



## University Housing

Student Affairs

UNIVERSITY OF GEORGIA

### 2018 - 2019 COMMUNITY GUIDE

Revised and updated 05/2018

*If you have a disability and need to obtain this brochure in an alternative format, please contact University Housing at 706-542-1421 or <https://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 and 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 your responsibilities this year.

We encourage you to get to know the teams that are working in your community. The resident assistants (RAs), 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 and 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 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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## MISSION STATEMENT

University Housing provides comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported.

A part of the Division of Student Affairs, University Housing is home to more than 8,300 students who live in nine residential communities comprised of 22 residence halls, University Village apartments, and Health Science Campus townhomes as well as four Greek Park houses.

University Housing provides 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 committed to fostering a supportive and challenging inclusive environment through staff selection and training, community programming and contact with staff and students.

## ASSURANCE OF COMPLIANCE

Pursuant to applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Revised Order 4, Title IX of the Education Amendments of 1972, Section 504 and 508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title II of the Genetic Information Nondiscrimination Act of 2008, and The Americans with Disabilities Act of 1990, as such laws may be revised or amended, with their respective applicable implementing regulations, including Title 34, Subtitle B, Part 106 of the Code of Federal Regulations (collectively, “applicable laws”) and to applicable policies (“policies”) of the Board of Regents of the University System of Georgia and the President of The University of Georgia (“UGA”), UGA continues its affirmative implementation of equal opportunity to employees, students, covered contractors and vendors, and applicants for employment, admission, or contractor or vendor status. UGA will act in matters of employment, admissions, programs, services, and activities free of prohibited bias with regard to race, color, sex, sexual orientation, national origin, religion, age, veteran status, genetic information and disability.

Accordingly, UGA will not discriminate in employment, admissions, programs, services or activities with regard to any position for which the applicant, employee or student is qualified and will make reasonable accommodation for disabilities. UGA provides this certification of equal employment opportunity as a federal fund recipient, contractor, and vendor or supplier to federal contractors and requires like certification from non-exempt vendors, suppliers and sub-contractors.

Inquiries concerning the UGA affirmative action plan may be directed to the Equal Opportunity Office, 706-542-7912 or 119 Holmes-Hunter Academic Building. Visit <http://eoo.uga.edu> for more information.

## ACTS OF HARASSMENT AND DISCRIMINATION

University Housing is committed to maintaining a fair, respectful and inclusive environment for living, working and studying. In accordance with the University of Georgia's non-discrimination and anti-harassment policy, (<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>) University Housing will report any faculty, staff, administration, student or campus visitor behavior which may constitute harassment or discrimination against another member of the University of Georgia community because of that person's race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status.

## SEXUAL MISCONDUCT POLICY

Alleged sexual misconduct, including any form of gender or sex-based discrimination or harassment, perpetrated against any University of Georgia student will be addressed pursuant to the University System of Georgia Board of Regents' Sexual Misconduct Policy. This policy is located at: <http://www.usg.edu/policymanual/section4/C327/> .

## 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 rules and regulations appearing in the online edition of the Community Guide, the University of Georgia online Student Handbook, and others that from time to time may be promulgated by University Housing or the Office of Student Conduct are made a part of this contract and incorporated herein. Students wishing to review any of these rules and regulations prior to signing this contract may contact University Housing and request the respective publications or refer to <https://housing.uga.edu/>. In the event of a conflict between said rules and regulations and this contract, the provisions of the contract shall control.

All residents are expected to read, understand and conduct themselves in accordance with the terms and conditions set forth in your University Housing residence hall or apartment contract, this Community Guide, the Code of Conduct, and the Student Handbook. 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. As with other residents, scholars are encouraged to follow them to avoid a contract review.

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 community office.

## 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://ovpi.uga.edu/sites/default/files/uga-academic-honesty-policy-may-07.pdf>). 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](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 community area coordinator or senior coordinator (AC/SC), who determines which action to take.

- a) 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.

