If you have a disability and need to obtain this brochure in an alternative format, please contact University Housing at 706-542-1421 or housing@uga.edu

Dear UGA Bulldog,

Welcome to your new home in University Housing! Living on campus is a rich and rewarding experience. This is a unique time of your life that gives you the opportunity to live, interact and learn with so many other students all pursuing their academic goals and dreams.

University Housing’s mission is to provide comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported. This guide will outline the many ways University Housing works to help you be successful while living in the residence halls. Please take the time to understand your rights and responsibilities this year.

We encourage you to get to know the teams that are working in your community. The resident assistants, C.L.A.S.S advocates, desk assistants and building services workers are likely to be a part of your daily interactions on campus. Consider running for a hall council position or attend these meetings and events to ensure your voice is heard in helping to shape your on-campus experience. We welcome your input about how we may improve, and welcome your feedback on the things we are doing well. Please enjoy the year and let us know how we can help you with meeting all your goals for your time at UGA.

Sincerely, and Go Dawgs!

Linda Kasper
Executive Director for University Housing
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ABOUT UNIVERSITY HOUSING

A part of the Division of Student Affairs, University Housing is home to more than 8,400 students who live in nine residential communities comprised of 22 residence halls, University Village apartments, Health Science Campus townhomes, and four Greek Park houses.

On-campus residents have unique opportunities to collaborate more, contribute more, connect more—and commute less. As a result, national studies consistently show that students who live on campus earn better grades, have higher graduation rates and report a higher level of satisfaction with their overall collegiate experience.

To this end, University Housing is committed to its mission of providing comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported.

In support of this mission, University Housing employs more than 700 full and part-time employees within three comprehensive units – Administrative Services and Communications, Facilities, and Residential Programs and Services. As a self-supporting auxiliary, University Housing operates a $50 million budget derived only from student housing fees and other non-state sources.

University Housing fosters a supportive and challenging inclusive environment through staff selection and training, community programming and contact with staff and students. Residents are part of a community that values and appreciates diversity and where individual rights and differences are recognized and respected.

ASSURANCE OF COMPLIANCE

RIGHTS AND RESPONSIBILITIES OF RESIDENTS

As a UGA student, you are guaranteed all of the rights, privileges and freedoms granted to all citizens; however, with these rights come responsibilities. UGA students are expected to abide by all federal, state and local laws. Alleged violations of these laws may be referred to the appropriate court or law enforcement authority. Violations of applicable laws may also result in UGA disciplinary action.

As stated in your University Housing contract, the University of Georgia policies, rules and regulations appearing in the online edition of the Community Guide, the University of Georgia Code of Conduct, and other documents that from time-to-time may be promulgated by University Housing or the Office of Student Conduct are made a part of your housing contract.

All residents are expected to read, understand and conduct themselves in accordance with the terms, conditions and policies set forth in the University Housing contract, this Community Guide, and the University of Georgia Code of Conduct. Residents are also expected to adhere to the information shared through emails, posters, policy changes, or written/verbal correspondence issued by University Housing or its agents. Although visiting scholars are not
students, the policies and procedures contained within this guide also apply.

Throughout this guide, the term “resident” is used to mean all individuals contracted to live in University Housing.

Should you have any questions regarding this publication please contact your area office.

POLICY STATEMENT: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/NON-DISCRIMINATION
Consistent with federal and state laws and regulations, policies of the Board of Regents of the University System of Georgia, and policies of the University of Georgia ("UGA") (collectively, “applicable laws and policies”), UGA restates its commitment to the concepts of equal opportunity, affirmative action, and non-discrimination.

UGA is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with applicable laws and policies, UGA prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the UGA community because of that person’s race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or debarment from UGA.

Questions regarding this policy statement should be directed to the UGA Equal Opportunity Office at (706) 542-7912 or ugaeoo@uga.edu.

UNITED STATES CENSUS SURVEYS
Residents in University Housing may be selected by the U.S. Census to participate in a variety of surveys (e.g., American Community Living Survey, Current Population Survey, National Crime Victimization Survey). If selected to participate, residents will be provided with a letter outlining the details of the specific survey. This letter is often delivered directly by a U.S. Census worker prior to conducting the survey. Some of these surveys are mandatory—required by law to be completed—while others are voluntary. Residents are encouraged to comply with all U.S. Census requests as required by law.

U.S. Census workers with proper identification are permitted in University Housing facilities without an escort in order to conduct official business. Residents may verify field representatives by entering in their last name followed by an asterisk at http://dir.commerce.gov/ (e.g., Johnson*).
COMMUNITY LIVING STANDARDS
As a member of UGA’s residential community, you are living in a richly diverse setting that encourages all people to realize their fullest potential. The very word “university” is from the Latin “universitas,” meaning the whole, the universe, a community, society. Such a community must allow for many opinions and beliefs, recognize and respect individual differences, and offer a level of personal security that fosters growth. We all arrive on campus with varying degrees of knowledge and understanding about people different from ourselves, and the opportunity to learn about others is one of the greatest benefits of life at a major university. University Housing offers a community that encourages residents to develop the personal skills and perspectives necessary to become positive and productive members of society. A key component of future success is the ability to acknowledge individual differences and ideas. The residential areas are comprised of students and staff of different backgrounds, religions, races, sexual orientations, abilities and cultures. We encourage acceptance and appreciation of people regardless of race, sex, ethnic background, physical and mental ability, socio-economic status, sexual orientation, age or religious affiliation. We are all threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships among our community residents; there is much to be taught, learned and shared. So, stretch yourself and get to know someone different from yourself. Learn about another culture. It will enrich your residential experience.

PILLARS OF THE ARCH
As members of the University of Georgia community, we aspire to uphold the principles manifested in the three pillars of the Arch: Wisdom, Justice and Moderation

Wisdom challenges us to apply lessons received inside and outside the classroom to our everyday lives. Wisdom transcends knowledge, embracing curiosity, discovery and expression throughout our community

Justice leads us to be fair in our dealings, accountable for our actions, responsible for ourselves, and empathetic for others. Justice requires honesty and celebrates diversity, establishing credibility and integrity for our community and ourselves

Moderation compels us to act with civility, bolstering our faith in others and the faith others have in us. Moderation accentuates our self-respect, promotes responsible citizenship and enhances pride in our university

Without each of these pillars, the Arch would lose its strength and balance. Likewise, all three qualities are necessary for us to be strong and complete citizens.

ACADEMIC HONESTY
The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. A Culture of Honesty, UGA's academic honesty policy and procedures, was developed to serve these goals (view the entire policy at https://honesty.uga.edu/Academic-Honesty-Policy/). All members of the academic
community are responsible for knowing the policy and procedures on academic honesty.

STUDENT CONDUCT PROCEDURES
For students alleged to have violated housing community guide policies (see Policies and Regulations in this document) and/or UGA code of conduct regulations (https://conduct.uga.edu/content_page/code-of-conduct) in University Housing, the following are the steps in the student conduct process:

Step 1: A student or staff member will document the situation.
Step 2: The report is referred to the appropriate area coordinator or senior coordinator (AC/SC), who determines which action to take.

- For alleged housing community guide policy violations: The AC/SC refers the student for a Residential Policy Review with a housing staff member or the Community Standards Board (peer-level student conduct panel) for possible disciplinary action.
- For alleged UGA code of conduct violations: The AC/SC refers the student to the Office of Student Conduct for possible disciplinary action.
- For other concerns, the AC/SC may decide to resolve the matter without a student conduct referral.

Step 3: In instances “1” and “2” the student will receive an email containing a Notice to Appear (NTA) with instructions on how to schedule a meeting. The matter will then be resolved by the conduct officer in that meeting or be referred to a hearing panel to determine whether or not a violation occurred.

