vents or block access to any HVAC closest in their unit.

Insuring Personal Property

Middle Georgia State University does not assume any liability or responsibility for loss or damage to personal property of residents except when negligence on the part of MGA is established. There are occasions when system failures result in loss or damage to a resident's personal property. Residents who find themselves in this position frequently believe that MGA should be responsible for restitution; however, MGA would not be responsible unless it was aware that the situation that caused the problem existed and did not resolve that situation, thereby resulting in loss or damage to personal property. Students believing their loss was the result of negligence should contact the Director of Housing for clarification.

All residents are encouraged to lock their doors and secure their belongings. They should also review their family insurance to determine whether they have appropriate coverage for their personal property while they are away at school and are encouraged to obtain appropriate insurance coverage.

Internet

- **Wireless:** All residential communities are part of the MyResNet-5G Wireless Network.
- **Wired:** MGA no longer supports wired internet in the residence halls.
- The per semester connection fee is included in your housing rate.
- Students are not permitted to illegally download any content via MyResNet, students found in violation will go through the conduct process.
- If residents experience problems with their connection, please reach out to Apogee Customer Support by calling 833-548-0091 or texting "ResNet" to 84700.

Kitchens

Kitchens are available in Aviation and Harris Halls and University Pointe. Cooking utensils, including pots and pans, are provided by the residents of each suite.

Laundry Rooms

Each residence hall is equipped with laundry machines for use by residents. Students can utilize laundry machines via their Knightcard ID and Duke Dollars. All residents, please contact the 1-800 number on your washing machine to set up a service call for it. For safety reasons ironing is permitted only in laundry rooms. Irons should not be left unattended.

Mail

Each resident is assigned a mailbox. Students will either have their own mailbox or share one with roommates, depending on the campus. Students are notified via email when they have a package but should check their mailboxes often for other mail.

Please note that the University is not responsible for cash or valuables sent by mail.
Students who are leaving campus for the summer or are separating from MGA, graduating, or withdrawing should ensure they update information with family and websites like Amazon.

Please have your mail address in the following (based on your residential campus):

Cochran Students:
Student Name
Residence Hall and Room Number
1100 Second Street SE
Cochran, GA 31014

Macon Students:
Student Name
Residence Hall and Room Number
100 University Parkway
Macon, GA 31206

Eastman Students:
Student Name
Aviation Hall and Room Number
71 Airport Road
Eastman, GA 31023

Maintenance Concerns

Students should request repairs and/or report maintenance and custodial concerns by submitting an online service request the WebTMA Website. Keys cannot be requested by residents and must go through the RLC of each building or the main office. Although we strive to deal with each report effectively, errors do occur. Residents should persist in reporting problems until they are resolved, and maintenance emergencies should be reported to the front desk. If the desk is closed, contact the hall staff member on call.

Medical Accommodation Housing Requests

Properly submitted requests are reviewed regularly by Accessibility Services. Approved requests (such as granting of a "Medical Single Room") are honored on a space available basis. Approval is valid for the balance of the current academic year; requests must be re-submitted for each subsequent academic year.

Posting and Distributing Promotional Material in Residence Halls

Each residence hall has posting space on resident floors and in the main lobby area. Typically, floor bulletin boards are used to advertise in-hall/floor activities, registered student organizations' activities and official announcements from MGA departments.

Procedure to Post

Organizations from outside Housing and Residence Life may request approval for posting promotional materials in residential facilities by emailing the Office of HRL at housing@mga.edu. Posting of material is the sole discretion of HRL staff.

Note: For the purposes of the posting procedures, any area outside of an individual student room, including the side of the door facing the corridor, is considered public space.

1. Postings should be no larger than 11" x 17".
2. All information on postings must conform with University Policies and be consistent with the programmatic objectives of HRL.
3. Posting will be done by building staff assigned that responsibility, not the representatives of the posting organization.
4. Postings will be displayed as soon as reasonable, removed, and destroyed after the event date.

Recovered and Abandoned Property

Periodically, lost personal property is found in the residence halls. Such items usually fall into two categories: owner-identified and owner-unidentified. During periods when halls are occupied and during periods of recess, found items should be turned in at the hall front desk. If no owner is identified during a reasonable period (2-4 weeks), the item will be transferred to Campus Police and/or donated.

At the end of the Spring Semester, items found for which ownership can be determined (such as labeled personal property) should be given to the appropriate staff member or Campus

Police. The owner will be notified that the property has been found and asked to advise regarding disposition.

Abandoned Property is any item left behind when a resident has separated from the University. Students have 48 hours to remove their belongings from their room, return their key, and check out with a staff member. If items are left behind, they are considered abandoned property and will be dealt with at the discretion of Housing and Residence Life. Abandoned items are not stored.

Refrigerators

Compact refrigerators that clearly conform to proper electrical and chemical standards, operate on no more than 2.0 amps, have a capacity not exceeding 6 cubic feet and have outside dimensions that do not exceed 48 inches, are permitted. Each resident is permitted to have their own refrigerator; each must be UL/ETL-approved.

Removal of Personal Belongings

All residents must vacate the residential community and remove all personal belongings from the premises in accordance with the release or expiration of the Housing Contract. If personal belongings are not removed from the premises, the resident, by signing the Housing Contract, authorizes and agrees to pay a per day room rental charge to MGA for each day that the room was not available for reassignment by the University. Further, the resident agrees to pay such fees as are assessed by MGA for the labor involved in the removal of the resident's personal belongings, and MGA shall not be responsible for any resulting loss or damage to those belongings abandoned by the resident.

Residence Hall Waiting Lists

Students who wish to move to a different room and/or residence hall can request a room change; students can do so by adding their names to Waiting Lists for specific residence halls. This is accomplished by contacting the Office of Housing and Residence Life via email (housing@mga.edu). Please note that adding oneself to a Waiting List does not guarantee that the student will have the opportunity to change rooms.