- b) For alleged UGA code of conduct violations: The AC/SC refers the student to the Office of Student Conduct for possible disciplinary action.
- c) For other concerns, the AC/SC may decide to resolve the matter without a student conduct referral.

**Step 3:** In instances “a” and “b”, 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:

1. The right to live in a clean building and room.
2. The right to expect that a roommate will respect one’s personal belongings.
3. The right to a redress of grievances. Housing staff are available to assist in resolving conflicts.
4. 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.
5. The right to sleep without undue disturbance from noise, roommate’s guests, etc.
6. The right to free access to one’s room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. 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.
9. The right to expect reasonable cooperation in the use of the cable television services.

### THE RESIDENTIAL COMMUNITIES

To learn more about the residential communities, please visit the corresponding link.

*Brumby Community:*

Brumby Hall: [https://housing.uga.edu/site/housing\\_residence\\_brumbyhall](https://housing.uga.edu/site/housing_residence_brumbyhall)

*Creswell Community:*

Creswell Hall: [https://housing.uga.edu/site/housing\\_residence\\_creswellhall](https://housing.uga.edu/site/housing_residence_creswellhall)

*East Campus Village (ECV):*

Busbee Hall: [https://housing.uga.edu/site/housing\\_residence\\_busbeehall](https://housing.uga.edu/site/housing_residence_busbeehall)

McWhorter Hall:

[https://housing.uga.edu/site/housing\\_residence\\_mcwhorterhall](https://housing.uga.edu/site/housing_residence_mcwhorterhall)

Rooker Hall: [https://housing.uga.edu/site/housing\\_residence\\_rookerhall](https://housing.uga.edu/site/housing_residence_rookerhall)

Vandiver Hall: [https://housing.uga.edu/site/housing\\_residence\\_vandiverhall](https://housing.uga.edu/site/housing_residence_vandiverhall)

*Health Sciences Campus (HSC):*

Brown Hall: [https://housing.uga.edu/site/housing\\_residence\\_brownhall](https://housing.uga.edu/site/housing_residence_brownhall)

Gilmore Circle: [https://housing.uga.edu/site/housing\\_residence\\_gilmorecircle](https://housing.uga.edu/site/housing_residence_gilmorecircle)

Kenny Road: [https://housing.uga.edu/site/housing\\_residence\\_kennyroad](https://housing.uga.edu/site/housing_residence_kennyroad)

McGowan Road:

[https://housing.uga.edu/site/housing\\_residence\\_mcgowanroad](https://housing.uga.edu/site/housing_residence_mcgowanroad)

*Hill Community:*

Boggs Hall: [https://housing.uga.edu/site/housing\\_residence\\_boggs hall](https://housing.uga.edu/site/housing_residence_boggs hall)

Church Hall: [https://housing.uga.edu/site/housing\\_residence\\_church hall](https://housing.uga.edu/site/housing_residence_church hall)

Hill Hall: [https://housing.uga.edu/site/housing\\_residence\\_hill hall](https://housing.uga.edu/site/housing_residence_hill hall)

Lipscomb Hall: [https://housing.uga.edu/site/housing\\_residence\\_lipscomb hall](https://housing.uga.edu/site/housing_residence_lipscomb hall)

Mell Hall: [https://housing.uga.edu/site/housing\\_residence\\_mell hall](https://housing.uga.edu/site/housing_residence_mell hall)

Oglethorpe House:

[https://housing.uga.edu/site/housing\\_residence\\_oglethorpe house](https://housing.uga.edu/site/housing_residence_oglethorpe house)

*Myers Community:*

Mary Lyndon Hall:

[https://housing.uga.edu/site/housing\\_residence\\_marylyndon hall](https://housing.uga.edu/site/housing_residence_marylyndon hall)

Myers Hall: [https://housing.uga.edu/site/housing\\_residence\\_myers hall](https://housing.uga.edu/site/housing_residence_myers hall)

Rutherford Hall:

[https://housing.uga.edu/site/housing\\_residence\\_rutherford hall](https://housing.uga.edu/site/housing_residence_rutherford hall)