ROOMMATE BILL OF RIGHTS
A successful community in University Housing depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic rights of a roommate include the following:

- The right to live in a clean building and room.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a redress of grievances. Housing staff are available to assist in resolving conflicts.
- The right to read and study without undue interference in one’s room or apartment. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, roommate’s guests, etc.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to have guests during visitation hours with the expectation that guests respect the rights of the host’s roommate and other hall residents.
- The right to expect reasonable cooperation in the use of the cable television services.
THE RESIDENTIAL COMMUNITIES

AREA 1: Area office in Myers Hall

HILL COMMUNITY
Boggs Hall: https://housing.uga.edu/site/housing_residence_boggshall
Church Hall: https://housing.uga.edu/site/housing_residence_churchhall
Hill Hall: https://housing.uga.edu/site/housing_residence_hillhall
Lipscomb Hall: https://housing.uga.edu/site/housing_residence_lipscombhall
Mell Hall: https://housing.uga.edu/site/housing_residence_mellhall
Morris Hall: https://housing.uga.edu/site/housing_residence_morrishall
Oglethorpe House: https://housing.uga.edu/site/housing_residence_oglethorpehouse

MYERS COMMUNITY
Mary Lyndon Hall: https://housing.uga.edu/site/housing_residence_marylyndonhall
Myers Hall: https://housing.uga.edu/site/housing_residence_myershall
Rutherford Hall: https://housing.uga.edu/site/housing_residence_rutherfordhall
Soule Hall: https://housing.uga.edu/site/housing_residence_soulehall

REED COMMUNITY
Payne Hall: https://housing.uga.edu/site/housing_residence_paynehall
Reed Hall: https://housing.uga.edu/site/housing_residence_reedhall

AREA 2: Area office in Rooker Hall

EAST CAMPUS VILLAGE (ECV)
Building 1516: https://housing.uga.edu/site/housing_residence_building1516
Busbee Hall: https://housing.uga.edu/site/housing_residence_busbeehall
McWhorter Hall: https://housing.uga.edu/site/housing_residence_mcwhorterhall
Rooker Hall: https://housing.uga.edu/site/housing_residence_rookerhall
Vandiver Hall: https://housing.uga.edu/site/housing_residence_vandiverhall

UNIVERSITY VILLAGE
Brandon Oaks: https://housing.uga.edu/site/housing_residence_brandonoaks
Rogers Road: https://housing.uga.edu/site/housing_residence_rogersroad
University Village: https://housing.uga.edu/site/housing_residence_universityvillage

AREA 3: Area office in Creswell Hall

CRESWELL COMMUNITY
Creswell Hall: https://housing.uga.edu/site/housing_residence_creswellhall

RUSSELL COMMUNITY
Russell Hall: https://housing.uga.edu/site/housing_residence_russellhall

University Housing Community Guide Page
HEALTH SCIENCES CAMPUS (HSC): Area office in Brown Hall
Brown Hall: https://housing.uga.edu/site/housing_residence_brownhall
Gilmore Circle: https://housing.uga.edu/site/housing_residence_gilmorecircle
Kenny Road: https://housing.uga.edu/site/housing_residence_kennyroad
McGowan Road: https://housing.uga.edu/site/housing_residence_mcgowanroad

UNIVERSITY HOUSING STAFF AND OFFICES
University Housing is responsible for all residence hall matters, including student safety and security, physical facilities, staffing, programs, room assignments, budgeting, policy formulation and hall government advising. The following is a brief overview of select student and professional staff roles within the department.

STAFF

Administrative Assistants
Among a myriad of area office administrative duties, administrative assistants supervise the student office staff, oversee the office operations and provide administrative support for the full-time staff. Administrative assistants are also available to assist residents and guests with any questions or concerns they may have.

Area Coordinators
Area coordinators manage the comprehensive operations of one of three residential areas on campus with approximately 2,700 students. They supervise residence hall directors, coordinate educational programs and activities spanning the halls and the university community, oversee student personnel, coordinate student conduct referrals, and manage the opening and closing of the residence halls.

Building Services Workers (BSW)
Building services workers are full-time staff members who clean offices and the common areas of the buildings to ensure a quality living environment for students.

C.L.A.S.S. Advocates (CA)
The Continuing the Legacy of African-American Student Success (C.L.A.S.S.) advocate program responds to the concerns of African-American students living on campus. Staffed by 14 live-in advocates, this residence hall program is designed to support and enrich the university experience of African-American students and facilitate communication between staff and students. CAs are crucial to the department’s ongoing efforts to respond to the needs of all students in the residence halls and to promote a culture of inclusion.

Desk Assistants (DA)
Desk assistants are student workers who staff the 24-hour desks in all of the residential communities. They are responsible for numerous tasks that include, but are not limited to, checking the ID cards of residents, checking out temporary keys, giving hall tours and answering phone calls.
**Graduate Residents (GR)**  
Graduate residents are graduate students responsible for the general supervision and management of their assigned residence hall. GRs provide basic academic, personal and disciplinary advising for individuals and groups of students, as well as assist in student development programming, facilities management, multicultural awareness efforts and other special projects. Some GRs supervise RAs and DAs while others support academic and leadership efforts for University Housing.

**Office Assistants (OA)**  
Office assistants serve as a resource of information for residents. These student staff members are responsible for assisting the administrative assistants and associates with various office tasks. They also assist with mail distribution and package pick up in the residence halls.

**Residence Hall Directors (RHD)**  
Residence hall directors are full-time, live-in professional staff members who supervise the community desks and desk assistants, advise hall and community councils, supervise RAs and CAs, coordinate educational programs and activities, and support the area or senior coordinator in the day-to-day administration of the residence halls and apartments. Some RHDs supervise GRs.

**Resident Assistants (RA)**  
Resident assistants live with the residents. These student staff members are selected for their skills, interests and campus activities, which enable them to help other students get the most from their UGA experience and promote a culture of inclusion. RAs are trained to assist and/or refer students with academic and personal concerns and to help maintain an academically supportive environment in the halls.

**Residential Leadership Coordinator (RLC)**  
The residential leadership coordinator oversees leadership initiatives within the residence halls such as hall council and serves as the advisor to student organizations including the Residence Hall Association (RHA) and the National Residence Hall Honoria (NRHH).

**Security Staff**  
University Housing employs full-time security staff to assist with maintaining the security in and around its facilities. Security guards begin each night at 9 p.m. and remain on duty until 6 a.m. the following morning. Residents may expect to see security guards checking the grounds surrounding the buildings and the parking lots associated with residential facilities. They also offer coverage for Greek Park during break periods. In addition to checking for propped and unsecured doors, the security guards report suspicious behavior to the UGA Police Department. Residents should feel free to introduce themselves and welcome these individuals into the community.

**Senior Coordinator for Health Sciences Campus and Conference Services**  
The senior coordinator is a full-time, professional staff member who manages the day-to-day residential operations of the Health Sciences Campus. This individual oversees student personnel, programming and coordinates student conduct referrals. The senior coordinator is also responsible for managing the University Housing visiting scholars and summer conferences programs.
Skilled Trades Workers (STW)
These staff members deliver maintenance support services and technical expertise to all community residents through upkeep of building systems and infrastructure, including plumbing, heating/cooling, electrical, carpentry and appliances repair.

OFFICES

Central Housing Office
The central housing office, located in Russell Hall, is where the executive director’s staff is housed. University Housing is organized into three primary areas:

Administrative Services and Communications
(Assignments, billing, marketing, staff IT support, and business and human resources operations)
Housing Assignments Office: 706-542-1421 or housing@uga.edu; located in Russell Hall
Housing Business and Human Resources (HBHR): 706-542-8279; located in Russell Hall.
These offices are located in Russell Hall.

Facilities
(Day-to-day maintenance operations, capital projects and building services)
Work Control Office: Receives and responds to work requests and maintenance issues. To submit a work request contact 706-542-3999 or complete a request online at https://workrequest.housing.uga.edu/
These offices are located at the University Village Community Office.

Residential Programs and Services (RPS)
(Academic initiatives, residence life operations, security program, Residence Hall Association, staff development activities and student conduct)
Residence Life: 706-542-6533 or rps@uga.edu; located in on the ground level, north wing of Creswell Hall
Security Program: Can be contacted through the Residential Programs and Services office at 706-542-6533.
GENERAL INFORMATION

ABANDONED ITEMS
When items are left in or around campus housing facilities after the owner has vacated or when there is no ownership indicated on items, the items will be considered abandoned. After reasonable attempts to contact the owner, UGA Surplus will be contacted to take the property. For lost belongings, please contact the appropriate community office.

AIR CONDITIONING, HEATING AND VENTILATION
A thermostat is located in select rooms and apartment units to monitor heating, ventilation and air conditioning. Where applicable, residents are allowed a range of control for the thermostat. If you have questions as to how to operate your thermostat, please contact your area office.