Residential Community Security

General Information

All exterior doors to residence halls are locked 24 hours per day, seven days per week. Students must use their Knight Card ID in order to gain access to their assigned residence hall.

Deliveries such as food, flowers, etc., will require the person placing the order to be available to meet them at the entrance of the building by giving the delivery person a phone number at which you can be reached. If the previous method will not work, alternate

arrangements must be made by the orderer. Students at University Pointe must meet delivery persons outside of the gate.

Policies and Procedures

In order to assure reasonable security, the following policies and procedures are in place:

1. Lost keys are to be reported to the Residence Life Coordinator or a resident assistant by the residents of the room as soon as possible after the loss is detected. Lost keys are replaced by re-keying the lock and making new keys for all residents affected. A charge for the costs involved is assessed to the individual who lost the key(s).
2. All residence halls front desks are open each day to assist residents. When the desk is not open, students can call the duty phone for their building or come to the main office for assistance.
3. Non-residents of the building are considered guests and must be accompanied by a resident to be in the building.

Residential Communities

All residence hall exterior doors are locked 24 hours per day, seven days per week. Only students assigned to a specific residence hall and their registered guests will have access to the residence halls

- Each building's residents will be able to enter their residence hall at designated entrances by use of their Knight Card 24 hours per day when college is in session.
- Each residence hall exterior door is labeled on the exterior side to indicate the type of authorization required to open the door.
- Selected residence hall doors are available to residents of the building for entrance during specific times. Please consult with your hall staff or the poster on the exterior of the door.
- Registered guests must enter via the main entrance to the building.
- Faculty assigned to Anderson Hall and staff of the Office of Housing and Residence Life are given appropriate access to designated residential communities.

Dining

Cochran

- Georgia Hall can be accessed by using the front doors or the elevator on the outside
- Papa Johns can be reached by going through the Wellness Center on either side

Macon

- Camelot Court is inside the Student Life Center; students may enter through either side; Subway is also located right outside of the entrance to Camelot Court
- Papa Johns is inside the Wellness Center and may be accessed through the front entrance

Respect for Staff

Members of the Housing and Residence Life staff are to perform their duties free of harassment, intimidation, or menacing behavior from those with whom they work. When a staff

member is engaged in the performance of authorized duties, the following behavior by residents or their guests is strictly prohibited. The following violations may result in disciplinary action including arrest, removal from residence, and suspension:

1. Verbal abuse (including, but not limited to ethnic, sexist, or racial slurs).
2. Physical intimidation or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member engaged in the performance of assigned duties.
5. Failure to comply with a reasonable request from a staff member.
6. Failure to respond to the questions or instructions (including opening of a room door) of a staff member in the performance of their assigned duties.
7. Failure to acknowledge and comply with a staff member's request to enter a resident's room when that staff announces that they are acting in the performance of their assigned duties.

Room Damages

The baseline condition of the room at the time of occupancy is established by completing a *Room Inspection/Inventory Card*. This process is done with a Resident Student Staff member and is a shared responsibility. Residents are financially responsible for any damage to facilities and furnishings that exceed normal wear and tear. Upon release from the Housing Contract or when a resident changes from one room to another, an inspection must occur.

At the time of inspection, a resident assistant will identify any damage and discuss with the residents of the living unit the assignment of responsibility. RAs do not make decisions about the cost of damages, that responsibility lies with the Residence Life Coordinator for each building. The resident(s) will be advised of the charge or estimate at the time of checkout. If we cannot determine who is responsible for the damage, the cost of the damage will be split equally among occupants of the room. The resident(s) will receive a bill of damage(s) and an explanation of their right of appeal electronically to their MGA email address.

Residents who do not check out properly with a staff member will be given an Improper Check out Fine of $100. This will also result in a resident waiving their ability to appeal any damage charges they may be assessed.

Residents can check out by contacting a member of their hall staff at any time and turning in their keys to them. Any damages that are found upon inspection will be assessed after the resident has vacated. *However, if this option is chosen, the resident will waive their right to appeal any damage charges that have been assessed and an early termination fee will be applied.*

Payment of damage charges is due within 30 days of billing. Once damage charges have been collected, every effort is made to repair the damage as quickly as possible. Exceptions to this would be due to shortages of personnel or supplies, or instances when only partial payments were assessed and collected.

Room Entry

Requests for entry into resident's rooms is infrequent and would occur only under the following circumstances:

- When residents are present, staff members will knock on the door, announce themselves and request entry just to visit or to accomplish some administrative tasks such as a repair, survey, etc.
- Periodically to inspect rooms (not personal possessions, desk drawers, etc.) to determine their condition for health and safety purposes. In this case, notice is given to residents at least 14 business days in advance of the inspection. Typically, in this situation, rooms will be entered whether the occupants are present or not. As part of the vacation closing procedure, staff do check closets to be sure the room is empty.
- MGA reserves the right to enter, repair, inventory, inspect, or search, and students consent to such entry or entries into any student space, including health and safety inspections of residence hall rooms. This includes Residence Life staff, Campus Police officers, Facilities staff, and any other University employees or contractors who have a legitimate need to enter the space.
- To halt the continuation of an activity where imminent danger to life, safety, health, or property is reasonably feared and/or appears to be in violation of federal, state, or local laws or University policy. University staff members will knock, announce themselves, and request entry. If there is no response or the request for entry is denied, MGA staff members will obtain entry to the room to resolve the situation. Occasionally Campus Police will be asked to participate in this response.
- To affect emergency repairs or deal with an emergency and maintain building security during break periods, MGA staff may enter a room without the occupants' knowledge. In these instances, a notice will be posted on the inside of the door identifying to the residents the person who entered and the purpose for that entry.

Room Inventory and Condition Records

Whenever a resident moves into a room, the condition of that room is determined by the Residence Hall staff prior to move-in and verified by the student. The information is recorded on the Room Inventory & Condition Record. It is the resident's responsibility to examine and note the condition of all listed items. The resident's signature on the inventory form indicates agreement with the stated condition of each item and any deterioration in the condition of the room, beyond normal wear and tear, is the financial responsibility of the resident.