Soule Hall: [https://housing.uga.edu/site/housing\\_residence\\_soule hall](https://housing.uga.edu/site/housing_residence_soule hall)

*Reed Community:*

Building 1516: [https://housing.uga.edu/site/housing\\_residence\\_building1516](https://housing.uga.edu/site/housing_residence_building1516)

Morris Hall: [https://housing.uga.edu/site/housing\\_residence\\_morrishall](https://housing.uga.edu/site/housing_residence_morrishall)

Payne Hall: [https://housing.uga.edu/site/housing\\_residence\\_payne hall](https://housing.uga.edu/site/housing_residence_payne hall)

Reed Hall: [https://housing.uga.edu/site/housing\\_residence\\_reed hall](https://housing.uga.edu/site/housing_residence_reed hall)

*Russell Community:*

Russell Hall: [https://housing.uga.edu/site/housing\\_residence\\_russell hall](https://housing.uga.edu/site/housing_residence_russell hall)

*University Village:*

Brandon Oaks: [https://housing.uga.edu/site/housing\\_residence\\_brandonoaks](https://housing.uga.edu/site/housing_residence_brandonoaks)

Rogers Road: [https://housing.uga.edu/site/housing\\_residence\\_rogers road](https://housing.uga.edu/site/housing_residence_rogers road)

University Village:

[https://housing.uga.edu/site/housing\\_residence\\_universityvillage](https://housing.uga.edu/site/housing_residence_universityvillage)

## 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 community 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 (AC)*

Area coordinators are full-time, professional staff members who manage two communities, each with approximately 1,000 students. They coordinate educational programs and activities spanning the halls and the university community and are the primary administrator for day-to-day community operations. This individual also oversees student personnel, coordinates student conduct referrals, and manages the opening and closing of the residence halls.

#### *Assistant Director for Assignments and Contracts*

The assistant director for assignments and contracts is responsible for coordinating all residence hall and apartment assignments-related processes including housing eligibility, initial assignments, occupancy management, contract initiation and appeals, and student rent billing.

#### *Associate Director for Residence Life*

The associate director is responsible for the supervision of the area coordinators who oversee nine residential communities and 22 residence halls that house more than 8,000 students. This individual also gives direction to the residence life program and student programming efforts.

#### *Associate Director for Staff Development and Student Conduct*

The associate director is responsible for the supervision of the services function of the Residential Programs and Services unit in University Housing. Responsibilities include student leadership, academic initiatives, student conduct, staff training and development, and conference housing. The associate director also supervises one residential community at the Health Sciences Campus.

#### *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 C.L.A.S.S. 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.

#### *Coordinator for Student Leadership*

The coordinator for student leadership advises student organizations including the Residence Hall Association (RHA), the National Residence Hall Honoria (NRHH) and Residence Hall Studios (RHS).

### *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 and answering phone calls.

### *Director of Administrative Services and Communications*

The director provides leadership for the administrative services and communications unit for University Housing. Specifically, the director provides oversight for the activities and functions related to housing assignments and occupancy management, business and human resources, communications and public relations, and computer support systems.

### *Director of Facilities*

The director of facilities is responsible for the leadership, coordination and administration of housing's facilities, including 22 residence halls, 20 apartment buildings, four Greek Park houses and several homes and townhomes on the Health Sciences Campus.

### *Director of Residential Programs and Services*

The director of residential programs and services is responsible for the overall operation of the residence halls, apartments and Health Sciences Campus. The director is also responsible for student leadership, academic initiatives, security and fiscal budgeting.

### *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.

### *Maintenance Supervisors*

The maintenance supervisors are responsible for the maintenance, safety and appearance of designated housing zones. All maintenance and safety concerns are addressed by the maintenance supervisors, who directly supervise skilled trades workers.