ASBESTOS AWARENESS
In support of a statement issued by the Office of Environmental Affairs of the University System of Georgia, University Housing wishes to notify building occupants and users that building materials containing asbestos may be present in UGA campus buildings, including residential facilities. Asbestos was commonly used as an insulating and fireproofing material throughout the nation into the late 20th century. Possible asbestos containing materials might include, but are not limited to, pipe insulation, spray-applied ceilings, fireproofing, plaster, wall sealant and floor tile. Asbestos in an undisturbed state poses no significant health concerns. As such, residents should not grind, drill, sand or saw into any of the building materials in their rooms or anywhere else in the residence halls or apartments. Residents shall not drill, hammer or screw fasteners into residence hall or apartment walls.

BULLDOG BUCKS
Bulldog Bucks is an online account-based debit card program offered to the campus community. Bulldog Bucks are used as a payment method at participating on-campus locations such as dining, vending, and the UGA bookstore. In addition, Bulldog Bucks may be used to pay for printing and vending in the residence halls. Deposits may be made to your Bulldog Bucks account via the Bulldog Bucks website. For more information, please visit the Bulldog Bucks site at https://bulldogbucks.uga.edu/.

CABLE TELEVISION
University Cablevision is the University of Georgia’s all-digital on-campus cable TV system. It offers entertainment, news, international and instructional channels that support the overall collegiate experience of students living on campus, as well as the academic and continuing education needs of the university. All concerns regarding cable should be directed to the EITS helpdesk at 706-542-3106. For further TV requirements and a current channel guide, visit: https://eits.uga.edu/network_and_phones/cable_tv/.

COMMUNITY DESK
The community desk serves as the central point of information for the residents of each community. Community desks are staffed 24 hours a day (the University Village Community desk is open 8 a.m.–10 p.m.). Desk assistants provide information such as campus and community phone numbers, answers to questions concerning policies and procedures, and assistance in emergency situations. In addition, DAs have the authority to issue temporary keys.
to a student locked out of their room and provide building access (where applicable) to students who have lost their UGACards. DAs also monitor the access of buildings.

COMMON AREA ROOM RESERVATIONS
Designated common spaces in each community may be reserved for programs and meetings. For complete information about the available hours, guidelines and fees, call the appropriate area office or visit https://housing.uga.edu/site/contact_facilities_reservations. Spaces are available on a first-come, first-served basis and priority is given to residents and housing staff members.

DOOR CLOSURES AND EXIT DOORS
Automatic door closures and exit doors are in accordance with fire code. Students are not permitted to prop doors at any time. In addition, no modifications should be made to the door closures or exit doors at any time. This may compromise the safety and security of residents residing in the building.

EMAIL COMMUNICATIONS
Email is the University of Georgia’s official method of communication. University Housing regularly distributes official communication to residents via their UGA email accounts. Residents should check their account regularly for important housing information regarding room sign-up, break schedules, checkout procedures, student conduct notifications and other announcements. Every student is responsible for information sent to them.

ENVIRONMENTAL SUSTAINABILITY
University Housing recommends its residents develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electrical appliances and minimizing student use of water and recycling.

- Never leave computers, stereos, televisions and lights on when not at home
- Recycle properly in convenient recycling bins located in each building. Bins with green lids are for recycling, which includes paper, cardboard, aluminum, and most plastic products. Bins with black lids are for landfill waste, which includes single use coffee cups, food, foam, and film (plastic). You may also use our plastic bag recycling bins in each community. Refer to the chart at the end of this Community Guide for trash and recycling locations for each building.
- The average shower uses 1 gallon of water per minute—take shorter showers to conserve water.
- Report any leaks (e.g., dripping faucets, showers) to the Work Control Office at 706-542-3999 or https://workrequest.housing.uga.edu/
- Use compact florescent or LED light bulbs where appropriate as they last longer than incandescent bulbs and use significantly less power
- Purchase energy efficient or ENERGY STAR®-compliant sound systems, alarm clocks, computers, refrigerators and televisions as certified by the U.S. Environmental Protection Agency. For more information visit https://www.energystar.gov/
- Contact the University Housing Sustainability Coordinator Christy Tweedy (ctweedy@uga.edu) if you have any questions or concerns about sustainability initiatives
- Develop good sustainable living habits and encourage friends to do the same. Everyone will benefit. For more information regarding sustainability efforts please visit University Housing Community Guide Page
ICE AND VENDING MACHINES
Ice and vending machines are located in most residence halls. For vending machine refunds or for other issues with the vending or ice machines, please contact your respective area office.

INNOVATE SPACES
Innovate spaces connecting to the campus’ virtual lab (vLab) are located in some residential facilities. For more information on the software available through these machines or how to connect personal devices to the vLab, visit https://eits.uga.edu/support/vlab/. Documents can be printed using any of the wepa print kiosks, the university’s cloud-based printing service for students. For how to print and kiosk locations, visit https://eits.uga.edu/support/printing_kiosks/. To report a computer or kiosk problem, please contact EITS at 706-542-3106.

INTERNET CONNECTIVITY
All residence hall rooms and apartments are wired for high-speed internet connections with a switched Ethernet system. Students wishing to connect to the wired Ethernet ports will need a personal computer with an Ethernet card and may need to contact the EITS Helpdesk at helpdesk@uga.edu. For internet connectivity issues, contact Student Technology Support at https://eits.uga.edu/support/ or call student technical support at 706-542-3106.

Personal wireless access points and wireless routers are prohibited in all UGA residential facilities. Wireless coverage is provided by EITS through PAWS-Secure. If personal wireless routers are detected on the network, EITS may either block the IP or MAC address of the router or block the entire port in the room. Residents will then be contacted by EITS and may be referred to the Office of Student Conduct.

LAUNDRY FACILITIES
Washers and dryers are located throughout each community. Instructions for the use of community machines are posted in each laundry room. These machines may not be used in any manner or for any purpose other than for those for which they are designed and intended. There is no additional cost to use the machines. The university does not assume any liability for damage to, loss of or theft of personal property. Contact the UGA Police Department for any thefts that occur. To report damage or repair issues with the community laundry machines, call the laundry vendor, Caldwell and Gregory, at 1-800-927-9274 or email service@caldwellandgregory.com. Damages or repair issues with laundry machines located within residential units should be reported by submitting a work request by calling 706-542-3999 or online at https://workrequest.housing.uga.edu/

MAIL AND PACKAGES
Residence Halls
Resident mailboxes are provided in each residential community. U.S. mail is delivered and placed in resident mailboxes weekdays (Monday-Friday). U.S. mail is not delivered on weekends and holidays. First-class mail is forwarded for one year after checkout. All other mail is returned to the U.S. Postal Service for further handling. Mail, packages and other correspondence sent to
residents in traditional residence halls should be addressed using the following format:
{Resident’s Name}
{Room/Unit Number and Residence Hall/Apartment Building Name} Street Number Street Name
University of Georgia
Athens, GA XXXXX – XXXX (Plus 4)

Street numbers and zip codes can be found at housing.uga.edu. All packages are logged for tracking purposes. After the package is logged, the resident will receive a notification slip via email. Residents will be required to show their student identification when claiming a package. Packages may be picked up from the mailroom or community desk during designated hours. Please consult with the appropriate area office or 24-hour desk for further assistance or in emergency situations.

**McGowan Road, Kenny Road and University Village**
United States Postal Service mail carriers place mail in central mailboxes assigned to each unit of the residential location. The assigned mailbox is the same number as the unit number. It is important that each resident who intends to receive mail have their name clearly labeled inside the mailbox so the USPS mail carrier can identify who lives in the unit. In shared units, residents will also share a mailbox. University Village residents access their mailbox with their apartment key. McGowan Road and Kenny Road residents should check out a mailbox key from the Health Sciences Campus community office in Brown Hall. Any outgoing mail should be placed in the separate box provided next to the mailboxes or dropped off at the community office. University Housing staff members do not have access to these boxes.

**WORK REQUESTS**
University Housing provides routine maintenance to the residence halls and apartments. Residents who wish to request routine repairs should submit a work request online at https://workrequest.housing.uga.edu/. If residents have an urgent daytime request, they should call the Work Control Office at 706-542-3999. Residents should provide their name, building name, apartment/room number where the repair is needed, cell phone number and a detailed description of the problem. In the event of an after-hours emergency, contact your community desk immediately. Although there is no charge for routine maintenance, a fee may be assessed to the resident for repairs made for damages that go beyond normal wear and tear.