Inspection for residential community damages which will be assessed to resident students are conducted, when possible, before residents vacate the residential community. See the room damages and common area damages sections for more information.

Roommates

Living with a new roommate can be an excellent experience; but, as in any relationship, conflict is a possibility. Two important things each roommate can do to establish respect and a positive relationship are:

1. Get to know each other
2. Communicate

It is important for all residents to understand that the residence hall room is each roommate's "home." Each student should be comfortable living in the room/suite/apartment. If one or all residents feel that they are communicating but still have not resolved any issues, they are to contact their hall staff. Hall staff members are trained in mediation and conflict resolution. Most often, residents will find that there is a simple solution and simply a trained, neutral party can help roommates resolve issues. If additional mediation or intervention is needed, the RLC of the building will work with the students to find resolution.

A room change may seem like an easy way out but will not solve the issues each roommate may face in sharing living space, thus resulting in recurring problems with future roommates. Through education and encouragement, solutions to these conflicts can often be found and the need for a room change eliminated. However, if a sincere effort has been made and a resolution has not been obtained, a room change could be possible upon availability and professional staff approval.

Room Rates, Billing, & Adjustments

Room Rates

A student's room rate is based on their specific residence hall, rates for each building are different based on which hall the student selects. Rates are approved by the University System of Georgia on a yearly basis and are typically made available in late April for the following Fall semester. Because of this, students may see an adjustment on their student account or a different amount than is listed on housing materials once new rates are published. All other residence halls on all three campuses have varying rates.

Billing Procedures & Housing Payment Adjustments

After a student registers for classes, students are billed the entire rate for their assigned residence hall each semester

Housing payment/room rental adjustments are based on the date:

- personal belongings are removed from the room/suite/apartment,
- assigned keys are returned,
- the room/suite/apartment is inspected by a member of the HRL staff,

- debts related to room rental incurred by the resident have been paid in full to MGA, and
- the resident officially checks out of the room/suite/apartment.

Students withdrawing from the University or released from residence are entitled to an adjustment until 60% of the semester. After 60% of the semester, the student is not entitled to a refund

Withdrawal from University

Residents withdrawing from MGA must submit a request for a housing release to the Office of Housing and Residence Life as soon as possible. The request must be made in writing (either via email, regular mail, fax, or submitting in person). It must be signed by the student and must include the student's identification number and the date on which the withdrawal becomes effective.

Residents who withdraw from the University during the academic semester must vacate the residential facility and remove all personal belongings from the premises no later than 48 hours after approval.

In the event a resident withdraws or is academically disqualified from the University after the fall semester and before the beginning of the spring semester, the resident must officially request to be released from their housing contract, remove all personal belongings from their assigned room and officially check-out of the residential community by the deadline given; such deadline will likely be before the date of re-opening of the residential facilities for the spring semester, and will be included in all communications to the student.

Release from Housing Contract

All requests for release from the Housing Contract must be submitted via email to housing@mga.edu, with documented proof of the circumstances related to the release request. If these circumstances change after the student is released from the Housing Contact, the release will become invalid, and the student will again be obligated to the terms of the Housing Contract. Students may not request release from the Contract based on disciplinary action.

Typical Releases

A student may request release from the Housing Contract with supporting documentation for one of the following reasons:

1. Graduation from MGA, or
2. Involvement in University-sponsored academic programs such as student teaching, study abroad, or internship, that make it impossible for Student to commute from any MGA campus, or
3. Approved medical, psychological, or disability need that cannot be accommodated on-campus, or
4. Voluntary official withdrawal or approved leave of absence from MGA, or
5. Active military duty.

Under these circumstances, if the request is made 30 days prior to the first check-in date for the semester and the release is granted, the student will not be charged a $500 early release fee. If the request is made after the start of the semester and a release is granted, students will be charged the $500 early release fee and be liable for associated housing and dining based on the effective date of approved release.

These requests for release will be acted upon by HRL following consultation with appropriate offices and verification of information provided. Decisions are made solely based on the documentation submitted to the appropriate offices and whether the justification for release meets acceptable circumstances.

Other Releases

Students will not be released from their contract unless they can set forth one of the circumstances described above. However, there may be other opportunities for release based on specific needs. Approval of releases is within the sole discretion of the Director of Housing and Residence Life. If approved, the student will be liable for housing and dining costs according to the schedule below:

Fee and Liability for Other Releases

Full Academic Year Resident (fall and spring semester)	License Release Fee	License Liability**
Approved release date prior to first check-in date* for Fall Semester.	$0	No liability. Housing and dining charges will be removed from the student's account.
Approved release date after first check-in date* but prior to the first day of classes.	$500	A prorated week charge for housing and dining based on effective date of vacancy. Students released in the fall semester will not incur spring housing and dining charges.
Approved release date prior to the final date to drop a semester course.	$500	A prorated week charge for housing and dining based on effective date of vacancy. Students released in the fall semester will not incur spring housing and dining charges.

Approved release date after 60% of the semester.	$0	100% of semester housing and dining charges. Students released in the fall semester will not incur spring housing and dining charges.
Approved release date prior to the first check-in date* for the Spring Semester.	$500	A prorated week charge for housing and dining based on effective date of vacancy.
Approved release date after first day of classes for the Spring Semester	$500	100% liability for spring semester housing and dining charges.

Spring Only Resident	License Release Fee	License Liability**
Approved release date within 30 days prior to the first check-in date* for the spring semester	$0	No liability. Housing and dining charges will be removed from the student's account.
Approved release date after first check-in date* and prior to the first day of classes.	$500	A prorated week charge for housing and dining based on effective date of vacancy.
Approved release date prior to the final date to drop a spring semester course	$500	50% of spring semester housing and dining charges.
Approved release date after the final date to drop a spring semester course	$0	100% of spring semester housing and dining charges.