### *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.

### *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.

### *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.

### *Security Staff*

University Housing employs night security staff to assist with maintaining the security in and around our 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 temporarily in Creswell Hall for 2017-2018, is where the Executive Director 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: Coordinates assignments, transfers and cancellations of hall and room reservations. Contact: 706-542-1421 or <https://housing.uga.edu/>.

Housing Business and Human Resources (HBHR): Completes budgeting and personnel matters for the department. Contact: 706-542-8279.

These offices are located in Creswell Hall through the end of the spring semester 2018. The IT staff is located in Brumby 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://cas.uga.edu/cas/login?service=https%3a%2f%2fapps.itos.uga.edu%2fhousingworkrequest%2f&renew=true>.

These offices are located at the University Village Community Office.

#### Residential Programs and Services

(Academic initiatives, residence life operations, security program, Residence Hall Association, staff development activities and student conduct)

*Residence Life:* Coordinates the day-to-day operations in the residence halls and in University Village. Contact: 706-542-6533 or [rps@uga.edu](mailto:rps@uga.edu) .

*Staff Development and Student Conduct:* Located on the ground level of the north wing of Creswell Hall, this office coordinates the staff recruitment, selection and development and oversees the housing student conduct process. Student leadership and academic initiative are also coordinated through this office. Additionally, the Health Sciences Campus reports through this office. Contact: 706-542-8191.

*Student Security Program:* Coordinates the security program. University Housing employs night security staff to assist with maintaining the security in and around the facilities. The Security Coordinator can be contacted through the Residence Programs and Services office at 706-542-6533.

The Office of Residential Programs and Services is located in the Brumby Hall Rotunda.

## 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 community 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/](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 community office or visit [https://housing.uga.edu/site/contact\\_facilities\\_reservations](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.

### *Computer Labs*

Computer labs that connect 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/](https://eits.uga.edu/support/printing_kiosks/). To report a computer or kiosk problem, please contact EITS at 706-542-3106.

### *Copy Machine*

A copy machine is available for student use in some communities; please contact your community desk for availability.

### *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, 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.
- 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://cas.uga.edu/cas/login?service=https%3a%2f%2fapps.itos.uga.edu%2fhousingworkrequest%2f&renew=true>
- Use compact florescent light bulbs where appropriate as they last longer than incandescent bulbs and use only one quarter of the 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](mailto: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 [https://housing.uga.edu/site/about\\_sustainability](https://housing.uga.edu/site/about_sustainability)

## *Dining Services*

UGA's award-winning Dining Services is operated by the university, but is not a part of University Housing. Students may pay cash for meals at any of the dining commons or purchase meal plans for either five or seven days per week during the course of an academic year. The plans are payable in semester installments. Meal plan participants enjoy excellent food and may eat in any of the five dining commons: Bolton, Oglethorpe House, Snelling, The Village Summit in Joe Frank Harris Commons, and The Niche located in Scott Hall on the Health Sciences Campus. On weekends, Bolton Dining Commons and The Village Summit, in addition to The Village Market at East Campus Village, are open. Snelling Dining Commons is open Monday-Thursday (opens Mondays at 7 a.m. for continuous service until 2:30 p.m. on Fridays).

For information about UGA Dining Services, contact the Dining Services office in Bolton Dining Commons at 706-542-1256 or visit <https://dining.uga.edu/>.

## *Ice and Vending Machines*

Ice and vending machines are located in each community. For vending machine refunds or for other issues with the vending or ice machines, please contact your respective community office.

## *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 <https://confluence.eits.uga.edu/display/HDSH/Help+Desk+Support+%28HDS%29+Home>

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](mailto: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://cas.uga.edu/cas/login?service=https%3a%2f%2fapps.itos.uga.edu%2fhousingworkrequest%2f&renew=true>.

### *Mail and Packages*

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 in each community's online resident guide at [housing.uga.edu](http://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 community 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 HSC community office. 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://cas.uga.edu/cas/login?service=https%3a%2f%2fapps.itos.uga.edu%2fhousingworkrequest%2f&renew=true>.

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 damages/loss to personal property, please consult with community office staff.