**PARKING**
All students parking motor vehicles on campus must register their vehicles with Transportation and Parking Services. For student parking regulations visit the Transportation and Parking Services website at http://www.parking.uga.edu/ or call 706-542-PARK.

**RESPONSIBILITY FOR STUDENT PROPERTY**
Although every effort is made to optimize security, the university cannot assume responsibility for the loss or damage of student property; students or their parents are encouraged to carry appropriate insurance. The university is not responsible for the loss, damage or maintenance of items purchased or leased by students. Residents are encouraged to lock their doors to reduce the threat of theft of their belongings. If a resident believes the university may be responsible for...
SERVICES FOR STUDENTS WITH DISABILITIES

Room Accommodations
The university strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations due to a disability must also register with the Disability Resource Center (DRC). The DRC coordinator will communicate the appropriate housing accommodation needs to University Housing. The DRC procedures to request special housing assignments or accommodations can be found on the DRC website. For questions regarding special housing assignments or accommodations, contact the Housing Assignments Office at 706-542-1421 or housing@uga.edu.

Emotional Support Animals (ESA)
Students who wish to have an ESA in their residence hall or apartment first must register with the Disability Resource Center (DRC) to obtain approval for the animal. This approval is limited to one ESA and is granted for only one year at a time. Upon receiving notification from DRC, the associate director for assignments and contracts or their designee will send the resident a copy of the housing policy and an ESA agreement form. These must be read and signed prior to the animal residing on campus.

Service Animals
Residents accompanied by service animals must notify the associate director for assignments and contracts in writing at housing@uga.edu and sign the appropriate service animal verification form prior to the animal residing in University Housing.

Raising/Training Service Animals
All students who are serving as a trainer for a service animal must register with the Disability Resource Center. Registration information is found at https://drc.uga.edu/students/register-for-services. Residents who are approved to raise and train service animals must then apply for an accommodation in writing to the associate director for assignments and contracts at housing@uga.edu and sign an agreement form prior to the animal residing on campus.

STAFF AVAILABILITY
The area offices are open 8 a.m. – 5 p.m., Monday through Friday. During these hours, the area administrative assistant, area coordinator or senior coordinator, residence hall director(s), maintenance staff, and building services workers are accessible. There is also a graduate resident, doctoral intern, residence hall director, coordinator and resident assistant(s) on duty from 5 p.m. – 8 a.m., Sunday through Thursday nights. Those staff members will also be on duty 24-hours beginning 5 p.m. on Friday and ending Monday at 8 a.m. Staff on duty respond to emergencies and major facilities issues. If residents cannot locate an RA for assistance, they may call their community desk to contact an available staff member.

STUDENT EMPLOYMENT
University Housing is one of the largest employers of students on campus. Student positions include desk assistants, office assistants, maintenance assistant/painters, resident assistants,
C.L.A.S.S. advocates, summer conference hosts, graduate residents and doctoral interns. For more information about these positions—which have specific application and selection processes—contact one of our community offices or check out the student employment section of our website at https://housing.uga.edu/site/about_employment.

TELEPHONE SERVICE
Landline telephone service is not available to residents in any University Housing residence hall or apartment.

TOILETS (LOW FLOW)
Some of our facilities are equipped with 1-1/2 gallon flush toilets to conserve water. Because of their design, they can overflow easily if the following tips are not used.

To prevent an overflow:
- Make sure limited amounts of paper are flushed at any one time
- Do not dispose of feminine products or personal wipes in the toilets
- If your toilet does not flush properly the first time, do not flush a second time. Doing so will cause an overflow
- Should your toilet overflow, there is a water cut-off valve under the toilet
- Turning off the water during an overflow will prevent a lot of water from flowing into your residence hall room or apartment unit
- If the problem is not resolved, call in a work request immediately at 706-542-3999 or contact your respective community desk.

TORNADO WATCH
A tornado watch signifies that atmospheric conditions are such that a tornado could develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. Residents should monitor both television and radio weather bulletins and begin taking precautionary measures. Residents should take the time to review tornado warning procedures located on the Office of Emergency Preparedness website at https://www.prepare.uga.edu/tornado-safety

TORNADO WARNING
A tornado warning indicates that a tornado has been sighted in the immediate area. The weather radio located at each community desk will sound an alarm when a tornado warning has been issued for Athens-Clarke County. UGA Alert is activated in the event of a tornado warning. City sirens may also sound at a steady blast or tone for three to five minutes to signal a tornado warning. Local FM or television stations may also be a source for tornado warning information. Staff and residents should proceed to the designated tornado shelter location at once—shelter locations for each building are located at the end of this Community Guide. Residents remain in the building in areas away from windows with doors closed. For the apartments, residents should proceed to the bathroom in their unit or other interior locations with no windows. Remain sheltered until the siren is silenced, indicating that the immediate danger has passed. An “all clear” will be given by staff members to notify residents in traditional residence halls of when the tornado warning has passed. Residents are encouraged to remain indoors during this critical time.
UGAALERT
Every resident is encouraged to participate in UGAAlert, the emergency mass notification system employed by the University of Georgia Office of Emergency Preparedness to contact students, faculty and staff. Participants may submit up to three telephone numbers and two email addresses to be automatically contacted in the event that a severe threat to public safety and the health of the entire campus is identified. A valid UGA MyID is required to activate this service. For more information and to sign up to participate, please visit https://emergency.uga.edu/ugaalert/

POLICIES AND REGULATIONS
The following policies and regulations govern resident and guest behavior within University Housing facilities.
Failure to adhere to local, state and federal laws; UGA and housing policies; and engaging in, or being involved with, other forms of disruptive behavior may result in the following actions:
- **Arrest**—May result in the need to have legal issues resolved through the court system.
- **Referral to the university student conduct process**—May impact your status as a student at UGA
- **University Housing contract review**—May impact your status as a resident living in on-campus housing facilities

All three of the actions noted above may occur simultaneously, separately and/or independently.

ACCESS CONTROL
Residents must have their UGACard at all times in order to gain entrance into their assigned residence hall. Residents need to sign up for a personal identification number (PIN) through the housing website in order to access their residence hall. Upon entering the hall in which a resident is assigned, a resident must swipe their card or hold their card near the reader, enter the four-digit PIN and press #. If a resident is having difficulty with their card, they should contact their area administrative assistant.

Each residence hall is assigned a hologram sticker. Residents must have the appropriate hall sticker on their UGACard.

Lost UGACards must be replaced at the UGA Card Office in the Tate Student Center. At no time shall any resident, guest or staff member directly or indirectly bypass or disable residence hall access control systems through door propping, blocking of latches or any other method.

It is important to be mindful of the safety of students and their property. Residents must not allow non-residents to “tailgate” into a building by following them through access control points. Sharing your ID and/or pin number with others is prohibited.

ALCOHOL
In addition to the University’s alcohol and drug policies and associated conduct regulations available at www.conduct.uga.edu, University Housing staff will enforce the following policies:
• Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Underage students found in possession of alcoholic beverages will be asked to dispose of the alcohol under supervision of housing staff
• Monies collected or generated by University Housing may not be used to purchase alcohol. Alcoholic beverages may not be sold, under any circumstances, or given away at organized student functions within the residence halls
• Common source containers (e.g., kegs, punch bowls) are not allowed in the residence halls and apartments
• Residents of legal drinking age may consume alcoholic beverages in the privacy of their room or apartment unit; no alcoholic beverages may be consumed in any other areas of the community outside of the student room or apartment, including common areas
• No open containers of alcoholic beverages are permitted outside of individual residence hall rooms or apartment units
• No student shall furnish, or cause to be furnished, any alcoholic beverage to any person under the legal drinking age
• Inappropriate behavior related to the consumption of any alcoholic beverage is prohibited

APPLIANCES/ELECTRONICS
The capacities of the residence hall and apartment building electrical systems are limited, and overloading them can result in fire hazards. Additionally, there are certain types of electrical appliances that are dangerous in residence halls and apartments. Small appliances, electrical accessories and cords must be maintained in safe operating condition and marked with the Underwriters Laboratory (UL) approved label. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:
Permitted:
• Extension cords may be used under the following conditions:
  • Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series
  • Only properly grounded extension cords may be used with appliances that require grounding
  • Multiple outlet adapter strips with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms or apartments
  • Resident-owned refrigerators are allowed in residence hall rooms and apartments provided they do not exceed the following electrical requirements: They operate at 118 volts (plus or minus 5 percent), 60 Hz and do not draw more than 1.5 amps or 180 watts of power
  • Other appliances such as radios, stereos, desk lamps, computers, televisions and electric blankets are permitted, provided the total power requirements do not overload the room’s electrical system
  • Irons may only be used with ironing boards
Not Permitted:
• Electrical appliances with an exposed heating element
• Resident-owned air conditioners
• Outside antennas and satellite dishes
• Use of halogen light bulbs due to the danger of fire associated with these types of bulbs