*Check-in dates can be found on the HRL website.

**All adjustments to student accounts will be based on the effective date of vacancy, prorated by the week.

Appeals

If a request for release is denied, the student may submit a written appeal to the Contract Appeals Committee. The appeal and all supporting documentation must be submitted by email to housing@mga.edu within five business days of the date of the original decision. A student

whose request for release is denied is responsible for the cost of the assigned space and the applicable dining charge through the remainder of the academic year, even if they choose to vacate the assigned room and live elsewhere.

Request for Release Ineligibility

If a student is suspended from on-campus housing and/or MGA, the student remains bound to the Housing Contract and will be responsible for the full cost of their housing and dining cost for the remainder of the semester in which disciplinary action is finalized. If this action is taken after the close of the fall semester, but before the beginning of the spring semester, the student will not be billed the $500 release fee for the Spring semester if they complete the approved move-out process.

Official Release from Occupancy

All students that are approved for release from their Housing Contract must:

- Remove all personal property from the room/suite/apartment.
- Have the room/suite/apartment inspected by a HRL staff member, including completion of the Room/Suite/Apartment Inventory and Condition Record.
- Turn in any assigned keys at the time of check-out.
- Complete all other official check-out procedures.
- Failure to do so by the stated deadline may result in:
  - Continued room rental charges for the period of elapsed time until such action is completed by the resident, and/or
  - Financial charges for the cost of the labor and materials used to pack and temporarily store abandoned personal property, and/or
  - Disposal of personal property not reclaimed after temporary storage.

Room Selection and Assignments

All students who apply for housing should select a room as part of the application process. Returning students participate in a room selection process early in the spring semester of each year and are generally allowed to renew their current room or select a new room depending upon the availability of accommodations. Students wishing to live on campus for the upcoming year must complete all steps of the room selection process on time as prescribed to guarantee the most options. **Since the Housing Contract is for the entire academic year, students who have met the housing requirement and whose priority is to live off-campus SHOULD NOT participate in the room selection process.** They may still have the option of living on campus if they do not find suitable off-campus housing; however, they will not have the on-campus choices they would have had if they had participated in the spring room selection process. Students are encouraged to ask their Residence Life Coordinator or call the main office for more information about room selection and assignments.

Consolidation

Middle Georgia State University reserves the right to reassign students for the purpose of consolidation and to schedule unoccupied rooms for guests' usage at any time. Where there is a vacant space, it must be maintained in a manner by the occupant(s) that will allow another person to move in immediately. The University reserves the right to make temporary assignments and to assign or reassign accommodations at its discretion.

Service and Support Animals (SA) in University Housing

The Office of Housing and Residence Life prohibits residents, and their guests, from bringing pets into the residence halls at any time. Freshwater, non-flesh-eating fish in aquariums up to 5 gallons are permited.

Emotional Support Animals (ESAs) are permited on a case-by-case bases and need approval from the Director of Accessibility Services before the animal can be brought into the residence hall. Additional documentation may be required from Housing and Residence Life before the animal can be permitted in the residence halls as well.

Student Records

Housing and Residence Life maintains a variety of records pertaining to residents. Included in this category are contracts, administration documents, and occupancy records. These records are for University use and are available only to appropriate University offices, except as in compliance with a proper court order. These documents may be reviewed only by the student referenced and only after the student confirms their identity via University identification card or photo DMV license. Copies may be made and given to the student referenced upon request. The preferred request is in person; however, if an in-person request is not possible, a written request from the student can be accepted. Telephone requests will not be honored.

Vending Machines

Each year, Auxiliary Services contracts with a private vendor to provide vending machines for the campus, including residential communities. Each residential community is equipped with a variety of vending machines, typically including a soda machine(s) and snack vending machine(s). Any problems, including refund requests, should be reported to Auxiliary Services.

University Pointe Specific Information

University Pointe is our upper-class student housing option on the Macon Campus. It is a gated, seven building apartment complex. Traffic flows one way and students must enter through the entrance gate near the clubhouse and exit via the exit gate near the trash compactor. University Pointe’s entrance gate can be accessed by students using their student ID. The pedestrian gate can also be opened by student ID.

Each Resident is provided with keys to their unit and mailbox. These keys are $55 each to replace. The exterior door keys to the apartments are the exception to the rule, and those keys are $110.

When having guests, it is important to remember that you must come and retrieve your guests from the gate. *A guest is defined as anyone who is not assigned to the suite they are visiting*. This includes other residential students who live on other MGA campuses or buildings. There should be no time where a person other than the resident is using their ID card to gain access to the complex. Students found to be giving their ID to others will be processed through conduct and could be trespassed from University Pointe.

Each unit consists of 4 bedrooms and 4 bathrooms. Each resident has access to their own bedroom and bathroom. Residents will share a communal space of the kitchen, living room, and laundry area. While the complex is carpeted, MGA is updating units to laminate flooring as needed.

Each unit comes furnished with various amenities such as:

- Full size refrigerator
- Microwave
- Stove
- Washer
- Dryer
- Sofa
- Chair
- Coffee table

Bedroom furniture consists of:

- Full sized bed
- Chair
- Dresser
- Mirror inside the closet

All other items needed for residents of University Pointe are to be provided by the students. Items such as plungers, trash cans, cleaning items, cooking items, etc. These items are not provided by Housing and Residence Life.

There should be no access to the pond that surrounds University Pointe. Students are not permitted to swim, fish, or play near the pond. It is considered a hazard and liability to everyone involved.

Trash is disposed of in the green compactor as you are exiting the complex. Failure to dispose of your trash correctly may result in a $30 trash fee. Do not feed the cats that are near the compactor. They are not pets and should not be treated as such.

The clubhouse is located outside the gates. This is where most of your housing needs can be addressed. The clubhouse is open Monday-Thursday 8:00 am- 5:30 pm and Friday 8:00 am-12:00 pm. Please come and see us. We would love to have you!