### *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 online at <http://drc.uga.edu/services/general-accommodations/procedure-request-special-housing-assignments-or-accommodations>. For questions regarding special housing assignments or accommodations, contact the Housing Assignments Office at 706-542-1421 or [housing@uga.edu](mailto: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 assistant director for assignments and contracts or their designee will send the resident a copy of the housing policy and an ESA agreement form.

#### *Service Animals*

Residents accompanied by service animals must notify the assistant director for assignments and contracts in writing at [housing@uga.edu](mailto:housing@uga.edu) 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 assistant director for assignments and contracts at [housing@uga.edu](mailto:housing@uga.edu).

### University Housing Accessibility Statement

University Housing, at the University of Georgia, is committed to providing access for all people with disabilities. We will provide accessible housing accommodations upon request. Please call 706-542-1421 or email [housing.uga.edu](mailto:housing.uga.edu) for specific requests.

### *Staff Availability*

The community offices are open 8 a.m. – 5 p.m., Monday through Friday. During these hours, the community 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, summer tour guides, 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](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 communities 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 <http://www.prepare.uga.edu/emergency/severe-weather/>.

### *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. 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 <http://www.ugaalert.uga.edu/>.

## **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 are permitted six “pass-ins” through the access system each year. If a

resident exceeds the allowed number of pass-ins, a staff member should document the resident and the resident will be referred to the university student conduct process.

- 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, enter the four-digit PIN and press #. If a resident is having difficulty with their card, they should contact their community 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](http://www.conduct.uga.edu), the following policies will be enforced by University Housing staff:

- 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
- 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 subject to the Abandoned Property Policy. Any bicycle secured to an unapproved location inside or outside of the residence halls, will be removed and subject to the Abandoned Property Policy
- 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 and motorcycles, 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
- If scooters and/or electric wheelchairs are a medical necessity, they must be registered through the Disability Resource Center

### *Cooking, Health, and Sanitation*

Kitchens are provided for residents within each residence hall in designated areas. Kitchens are also provided in East Campus Village apartments, University Village apartments, Kenny Road and McGowan townhouses, and in the Gilmore Circle homes.

Kitchens should be kept clean upon completion of use. Residents must use extreme caution when cooking. The cleanliness of kitchens is essential due to concerns associated with unsanitary cooking areas such as disease and pests. Personal items are not to be left in the residence hall kitchen areas after use.

Cooking in residence hall rooms is limited to the following appliances which may only be used for their intended purposes: sealed-unit coffee makers and popcorn poppers, hot pots, slow cookers, toasters or toaster ovens, and compact microwave ovens (1.0 cubic feet maximum capacity and 700-watt maximum power), electronic grills (not to exceed 70 watts).

Students may not leave food unattended while cooking. For the safety of all residents, housing staff are responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.

Residents will be held responsible for any damages or excessive clean-up charges resulting from cooking.

### *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*

Decorating individual rooms and apartments is encouraged. Limitations on the types of adhesives and wall hangers are designed to reduce possible damages. No holes should be made in the walls of any housing facility unless approval has been granted. Residents should use the provided bulletin boards or tack strips whenever possible. In buildings where holes are not permitted, hang posters, calendars and other lightweight items on walls using self-sticking, removable poster mounts. A sample of the appropriate mounts are available through the community office. Do not place any stickers or other adhesives on doors, furnishings or glass



surfaces. Residents will be charged for any damages to a room or apartment above and beyond normal wear and tear.

In East Campus Village, Building 1516 of the Reed Community and Rutherford Hall of the Myers Community, thumbtacks and pushpins may be used to hang posters, calendars and other lightweight items on walls. Tape, nails, screws, poster mounts and screw mounts are not permitted.

Excessive damage caused by decorations will be assessed at the time of checkout and charges will be applied to the resident's student account. Residents will be required to redesign all structures and decorations that do not meet the standards set by housing and/or the Fire Marshall of the State of Georgia. If these changes are not made, University Housing reserves the right to remove all construction from the room.