BICYCLES/TRANSPORTING DEVICES/MOPEDS/MOTORCYCLES/SCOOTERS

Bicycles and Transporting Devices
• Only non-motorized bicycles may be stored in student rooms, bicycle storage facilities or on bike racks and as long as storage is not impeding an egress
• No one may operate or store bicycles in hallways, stairwells or any public area inside the residence halls. Bicycles should not be attached to railings, trees or other exterior locations that obstruct access to stairways, sidewalks or entrances
• Bicycles left unattended within residence halls, other than in designated areas, will be removed and treated as abandoned property Any bicycle secured to an unapproved location inside or outside of the residence halls, will be removed and treated as abandoned property
• Transporting devices such as hoverboards and Segways may be stored in student rooms, but may not be operated within residence halls

Motorized Bicycle/Scooters/Motorcycles/Mopeds
• Motorized vehicles, including scooters, mopeds, motorcycles or any item with a combustible engine are not permitted inside residence halls due to fire safety concerns. In addition, these vehicles should not be parked near or against a building
• Motorized bicycles/scooters found parked in a non-designated area may be towed at the owner’s expense
• Motorized vehicles found inside the residence halls must be removed immediately
• Residents who need scooters and/or electric wheelchairs as a medical necessity, must be registered through the Disability Resource Center

COOKING, HEALTH AND SANITATION
Cooking in residence hall rooms is limited to the following appliances which should only be used for their intended purposes:
• Sealed-unit coffee makers
• Sealed-unit popcorn poppers
• Toasters
• Microwaves (not to exceed 1 cubic foot and 700 watts)

Kitchens are provided in each residence hall, the East Campus Village apartments, University Village apartments, Kenny Road and McGowan townhouses, the Gilmore Circle homes, and the staff apartment in the residence halls.

As well as the appliances listed above, the following appliances can be used in the apartment kitchens.
• Hot pots
- Crock pots
- Instant pots

Food being prepared and cooked must not be left unattended.

Residents should keep combustible materials away from the cooking units as recommended by the manufacturer.

Kitchens should be kept clean upon completion of use. Cleanliness is essential due to the problems that unsanitary conditions create (e.g. odors, pests). Residents are held responsible for any damages or excessive clean-up charges resulting from cooking.

Personal items should not be left in the residence hall kitchen areas after use.

**DAMAGES/VANDALISM**
Residents are responsible for the condition of their rooms or apartments and all the furnishings assigned to them. If University Housing property is damaged or lost, residents are financially responsible and shall be charged. Residents of an individual room, apartment unit, wing, floor, suite or residence hall may also be required to share the expense of repairing or replacing property in common area (such as hallways, studies, lobbies or areas immediately adjacent to the building) when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction or dismantling of any university property or equipment may result in student conduct proceedings. Charges for damages and cleaning will be determined solely by University Housing staff; repairs or replacement of items may not be done by residents. Residents who owe $5 or more in damages may be assessed a charge through the Bursar and Treasury Services for group billing. Residents who fail to pay the assessed charges may have a hold placed on their student account, which prevents them from registering, obtaining transcripts or receiving grades.

All incidents of vandalism will be reported to the UGA police.

**DECORATIONS/MODIFICATIONS/ALTERATIONS**

*General Requirements*
- All electrical accessories must carry an Underwriter’s laboratory (UL) certification. Extension cords may be used. Electrical devices may not be spliced into existing wiring
- Residents working on room decorating projects are responsible for clean up; failure to do so will result in a clean-up charge. Clean-up requirements apply to construction of furniture
- When a resident moves out of a room that has been modified, the room must be returned to its original state
- All carpets must be rated fire-retardant Class A or B; all drapes are to be made of fire-retardant fabrics
- No contact paper may be applied to any university property. If contact paper is found in a University Housing Community Guide Page
• Residence hall room the residents of the room will be held financially responsible
  • Sources of light should never be covered with paper or any other materials
  • Due to the material used in construction of walls, limitations on the types of adhesives
    and wall hangers are designed to reduce possible damages. In all communities, adhesives
    such as command strips are appropriate. Residents should not make holes in the walls;
    residents should use the provided bulletin boards or tack strips whenever possible.
    Residents shall be charged for any damages to a room above and beyond normal wear
    and tear. Tape, nails, screws, poster mounts and screw mounts are not permitted.
  • Residents may use thumbtacks and pushpins to hang lightweight items in Building 1516,
    Rutherford Hall, Russell Hall and East Campus Village only
  • No stickers other than the university inventory numbers should be placed on doors,
    furniture, glass surfaces or any university-owned property
  • Residents may not paint their rooms
  • No decorations should hang outside of windows
  • No decorations should hang from hallway ceilings
  • No items should cover the glass portion of a door in a way that blocks vision
  • No modifications to plumbing or electrical fixtures are permitted
  • No windows or doors that are part of a residence hall, including resident rooms, may be
    decorated in a manner that defaces or damages the property or creates a fire hazard
  • Residents who do not follow these guidelines will be documented and may be referred
    through the student conduct process
  • Seasonal and Holiday Decorations
  • All residents and staff are encouraged to be inclusive in selecting holiday decorations
  • No live or metal Christmas trees are permitted anywhere in the residence halls
  • Decorations in common areas should be approved by the community’s professional
    and graduate staff
  • Artificial snow or any other material that is difficult to remove or might result in damage
    when removed is not permitted. Should any damages occur, the residents of the room
    will be held financially responsible
  • Leaves, grass, straw and other flammable, naturally occurring items should not be
    gathered and placed in common areas of residence halls or student rooms

DISRUPTIVE BEHAVIOR
Behavior that interferes with the normal functioning of a residential facility or unnecessarily
impedes the rights of students or staff is prohibited. This includes but is not limited to: behavior
where the safety of participants, other students, or property is compromised; hall sports, water
fights, pranks, student displays/demonstrations that create a disruptive environment; lewd or
indecent behavior; or where the actions of a person or group require the response of a housing
staff member or other university employee.

FIRE SAFETY
All residence halls, apartments and townhomes are equipped with fire detection systems and

University Housing Community Guide Page
alarms, which are linked to the UGA Police Department communication center. Additionally, rooms and apartments are equipped with automatic sprinkler system heads and smoke detectors.

FIRE EQUIPMENT
Tampering with fire extinguishers, smoke detectors, fire doors and other safety equipment is prohibited. Smoke detectors should never be disconnected or covered. If smoke detectors begin to beep, a work request should be submitted to have the battery replaced. If the sprinkler heads are tampered with (e.g., hanging items from them), they may engage the sprinkler system causing significant water damage to the building, university property and student possessions.

FIRE HAZARDS
The reckless obstruction of a fire exit in a residence hall/apartment or at a University Housing-sponsored activity is prohibited. Stairwell and other fire doors may not be propped open unless supported by a magnetic fire door closer. No combustibles or debris may be kept in corridors or stairwells. Burning candles, incense or any other open flame in the residence halls/apartments is prohibited. Halogen light bulbs are also prohibited.

FIRE ALARMS
In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Please note that residents must move away from the building and assemble in the “evacuation area” noted for that particular building. The designated evacuation area can be found in the chart at the end of this Community Guide. Police, fire and rescue personnel must not be impeded by residents. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the staff in their community office immediately. Staff will share this information with the police and fire personnel, so they can provide assistance.

FIRE DRILLS
In accordance with university regulations, fire drills are conducted in each residential building once per semester. Residents should follow the same procedures for fire drills as they would with any fire alarm and exit the building in a timely manner. All drills will be advertised a minimum of 24 hours in advance. Failure to evacuate in a timely manner may result in referral to the student conduct process.