RULES GOVERNING RESIDENTIAL FACILITIES

Alcohol & Drug-Free Campus Policy

The residential alcohol policy is governed by the "*Alcohol & Drug-Free Campus*" policy as stated in the Student Handbook. The MGA on-campus community (faculty, staff, and students) is part of a larger community and, as such, is not only governed by its own regulations but by University policies and state law. Middle Georgia State University prohibits:

- the use or possession of alcohol by anyone in the on-campus community or on the premises; this applies to everyone regardless of age;
- the transport and/or consumption of alcohol in open containers in any public area including any property that surrounds an apartment and is considered MGA property;
- the manufacture or selling of alcohol;
- public intoxication;
- common containers of alcohol (kegs, party balls, trash cans, funnels, beer hats, etc.);
- students' presence where an alcohol violation is occurring, regardless of whether the resident/guest is using or possessing alcohol;
- alcohol paraphernalia in residential units.

Drugs Possession/ Use

Middle Georgia State University prohibits the possession, use, or distribution of drugs and alcohol by students and employees on the Middle Georgia State University campus or as any part of Middle Georgia State University's activities, whether on or off campus. Middle Georgia State University is committed to recognizing, upholding, and enforcing the laws of the State of Georgia. Violation of those state laws, incorporated into the Middle Georgia State University Alcohol and Drug-Free Campus Policy, will not be condoned on the campus or at any activity held off campus by any constituency.

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 University property

or conducting University business. No person shall possess or utilize paraphernalia explicitly for drugs use. MGA prohibits:

- 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;
- possession of drugs that may be used to incapacitate other individuals;
- 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 if used for tobacco products;
- students' presence where a drug-related violation is occurring, regardless of whether the resident/guest is using or possessing drugs.

**See *Univerity Policy 4.1.6.2.*

Appliances

Computers, stereos, televisions, radios, etc. are allowed. Refrigerators (maximum 2.7 cubic feet and 5 amps) and microwaves (maximum 1.0 cubic foot) are permitted in rooms. Microwaves and full-size refrigerators are furnished in all apartment kitchens (Aviation Hall, Harris Hall, and University Pointe). Automatic shut off irons are permitted; however, if, during room inspections or security checks, an iron without automatic shut off is found, it will be confiscated. All electrical appliances must be plugged directly into wall outlets. Extension cords are not allowed. Surge protectors are permitted.

Lakeview Pointe, Anderson Hall, Gateway Hall, Knights Hall, and Regents Hall are not permitted to have any cooking appliances besides a microwave and Keurig (or similar coffee maker) as these residence halls are not built to sustain those types of appliances.

Air fryers (under 1200 watts or 10 amps) are only allowed in the apartment-style buildings (Aviation Hall, Harris Hall, and University Pointe). The appliances must be approved by the RLC's in these buildings before being brought into the building.

Appliances such as Fry Daddies, anything with an open or exposed heating element (such as grills, George Foreman grills, tabletop grills, toasters, toaster ovens, etc.), griddles, or skillets are not permitted in any of the residence halls, including Harris Hall. However, University Pointe and Aviation Hall residents will need to seek permission from their Residence Life Coordinators concerning these appliances as some may be allowed for those residence halls.

For a full list of Prohibited Items, please check the Residence Life webpage titled What-to-Bring

Care of Facilities

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

Alterations to Residence Hall Facility

No changes will be made in the residence hall or housing space by residents. This includes, but is not limited to shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, other structural changes or alterations to furniture, or the removal of University furniture and its replacement with items owned by the resident. No person shall, without proper authorization, remove any property from its assigned place in a University facility.

No person shall damage, deface, or destroy University property. This includes marking or writing on room/apartment/suite doors. Residents should avoid using nails or sticky substances on sheetrock and wood. Thumbtacks and push pins are allowed to hang items on sheetrock walls. Damage done by nails or other fixatives will result in a per item charge to the student's account.

Computers

Residents are allowed to bring personal computers, laptops, tablets, etc. to the residence hall, however, all three MGA residential campuses (Cochran, Eastman & Macon) are completely Wi-Fi in the residence halls. No Ethernet Ports are accessible as there is a router in each living area/suite in all residence halls. Your computer or other device will need to be Wi-Fi capable. Personal wireless (Wi-Fi) routers are not allowed in residence halls at MGA. Students found in possession of these routers will be asked to take the device home. If the router is found in use a second time, it will be confiscated. Streaming Devices are allowed. When residents move into their residence hall, they will need to then set up an Internet Account with the Residence Life Internet Provider Apogee. Instructions for doing so can be found within each residence hall.

Damages to Residence Hall Facilities

Residents will be held responsible for all damage to their room, its furniture, appliances, and equipment, and for maintaining the space in a safe and sanitary manner. Residents are held responsible for making an appointment with HRL staff to have the room/apartment/suite inspected prior to the resident's departure. If the room or common areas are not surrendered in a clean and orderly condition, the residents will be charged for the expense of any additional cleaning.

Residents are jointly responsible for the cost of replacement or repair of any breakage or damage in the common areas within their assigned housing unit. Charges will be equally assessed on each member of the assigned room, hall, or apartment if the person responsible remains anonymous (collective liability). Residents may also be assessed the expense of the repair or replacement of any property in public areas judged damaged by residents or their guests in each room. Damages to a given residence hall that cannot be attributed to an individual student will also be assessed, and these costs will be shared by all residents of that residence hall.

Residents are responsible for the condition of the housing space and all furnishings that are assigned to them and shall reimburse the University for all damages to or loss of these furnishings. Residents are responsible for maintaining the cleanliness of their rooms. Charges for damages and/or cleaning shall be assessed to the student's account.

Disruptive Behavior

Disruptive behavior including:

1. harassment or creating a hostile environment through discrimination, intimidation, ridicule, or insult toward any person;
2. acts of bias targeted toward a person or group;
3. physical abuse, assault and/or battery;
4. threats toward or intimidation of any person, or intentionally or recklessly causing harm or reasonable apprehension of harm;
5. creation of a condition or situation that endangers mental or physical health;
6. conduct which inhibits the peace or safety of members of the University community;
7. conduct related to the use, possession, or distribution of alcohol or other drugs are unacceptable and subject to disciplinary action.

Disorderly Conduct

Behavior which, in Middle Georgia State University's sole discretion, has a negative impact on the living and learning environment of the residence halls, will be subject to student conduct procedures that could include immediate revocation of the privilege to live in a residence hall. 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 the health and safety of staff, residents, or guests will not be tolerated.

***Students are prohibited from playing sports or rough housing in the halls as this may disrupt the living/learning environment. Hall sports include tossing, bouncing, or kicking a ball or frisbee, roller blading, biking, scooter, nerf guns, water guns, or water balloons. ***

Fire Safety

Residential Fire Safety is a serious issue due to the population density and the potential for injury and loss that could occur from a fire. To reduce fire hazards and comply with state fire codes, Middle Georgia State University has established the following policies and procedures. Residents are expected to know and follow these procedures. Violators may face disciplinary action and/or arrest.

A. Fire Drills and Evacuation

Each residential community will conduct periodic fire drills to familiarize students and staff with the proper evacuation procedures and escape routes. Evacuation procedures and routes are posted on the inside of each door in residential rooms and throughout the buildings. All students should familiarize themselves with the evacuation procedures, know the location of all the exits in their living area, and how to reach them in case they need to evacuate in total darkness. When the alarm sounds, all persons in the building must exit the building immediately and remain outside until HRL staff members tell them it is permissible to return. There is a designated alternative shelter location for each residential community; in instances of inclement weather and/or prolonged evacuation, residents will be directed to the appropriate shelter facility. Failure to evacuate a building during a fire alarm is a violation of HRL procedures and can result in disciplinary action.

B. Fire Detection/Fighting Equipment

Each residential facility is equipped with heat and smoke sensors, fire extinguishers and fire alarm pull boxes. Residents should familiarize themselves with this equipment's location upon moving into a residential community. Tampering with any fire protection equipment is prohibited. Intentional activation of alarm systems for any reason other than reporting a fire is strictly prohibited.

C. Fire Evacuation Procedures

To ensure the safety of all residents and visitors of the residential community, the following guidelines must be followed. When an alarm is sounded, all residents and visitors should:

1. Immediately put on hard-soled shoes and clothing appropriate to weather conditions, as evacuation may be for a long time. Take a towel to cover your face. This will aid breathing if there is smoke.
2. Close all windows.
3. Check the room door before opening to see if it is hot. Smell for smoke. If the door is hot or you smell smoke, it should not be opened. Seal the cracks at the bottom and sides of the door with a towel or clothing. If trapped, call University Police, give the

hall and room number and then go to the window to attract the attention of the fire department.

4. If there is no sign of prohibitive heat or smoke, leave the hall by the nearest exit, using the stairwells. **Do not use elevators**.
5. Vacate the building by the shortest, safest route, and gather at the designated area (at least 100 feet from the building). Follow instructions given by HRL staff, Campus Police, Fire Marshal, and Fire Department Personnel. Remain outside until directed to reenter or proceed to designated alternative shelter.
6. Students unable to use the stairs should call University Police with their name and location for assistance during a fire evacuation.

D. Furnishings, Decorations, and Other Prohibited Items

Furniture, decorations, and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of HRL staff. Excessive amounts of combustible decorations are particularly dangerous because they can promote rapid spread of flames in the event of a fire. Suspending combustible materials, such as tapestries, curtains, flags, fishnets, etc., is strictly prohibited. It is the resident's responsibility to ensure all window curtains and personal furniture meet NFPA 701 standard. In common areas (i.e., bathrooms, hallways, and lounges) similar fire code regulations exist.

Possession and/or ignition of combustible materials is prohibited. Examples include, but are not limited to, candles, wax burners, incense, sterno, toaster ovens, hoverboards and certain types of lamps (including oil-burning, halogen, torchiere, and tree-style, as well as multi-head or "octopus-style," lava lamps, and lamps with outlets).

The illustrations below show examples of some prohibited lamps. The list of prohibited lamps (above) and examples below are for reference only and not intended to show every lamp prohibited in the residence halls.

Octopus (Tree Style)

Oil-Burning

Multi-Head

Torchiere

Lava

Halogen

E. Electrical Load

The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life-threatening hazard.

1. The use of electrical extension cords is strictly **PROHIBITED**.
2. Circuit-breaker-protected multi-outlet power strips that are Underwriter's Laboratory (UL/ETL-approved) can be used. These must be plugged directly into a wall receptacle and may not be joined together to extend their reach. All cords must be UL/ETL-approved and recommended for intended use, in perfect condition, and either 12 or 14 gauge.
    a. If the appliance using the power strip requires grounding (three-pronged plug), only grounded power strips shall be used.
    b. Cords may not pass through wall openings, doorways, partitions, or under rugs
    c. Cords may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.
    d. "Daisy chaining" (connecting one or more of these power strips to each other) is not permitted.
3. Heavy load appliances, such as refrigerators and blow dryers, must be plugged directly into permanent outlets by the cord attached to the appliance.
4. Multiple outlet adapters (exclusive of power strips permitted in 2. above) are not permitted.

F. Fire Safety Inspections

HRL staff inspects all residential living units (including bedrooms) at least once a month during each semester. Residents are advised of any fire safety and health problems and the required remedy. Items confiscated are not returned to students and are disposed of after disciplinary meetings.

G. Fire Safety Information and Education

Middle Georgia State University offers a variety of opportunities and resources for students to learn about the various aspects of fire prevention. Students are encouraged to educate themselves about their personal fire safety needs. In addition to the information contained in this Handbook, additional information can be found at https://www.mga.edu/police/emergency-response-plan.php

Fire safety discussions will be a part of meetings conducted by HRL staff, who are also considered as resources for such information. Any fire concerns should immediately be brought to their attention so proper preventative action can be taken.