FIREARMS AND WEAPONS
It is illegal to possess any explosive compound, firearm or weapon in any residential community at the University of Georgia. This includes residence halls, fraternity and sorority houses on campus. It can be a felony to break this law and the penalties can be severe. Using, possessing, manufacturing, distributing, maintaining, transporting or receiving any of the following items while on University property (unless noted as an exception) or at a University-
sponsored event:

- Any firearm or weapon as defined by Georgia Code, whether operable or inoperable, or any object of like character, including but not limited to paintball guns, air soft guns, BB guns, pellet guns, potato guns, or any device that propels a projectile of any kind;
- Any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun cha, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kinds, as defined by Georgia Code;
- Any dangerous weapon, such as but not limited to, a machine gun, shotgun, sawed-off shotgun, rifle or silencer as defined by Georgia Code;
- Any bacteria weapon, biological weapon, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined by Georgia Code;
- Any explosive materials as defined by Georgia Code;
- Any fireworks as defined by Georgia Code in or in close proximity to University Housing facilities;
- Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, such as a fake bombs or packages that give the appearance that they may contain chemical explosives or toxic materials;
- Or use of an “electroshock weapon” against another person in a manner other than in defense of self or others.

For additional information, please refer to https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2.

GAMBLING
It is illegal to conduct, organize or participate in any activity involving games of chance or gambling except as permitted by law.

HEALTH AND SAFETY
When the facilities close for breaks, staff will check the rooms in the traditional halls for cleanliness, safety issues and any policy violations. These rooms are checked throughout the academic year three times. In ECV, University Village and the McGowan and Kenny Road townhomes, health and safety checks are completed at least once each semester. During a health and safety check, a resident assistant, skilled trades worker, building services worker, residence hall director and/or an area coordinator/senior coordinator will enter each unit to check the condition against the Room/Apartment Inventory Card (RIC) that was completed at move in. This is to resolve any potential facility or sanitation problems. All students will receive advance notice of scheduled health and safety checks. If there are items that warrant resident action, residents will be given a designated amount of time to correct the condition. Failure to comply
within the allotted time may result in an assessment of an administrative fee. Any damages noted in an apartment may result in a charge to the resident for repairs and/or replacement.

ILLEGAL DRUGS
The possession and/or use of illegal drugs and narcotics are against local, state and federal laws and university regulations and are not permitted on university property.

LOCK SECURITY PROGRAM
Residents should always lock their room and/or apartment doors in order to protect the security of their belongings. Keys may not be stored or hidden for use as a “hide-away” key. Residents are only given keys to their assigned room or apartment. If residents misplace their room or apartment key, they may sign out a “temporary key” for up to 24 hours at the appropriate community desk. If a temporary key is not returned within that prescribed period, the original key will be considered lost. Keys lost by residents, including mailbox keys, will result in required payment of a lock security program fee. This fee is estimated to be $45 per key per incident and is assessed even if the lost key is found. Excessively checking out a temporary key may result in a lock security program fee. University keys may not be duplicated or loaned to unauthorized individuals.

LOFTS
University Housing provides seventeen-position adjustable beds in the majority of the residence halls. Therefore, the construction and/or installation of lofts is not permitted. Residents may incur an administrative charge for removal of an unauthorized loft. Once they occupy the room, residents may submit a work request for housing staff to raise or lower 17-position adjustable beds.

PETS
Residents are only permitted to have fish in properly maintained aquariums of 20 gallons or less. Aquariums must be properly maintained and meet UL standards. Each resident is permitted no more than one aquarium. Service animals residing in on-campus housing must be approved through the Housing Assignments Office. All emotional support animals and service animals in training residing in on-campus housing must be approved through both the Disability Resource Center and the Housing Assignments Office prior to residence.

QUIET HOURS
Quiet hours are periods when noise that is audible one door away from the source is too loud. Quiet hours are observed during the following times:

- Sunday 10 p.m. – 8 a.m. Monday
- Monday 10 p.m. – 8 a.m. Tuesday
- Tuesday 10 p.m. – 8 a.m. Wednesday
During final exam periods, 24-hour quiet hours are in effect.

Use of musical instruments in the residence halls is prohibited unless the use of the instrument is in a designated location (e.g., a piano in a programming room). However, these instruments still fall under the quiet-hours guidelines.

Residents are permitted to play an instrument in their room only if they can direct the sound from the instrument through headphones.

Placement of sound equipment or speakers in windows is prohibited.

Courtesy hours should be observed at all times when quiet hours are not in effect. During courtesy hours, noise should not be audible three doors away or outside the apartment unit at any given time.

Community/hall councils may vote to modify quiet hours to a more restrictive schedule.

RECYCLING AND TRASH
Residents are responsible for the disposal of their trash in the hall’s designated trash chute, the dumpsters outside the building or in the appropriate recycling bins. Residents who fail to properly dispose of trash will be assessed a minimum $25 administrative fee for trash removal. Residents are encouraged to participate in the community’s recycling program. Recycling and trash locations are listed in the table at the end of this Community Guide. For more information about recycling with University Housing, please visit https://housing.uga.edu/site/about_sustainability.

RESEARCH IN THE HALLS
Research may be conducted in the residence halls only with the prior written approval of the assistant to the executive director of University Housing.

ROOM/APARTMENT ENTRY
The university reserves the right to enter resident rooms and apartments for the purposes of safety, occupancy verification, facility improvements, conducting routine maintenance, health and safety checks, managing rooms and apartments in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Students will not be given access to any student room or apartment to which they are not assigned. Student rooms and apartments may be searched for legal cause by civil authorities. In cases of suspected criminal violations, a search
warrant issued by a magistrate will be used to authorize the search. Whenever possible, University Housing staff will attempt to notify residents of intended room or apartment entry. After leaving a room/apartment, staff will lock the entrance door.

ROOM/APARTMENT FURNISHINGS

Residence Halls
Each residence hall room is furnished with a bed frame and mattress, desk and chair, waste basket, dresser space and/or closet space, high-speed Internet service and a cable TV outlet. Room size and window dimensions vary from room to room and apartment to apartment. Residents are not permitted to remove any university furniture from their rooms. Residents may not move additional items into their rooms from public areas of the residence halls or other residents’ rooms. University Housing does not provide storage space for resident belongings. For safety reasons, bed risers are not permitted.

Russell Hall
Russell Hall rooms are equipped with a microfridge (a small microwave/refrigerator combination unit).

University Village
Most University Village apartments are unfurnished, but are equipped with an electric stove, refrigerator and a fire extinguisher. Additionally, some apartments include a dishwasher, washer and dryer.

Kenny Road and McGowan Road
The residential units located on Kenny Road and McGowan Road are contracted with basic furniture, kitchen appliances, washers and dryers.

SMOKING
The University System of Georgia prohibits tobacco products on all system campuses, including the University of Georgia. Use of any and all tobacco products is prohibited on the University of Georgia main campus and all property owned, leased, rented or in possession of UGA. Prohibited products include cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any smoking device that uses tobacco such as hookahs or simulates the use of tobacco such as electronic cigarettes. For more information on this policy please refer to the policy for more information.

SOLICITATION
Solicitation is prohibited in the residence halls or apartments. Fundraising is residence halls and apartment buildings is limited to housing-sponsored fundraising organizations and may only take place in the public areas of the housing facilities. UGA police may be contacted to address any solicitation.
STAIRS, HALLWAYS, BREEZEWAYS, DECKS AND PATIOS
All stairs, hallways and breezeways must be kept clean and free of obstructions at all times. This includes keeping screen doors at Gilmore Circle, Kenny Road, McGowan Road and University Village properly shut. Refuse, loose paper, cans, bottles, furniture, etc., should not be placed in breezeways or grounds near or adjacent to the residence halls and apartments. Dirt, trash, garbage or waste should not be swept out doorways or thrown from windows, breezeways or decks/patios. Laundry, rugs, carpet, etc., may not be placed on breezeway or patio/deck railings at Kenny Road, McGowan Road, and University Village. For apartments with private decks/patios, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. The university reserves the right to remove any obstructions that might create unsafe conditions and/or are unsightly.

Specifically, at Gilmore Circle, Kenny Road, McGowan Road and University Village:
- Bicycles must not be stored in the breezeways or stairwells and must be stored either in the apartment or the bicycle racks provided near each building
- Toys or other objects (e.g., hoses, furniture, planters) must not be left in the breezeways or stairwells and may be removed by staff
- The use of any type of outside clothesline or rack is prohibited
- Outdoor construction of any kind is prohibited

UNAUTHORIZED ENTRY OR USE OF UNIVERSITY FACILITIES
No student shall make or abet unauthorized entry into or use of any university facility, building, office, attic or onto any roof of university property. Residents shall not enter resident rooms/apartments to which they have been neither assigned nor invited

VISITATION
Two visitation options are provided. Open visitation is designed to allow residents the freedom and flexibility to entertain guests whenever they choose. Consideration must be given to the individual rights and needs of roommates, suitemates and neighbors. Each traditional hall is designated either visitation option 1 or option 2. Residents in University Village, McGowan Road, Kenny Road and Gilmore Circle are designated option 2.