H. In Case of Fire

Should a fire occur, the standard procedure for fires should be followed:

1. Notify the Fire Department by using the pull boxes. This notifies all residents of the need to evacuate the building.
2. If the fire is **very** small (wastebasket, smoldering matter) and you have been trained, you may try to fight it. **Keep near the doors so you can escape.** Stay low, away from heat and smoke. Aim extinguisher stream at base of fire. For floor level fires, sweep from the edge of the room inward. If it is a wall fire, sweep from the bottom of the wall upward. Stay outside closets, etc. and shoot inward. **Ventilate only after the fire is completely out.**
3. **Use good judgment.** The above responsibilities should be undertaken with due attention to your own personal safety.
4. **Fire Extinguisher Use.** The following information clarifies extinguisher type and use should it be necessary to put out a fire:
    a. Pressurized water extinguisher: Wood, paper, textiles, and other ordinary combustible materials.
    b. Carbon Dioxide (CO_2) extinguisher: Flammable liquids such as oils, solvents, grease, paint, etc. Live or energized electrical or electronic equipment.
    c. ABC (All-Purpose) Dry Chemical extinguishers: Wood, paper, plastic, combustible and flammable liquids, grease, paint and energized electrical.

Setting Fires is Prohibited.

Guests

Residential students may host guests in their residential community according to the policy outlined below. The policy is in place to aid in protecting Middle Georgia State University property, personal safety, personal property, and the right to privacy.

Definitions

- Resident student – A currently enrolled MGA student officially assigned to a specific residence hall.
- Host – Resident student receiving a guest in their residence hall.
- Guest – Any person entering the premises of a residence hall to which they are not assigned.
- MGA student guest – a currently enrolled MGA student visiting a resident student in the resident student's assigned residence hall.
- Non-MGA guest – a person who is not affiliated with MGA in any way who is visiting a resident student in their assigned residence hall.
- Overnight guest – Any guest who is hosted by a resident student after 12 midnight.

Guest Access

Resident students may host guests from 10am to 12am, Sunday through Thursday and from 10am to 2am on Friday and Saturday. Students are only allowed to have 2 guests in their room at a time.

Guests hosted by resident students between the hours of 12am and 10am Sunday through Thursday and 2am to 10am Friday & Saturday are considered overnight guests.

Overnight Guests are:

- permitted for up to 2 days in a week (48 consecutive hours) and a maximum of four such visits per month.
- required to sleep in the host's assigned bedroom; sleeping in common areas of residential communities, such as living rooms, is prohibited.
- The maximum number of overnight guests allowed at one time is:
    - 1 overnight guest per resident.

Hours/Times of Visitation

Guests are not permitted during early check-in arrivals, final exam periods, graduation days, or break periods.

Approval and Registration

- All guests must be registered according to the established **Guest Registration Process** as outlined below.
- Resident student hosts must get the written permission of all roommates/suitemates before any guest arrives.
- The Overnight Guest Request Form must be turned in to the specific Residence Life Coordinator 24-48 hours prior to a guest arriving to stay the night. No Overnight Form will be accepted the day of a guest arriving.
- Overnight Guest Request Forms can be obtained from a HRL staff member or online through the Housing and Residence Life webpage.

Host Responsibilities

- The host is responsible for assuring that all guests know and adhere to MGA policies and procedures.
- Hosts and guests are subject to disciplinary action for failure to comply with University policies.

- The host may be held responsible for the actions of their guest which may include receiving disciplinary charges when their guest violates MGA policy and/or residence hall rules and regulations. Further, HRL staff may ask the guest to leave the building whenever that guest's presence is determined by the staff member to be disruptive to the residential community.
- It is the University's position that resident students have the right to use their assigned room for studying and sleeping. If a conflict arises between roommates/suitemates regarding the use of the residence hall room, this established priority should be recognized by all residents. Resident students should try to resolve roommate/suitemate conflicts stemming from guests personally; however, mediation support will be provided by the HRL staff as needed.

Guest Responsibilities

- Guests are always with their host.
- Guests are to use residence hall restroom facilities designated for their gender.
- Guests are to abide by all University policies. Failure to do so may result in the revocation of their guest pass.

Enforcement

- Guests will not be permitted if staff determine that their presence prohibits reasonable access to and use of the room or suite by roommates/suitemates, or the guest's presence is determined to be disruptive to other members of the residence hall.
- Each Residence Life Coordinator has the option to further restrict guests.

Housekeeping

Residents are expected to appropriately clean and maintain the space, including 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 student conduct procedures.

Residents must deposit all garbage in the dumpsters designated for the facility. Residents should dispose of garbage daily from their living space. Garbage is not to be left outside room/suite/apartment doors, in the halls, or in breezeways. Failure to dispose of garbage properly will result in a charge of $30.00, or more for larger amounts, being applied to the student's account. Repeated actions can result in further consequences and/or student disciplinary action.

Keys/Locks

Each resident is assigned a key(s) when checking into their residence hall and is responsible for the return of the assigned key(s) upon termination of residence. Loss of key(s) will result in charges for replacement. The **Key Replacement fee is $55 per key** (see University Pointe section for additional details about University Pointe keys).

Unauthorized duplication of keys is prohibited. Residents are prohibited from using or having unauthorized possession of key(s) or ID Cards which have not been assigned to them by the University. Having unassigned keys and/or ID Cards may result in disciplinary actions.

Lock changes will be completed if a key is lost/stolen. A new core will be put in all applicable doors and new keys will be made. MGA cares about the safety of our students. Cost should never be a reason to not report a lost or stolen key. If a student is concerned about their ability to pay for a new key, they may send an email to housing@mga.edu and inquire about the fee being waived. Requests will be reviewed on a case-by-case basis and will only be considered under specific circumstances. If a key is broken or bent, it will be replaced free of charge.