A guest is defined as any individual who has not executed a contract for the residential space they are visiting. This person is being hosted by the resident of that space

Visitation Options
Residential space is assigned one of two options:
- Option 1: Visitation permitted Monday through Thursday from 10 a.m. to 2 a.m., and beginning at 10 a.m. Friday through Saturday and ending at 2 a.m. Monday (Sunday night)
- Option 2: Visitation permitted 24 hours a day, seven days a week

Each of the visitation maximum parameters may be reduced, but not expanded, by a resident vote and approval of the executive director. This policy is designed to protect the privacy of each
Roommate’s rights have priority over visitor’s rights. Specific guest regulations are to be determined and mutually agreed upon by the roommates within each room, suite or unit. These regulations can further restrict the current visitation policy, but not broaden. If consensus cannot be met independently, the staff will assist in creating a written agreement with the roommates.

**Overnight Guests**
Residents hosting guests overnight in their rooms must abide by the following conditions:
- The guest’s stay does not exceed three consecutive nights; situations requiring additional nights must be approved by the hall’s graduate or professional staff.
- The hosting student is a resident of where the guest will stay. If the guest or student will use the bed belonging to the student’s roommate, the student must obtain their permission.
- Each resident is limited to a total of nine nights per semester in which they may have guests stay overnight. Overnight guests may stay no longer than three consecutive nights. Exceeding these guidelines will be considered an infringement on the rights of the other resident(s) in the room, suite or unit.
- University Village residents who execute a contract for the entire unit are limited to 14 nights per semester in which they may have guests stay overnight. Overnight guests may stay no longer than five consecutive nights. Residents may request an extension of no more than nine consecutive nights for their guest by contacting the area coordinator (AC) by email at least a month in advance of the date of the expected visit. The AC will make a decision as to whether the extension is granted and will contact the resident by email. The AC will copy the associate directors of residence life and director of residential programs and services, so they are aware of the decision.

**Host Responsibilities**
- Residents are responsible for the actions of their guests.
- A resident may be found responsible for violating the host responsibility policy for any violations or infractions committed by their guests.
- All residents have the responsibility of informing guests of any University Housing and University of Georgia policies.

**Escorting Guests**
- All guests of the particular building they are visiting must be escorted by a resident of the building everywhere in the building 24 hours a day.
- Guests should make prior arrangements to meet their host at the entry point prior to their arrival.
- All residents are responsible for informing guests of the escort policy.

**Waterbeds**
Waterbeds are not permitted in student rooms or apartments.

**Windows and Screens**
Residents may not unlatch or remove window screens or window stoppers, throw items through windows or screens, or hang anything outside of a window. Entering and/or exiting any University Housing Community Guide Page
residence hall or apartment through a window is prohibited except in case of emergencies.

COMMUNITY ACTIVITIES

PROGRAMS
Residence hall communities are places to exchange ideas and learn about others with different backgrounds, experiences and interests. The halls and apartments feature educational and cultural programs and activities that are important aspects of community life. Programs and activities are as varied as the individual residents and staff members who plan them. Here is a small sampling of past programs:

*Academic Development:*
Improving study skills, résumé writing, increasing test taking abilities, time management and stress reduction, visiting artist presentations and book clubs

*Cultural Events:*
Events celebrating Women’s History Month, Hispanic Heritage Month and Black History Month, as well as numerous international and cultural festivals and dinners

*Personal Development:*
Assertiveness training, financial and credit management, exercise classes, self-defense, sexual assault prevention, personal and property protection, dream analysis, and alcohol awareness and education

*Service Events:*
Community blood drives, canned food drives, nursing home visits and Halloween events for community children

*Social Activities:*
Theme parties and dances, talent shows, bowling, dances, group trips to Atlanta theme parks, roommate games and cookouts

Residents are encouraged to take part in these programs or develop their own ideas to share their talents.

COMMUNITY/HALL COUNCILS/COMMUNITY BOARDS
Taking part in residence hall/apartment government is an excellent way to develop leadership skills and become involved in the community. The primary governing group in our communities and halls is a community council, hall council or community board and is composed of elected officers and representatives comprised from residents within that hall or community. These groups plan programs for the respective hall or community at regularly scheduled meetings. Although governmental organization may vary slightly from community to community, each group’s purpose is the same: to implement programs and activities that respond to the needs and requests of residents on issues that affect their living environments.
RESIDENCE HALL ASSOCIATION (RHA)
RHA is a coordinating body among the communities and consists of an executive board of residents and at least one elected representative from each hall or community council/board. As an advocate for residents throughout campus, RHA works with housing staff and residents to help develop policies, procedures, programs and facilities. Among its many activities throughout the year, the RHA co-sponsors RezFest, blood drives and leadership workshops. In a cooperative effort with the community and hall councils, RHA strives to foster camaraderie among residents and communities across campus. RHA also provides opportunities to travel around the country to attend leadership conferences. To learn more about RHA, visit the website at https://housing.uga.edu/site/rha

NATIONAL RESIDENCE HALL HONORARY (NRHH)
NRHH is the recognition branch of the Residence Hall Association. NRHH membership at the University of Georgia is restricted to the top 1 percent of all hall residents and is considered a mark of distinction and leadership. To learn more about NRHH, visit their website at http://nrhh.uga.edu.

HOUSING ASSIGNMENTS INFORMATION
GENERAL INFORMATION
All students in University Housing are required to execute a contract. The contract defines the terms and conditions of occupancy, the housing rate and procedures for termination of the contract. It is each student’s responsibility to be familiar with the content of the contract.

In addition to the contract, students should visit the housing website at https://housing.uga.edu/ and check their UGA email accounts for important information regarding their assignment and the assignments process and policies, eligibility to live on campus, housing dates and break periods, and check-in and checkout procedures. For questions or clarification of information, please contact the Housing Assignments Office located in Russell Hall at 706-542-1421 or https://housing.uga.edu/

SUMMER HOUSING
A limited number of halls will be open to accommodate students enrolled in summer classes. Students who want to live in University Housing during this period must submit a summer housing application. Contact the Housing Assignments Office 706-542-1421 or visit https://housing.uga.edu/site/register_summer for more information.

IMPORTANT NUMBERS
Athens-Clarke County and the University of Georgia operate within a ten-digit dialing system. The 706 area code must be dialed when making all local calls.

University Housing Community Guide Page
University Housing [https://housing.uga.edu/](https://housing.uga.edu/)

**ADMINISTRATIVE OFFICES**
Assignments Office ................................................................. 706-542-1421  
Fax ......................................................................................... 706-542-8595  
Housing Business and Human Resources Office ................. 706-542-8279  
Residential Programs and Services ......................................... 706-542-6533

**COMMUNITY OFFICES**
Creswell and Reed Community (Creswell, Reed, Payne, Morris and Building 1516)  
Office ..................................................................................... 706-542-8344  
Creswell Front Desk .............................................................. 706-542-8289  
Building 1516 Front Desk .................................................... 706-583-0277  
Reed Front Desk ................................................................ 706-542-3753

East Campus Village Community (Busbee, McWhorter, Rooker, Vandiver)  
Office ..................................................................................... 706-542-2041  
Front Desk ........................................................................... 706-542-1780

Health Sciences Campus (Brown Hall)  
Office ..................................................................................... 706-713-2654  
Front Desk ........................................................................... 706-713-2654

Hill and Myers Community (Boggs, Church, Hill, Lipscomb, Mell, Oglethorpe House, Mary Lyndon, Myers, Rutherford, Soule)  
Office ..................................................................................... 706-542-5217  
Hill Front Desk .................................................................... 706-542-9424  
Myers Front Desk ................................................................. 706-542-8271  
Oglethorpe House Front Desk ............................................ 706-542-8384

Russell Community (Russell Hall)  
Office ..................................................................................... 706-542-8250  
Front Desk ........................................................................... 706-542-1694

University Village (Brandon Oaks, University Village, Rogers Road)  
Office ..................................................................................... 706-542-1473