If a door lock is intentionally damaged beyond repair, the resident responsible will pay for its replacement. The replacement fee varies depending on the severity of the damage and the type of door. Certain situations may require student conduct procedures.

Noise

Quiet hours are from 9pm to 9am every day, even on the weekends. Courtesy hours are observed 24 hours per day. Quiet hours are observed 24 hours per day during the week leading up to and during final exams.

Residents are expected to abide by Quiet hours at all times and to be respectful of their neighbors, roommates, and suitemates during these times. If a student needs assistance with noise, they can reach out to a member of the building staff.

Pets

The Office of Housing and Residence Life prohibits residents and their guests from bringing pets into the residence halls at any time. Freshwater, non-flesh-eating fish in aquariums up to 5 gallons are permitted.

Emotional Support Animals (ESAs) are permitted on a case-by-case basis and need to be approved by the Director of Accessibility Services before the animal can be brought into the residence hall.

Security

Security is a community issue which depends upon the complete cooperation of all residents and their guest(s). Residents are responsible for the general security of their residential community. Acts which compromise building security are prohibited (i.e., propping open exterior doors normally locked for security purposes or opening the entrance door for others to enter the building). Entering rooms assigned to other students or non-public areas such as mechanical rooms/storage rooms or desk areas without appropriate authorization is prohibited.

All exterior doors are locked 24 hours a day/7 days a week. Persons who leave a locked exterior door open are endangering the security of residents and their property. Anyone observed or proven to have done so is subject to disciplinary action and a $50 fine.

It is the obligation of every resident to immediately report to the Residence Life staff or University Police the presence of any nonresident not hosted by a resident and not complying with these regulations.

Smoking

Middle Georgia State University's Tobacco Free Campus Policy

In alignment with USG policy 9.1.7, Middle Georgia State University prohibits the use of tobacco products on any property owned, leased, or controlled by MGA. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e., cigarettes, cigars, smokeless tobacco, snuff, pipes, electronic cigarettes, hookahs, drugs, or other similar products while on MGA property.

The implementation of this policy is a shared responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Persons refusing to comply may be asked to leave campus.

Smoking of any kind while on MGA owned property is strictly prohibited. Residents found to be in violation of the Smoking Policy may face the following consequences:

1. **First Offense**- $50 Smoking Fine
2. **Second Offense**- Official Incident Report Submitted to Student Conduct and $100 Fine placed on Account
3. **Third Offense**- Fine Added to Student Account. Move to a different residence hall or residential campus at the discretion of Student Conduct & the Office of Housing & Residence Life. Room changes must take place within 48 hours.
4. **Fourth Offense**- Removal from the Middle Georgia State University Residence Life Community.

Solicitation and Sales in Residential Facilities

Soliciting and selling for personal profit are not permitted in the residence halls or on any MGA owned property. Recognized Student Organizations proposing fund-raising projects must first seek approval from the Office of Student Life and comply with the fundraising policies and procedures outlined in the Recognized Student Organization Policies and Procedures Handbook found at *https://www.mga.edu/student-life/*

Residents found to be in violation of this policy may result in corrective action under the Student Code of Conduct or the Office of Housing and Residence Life.

Weapons, Explosives, and Flammables

It is strictly prohibited to possess or use firearms and other weapons in all University residence halls. 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;
- folding/pocketknives with blade longer than three (3) inches in length (with exception of culinary);
- knives used for purposes other than culinary;
- all fireworks, explosives, laboratory chemicals, dangerous compounds;
- gunpowder, firearm ammunition and flammable petroleum fuels;
- all martial arts weapons (e.g., nun 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 that may be considered a weapon;
- gasoline driven vehicles of any kind;
- vehicle parts;
- heavy repair equipment;
- accessories to any vehicle or engine parts;
- any hazardous, dangerous, or illegal material or substance.

****Board of Regents Policy *6.11* prohibits possession of guns or any type of deadly weapon, except as permitted by Georgia law, on the campuses of Middle Georgia State University.**

University *policy 6.10* details how and when weapons may be carried on MGA campuses in accordance with USG guidance and Georgia law.

Windows

The removal, loss of, or damage to a window, screen or window stop from student rooms or public areas in a residential facility is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including aerials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited.

PROHIBITED ITEMS IN THE RESIDENCE HALLS

Furniture, decorations, appliances, and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of Residence Life staff.

The list of prohibited items includes, but is not limited to:

- Candles, incense
- Extension cords
- Anything with an open or exposed heating element (such as grills, George Foreman grills, tabletop grills, toasters, toaster ovens, etc.)
- Heaters
- Hoverboards
- Fishnets
- Parachutes
- Flammable items
- Offensive decor
- Uncared for holiday decor
- Poor housekeeping
- Trash and empty glass bottles
- Pets (students may only have a non-flesh-eating fish in a freshwater tank up to 5 gallons)
- No guns, ammunition, or weapons: this includes knives, and swords
- Paint guns, darts, and bb guns
- Power tools
- Fireworks or explosives
- Ethernet hubs
- Any appliance exceeding 1200 watts or 10 amps
- Animal skinning, gutting, or taxidermy work
- Bongs, hookahs, pipes, and other drug paraphernalia
- Cigarettes, lighters, electronic cigarettes, and tobacco products
- Air Fryers (under 1200 watts or 10 amps) are only allowed in the apartment style buildings (Aviation Hall, Harris Hall, and University Pointe). The appliances must be approved by the RLC's in these buildings.

The list of prohibited items (above) is for reference only and is not intended to list every possible item prohibited in the residence halls. Refer to the Student Conduct Policies and Procedures section of the Student Handbook for the complete policy description.

Middle Georgia State University

OUR MISSION

The Office of Housing and Residence Life (HRL) is committed to providing a respectful environment that is caring, positive, and safe. We build a supportive community that welcomes all students. We provide lasting connections that encourage leadership, personal growth, and academic success.

mga.edu/residence-life

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478-934-3027

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