**OTHER IMPORTANT UNIVERSITY HOUSING NUMBERS**
Residence Hall Association ................................................... 706-542-1169  
Housing Security ................................................................. 706-542-4467  
Work Control Office ............................................................... 706-542-3999
<table>
<thead>
<tr>
<th>UNIVERSITY RESOURCES</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enhancement</td>
<td>706-542-7575</td>
</tr>
<tr>
<td>Bulldog Bucks</td>
<td>706-542-8257</td>
</tr>
<tr>
<td>Career Services</td>
<td>706-542-3375</td>
</tr>
<tr>
<td>Office of Dean of Students</td>
<td>706-542-7774</td>
</tr>
<tr>
<td>Center for Leadership and Service</td>
<td>706-583-0830</td>
</tr>
<tr>
<td>Dining Services</td>
<td></td>
</tr>
<tr>
<td>Bolton Dining Commons</td>
<td>706-542-1255</td>
</tr>
<tr>
<td>Snelling Dining Commons</td>
<td>706-542-8412</td>
</tr>
<tr>
<td>Oglethorpe House Dining Commons</td>
<td>706-542-7763</td>
</tr>
<tr>
<td>The Village Summit at Joe Frank Harris Commons</td>
<td>706-542-4386</td>
</tr>
<tr>
<td>The Niche at Scott Hall (Health Sciences Campus)</td>
<td>706-542-1256</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>706-542-8719</td>
</tr>
<tr>
<td>Greek Life</td>
<td>706-542-4612</td>
</tr>
<tr>
<td>Multicultural Services and Programs</td>
<td>706-542-5773</td>
</tr>
<tr>
<td>Lesbian-Gay-Bisexual-Transgender (LGBT) Resource Center</td>
<td>706-542-4077</td>
</tr>
<tr>
<td>International Student Life</td>
<td>706-542-5867</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>706-542-1131</td>
</tr>
<tr>
<td>Office of Student Financial Aid</td>
<td>706-542-6147</td>
</tr>
<tr>
<td>Office of the Vice President for Student Affairs</td>
<td>706-542-3564</td>
</tr>
<tr>
<td>Transportation and Parking Services</td>
<td>706-542-7275</td>
</tr>
<tr>
<td>Ramsey Student Center</td>
<td>706-542-5060</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>706-542-4040</td>
</tr>
<tr>
<td>Student Technology Support</td>
<td>706-542-3106</td>
</tr>
<tr>
<td>Tate Student Center Information Desk</td>
<td>706-542-3816</td>
</tr>
<tr>
<td>UGA Athletic Association Ticket Office</td>
<td>706-542-1231</td>
</tr>
<tr>
<td>UGA Bookstore</td>
<td>706-542-3171</td>
</tr>
<tr>
<td>UGA Directory Assistance</td>
<td>706-542-3000</td>
</tr>
<tr>
<td>UGA ID Cards</td>
<td>706-542-9226</td>
</tr>
<tr>
<td>University Health Center</td>
<td>706-542-1162</td>
</tr>
<tr>
<td>Fontaine Center</td>
<td>706-542-8690</td>
</tr>
<tr>
<td>Counseling and Psychiatric Services (CAPS)</td>
<td>706-542-2273</td>
</tr>
<tr>
<td>UGA Visitors Center</td>
<td>706-542-0842</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piedmont Athens Regional Hospital</td>
<td>706-475-7000</td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Rape Crisis Line</td>
<td>706-353-1912</td>
</tr>
<tr>
<td>St. Mary’s Hospital</td>
<td>706-389-3000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens Fire, Police and Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>UGA Police Department</td>
<td>706-542-2200</td>
</tr>
<tr>
<td>BUILDING</td>
<td>RECYCLING</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>BOGGS</td>
<td>Brown trash dumpsters and black recycling bins are in parking lot W11 behind Boggs Hall.</td>
</tr>
<tr>
<td>BRANDON OAKS</td>
<td>Brown trash dumpster and green recycling dumpsters are near Building U and Building V in the parking lot.</td>
</tr>
<tr>
<td>BUILDING 1516</td>
<td>Recycling bins are in the recycling room on each floor near the elevator.</td>
</tr>
<tr>
<td>BROWN</td>
<td>Brown trash and green recycling compactors are on the northwest side of Brown Hall in the parking lot.</td>
</tr>
<tr>
<td>BUSBEE</td>
<td>Large green recycling dumpster is on the north side of Busbee Hall, near the parking lot.</td>
</tr>
<tr>
<td>CHURCH</td>
<td>Brown trash dumpster and black recycling bins are in the small parking lot W08 between Church and Hill halls.</td>
</tr>
<tr>
<td>CRESWELL</td>
<td>Black rolling bins outside facing Russell Hall.</td>
</tr>
<tr>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HILL</td>
<td>Brown trash dumpster and black recycling bins are in the back parking lot W08 on the Lumpkin Street side of Hill Hall.</td>
</tr>
<tr>
<td>KENNY ROAD</td>
<td>Roll trash and recycling receptacles to the edge of the street on Tuesday nights or no later than 6 a.m. on Wednesday mornings for collection.</td>
</tr>
<tr>
<td>LIPSCOMB</td>
<td>Brown trash dumpster and black recycling bins are behind the building on the east side, facing Bolton Dining Commons.</td>
</tr>
<tr>
<td>MARY LYNDON</td>
<td>Green recycling dumpster is between Soule and Dawson halls. And north of Myers Hall at the loading dock facing Cedar Street.</td>
</tr>
<tr>
<td>MCGOWAN ROAD</td>
<td>Roll trash and recycling receptacles to the edge of the street on Tuesday nights or no later than 6 a.m. on Wednesday mornings for collection.</td>
</tr>
<tr>
<td>MCWHORTER</td>
<td>Large green recycling dumpster is on the north side of Busbee Hall.</td>
</tr>
<tr>
<td>MELL</td>
<td>Brown trash dumpster and black recycling bins are behind the building on the west side, facing uphill to Creswell Hall.</td>
</tr>
<tr>
<td>Hall</td>
<td>Recycling Dumpster Location</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>MORRIS</td>
<td>Green dumpster is around the back in small parking lot.</td>
</tr>
<tr>
<td>MYERS</td>
<td>Recycling bins are on each floor in the trash rooms. A large green dumpster is on the north side of Myers facing Cedar Street.</td>
</tr>
<tr>
<td>OGLETHORPE HOUSE</td>
<td>Trash dumpsters and black recycling bins are across the parking lot on the west (rear) side of the building.</td>
</tr>
<tr>
<td>PAYNE</td>
<td>Green dumpster is in the parking lot near Reed Hall.</td>
</tr>
<tr>
<td>REED</td>
<td>Green dumpster is on the east side of the building in the parking lot.</td>
</tr>
<tr>
<td>Location</td>
<td>Recycling Information</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ROGERS ROAD</td>
<td>Green recycling dumpsters are across from the tennis courts and in front of Buildings P, Q, R, and S.</td>
</tr>
<tr>
<td>ROOKER</td>
<td>Large green recycling dumpster is on the north side of Busbee Hall.</td>
</tr>
<tr>
<td>RUSSELL</td>
<td>Recycling goes in the green dumpster on the north side of the building off of Finley Street. Accessible from first floor.</td>
</tr>
<tr>
<td>RUTHERFORD</td>
<td>Recycling bins are in the recycling rooms on the east side of each floor.</td>
</tr>
<tr>
<td>SOULE</td>
<td>Green recycling dumpster is on the north side of the building near Dawson Hall.</td>
</tr>
<tr>
<td>UNIVERSITY VILLAGE</td>
<td>Green recycling dumpsters are near Building A, in the back lot near Building B, next to the playground behind Building J, west of Building F, and in the parking lot near Building H.</td>
</tr>
</tbody>
</table>

Main lobby near the front desk
<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
<th>Instructions</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>VANDIVER</td>
<td>Large green recycling dumpster is on the north side of Busbee Hall.</td>
<td>All residents must evacuate. Move a minimum of 50 feet away from the building and out of the way of fire safety personnel.</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Large brown trash dumpster is located on the east side of Rooker Hall and on the north side of McWhorter Hall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proceed to the first floor of the building and remain in the hallways or in designated shelter areas, away from windows or in the lower floor stairwells. Follow instructions given via UGAAalert.</td>
<td></td>
</tr>
</tbody>
</table>