Residents shall not adjust or tamper with any mechanical, electrical or gas-fired equipment that is furnished by the university and shall not alter any existing electrical wiring or equipment. To prevent leaks in apartment plumbing systems, modifications to standard fixtures are not permitted, including installation of special shower heads, massagers and/or mirrors.

Residents are not permitted to alter, repair, remodel and/or paint the premises or equipment. No ceiling fans, light fixtures or similar equipment may be affixed to the ceilings or walls. Residents shall not use padlocks or change any locks for their room or apartment, nor may they relocate or remove any moveable equipment such as stoves or refrigerators. No obstruction that could, in any way, become a safety hazard or block the path of entering or exiting may be constructed, placed or installed in the breezeways/hallways.

Decorations along the walls of hallways and on the outside of doors should be kept to no more than 10 percent of the surface area to reduce the risk of fire. No decorations should cover or in any way inhibit the operation of life safety devices such as smoke detectors, pull stations, fire extinguishers or sprinkler heads. No decorations should hang from hallway ceilings or cover the glass portion of a door in a way that blocks vision.

Carpet is provided in several buildings. It is the responsibility of the residents to clean and maintain the condition of the carpet while living in the unit. Personal carpeting is permitted, but must be rated fire retardant A or B and removed from the premises upon vacating the unit. Carpet may not be affixed to the floor surface by means of tape, glue or any other means that may damage the existing flooring. Interior doors may not be altered in any way to clear carpeting.

### *General Requirements for Decorations*

All residents must meet the following general requirements when decorating rooms:

- All electrical accessories must carry an Underwriter's Laboratory (UL) certification. Electrical devices may not be spliced into existing wiring. Extension cords may be used
- Residents working on decorating projects are responsible for clean up; failure to do so may result in a cleanup charge. Excessive debris in hallways, breezeways or carports is a safety hazard and therefore prohibited
- When residents move out, the space must be returned to its original state. Residents are responsible for any damage to the room/apartment
- All carpets must be rated fire-retardant Class A or B; all drapes must be made of fire retardant fabrics
- The use of contact paper is prohibited
- Sources of light should never be covered with paper or any other materials

- No stickers other than the university inventory numbers are to be placed on room doors, furniture or glass surfaces
- Residents may not paint their rooms
- No decorations should hang outside of windows
- Decorations must neither create safety or fire hazards nor interfere with housing staff's ability to perform periodic maintenance

### 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
- 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 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. Incense, burning candles, or any other open flame in the residence halls/apartments is 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 online in the community-specific resident 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 while on University property or at a University-sponsored event:

- Any firearm or weapon, whether operable or inoperable, as defined by Georgia Code Section 16-11-127.1.2 or any object of like character including but not limited to paintball guns, air soft guns, BB guns, potato guns and pellet guns or any device which propels a projectile of any kind, any knives, razor blades or any flailing instrument such as nun chucks, or any disc such as a throwing star;
- Any dangerous weapon, such as, but not limited to, a machine gun, shotgun, sawed-off shotgun, rifle or silencer as defined in the Georgia Code;
- Any bacteriological weapon, biological weapon, hoax device, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined in the Georgia Code;
- Any explosive materials as defined in the Georgia Code;
- Using any fireworks as defined in the Georgia Code in or in close proximity to University Housing facilities;
- Any hoax devices, replica of a destructive device, or configuration of explosive materials with the appearance of a destructive device, such as a fake bomb, or packages which give the appearance that may contain chemical explosives or toxic materials.

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. For assistance with lofting the adjustable bed, place a work request at <https://cas.uga.edu/cas/login?service=https%3a%2f%2fapps.itos.uga.edu%2fhousingworkrequest%2f&renew=true>.

### *Pets*

Residents are only permitted to have fish in properly maintained aquariums of 20 gallons or less and approved service animals in residence halls and apartments. Each resident is permitted no more than one aquarium.

### *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
- Wednesday 10 p.m. – 8 a.m. Thursday
- Thursday 10 p.m. – 8 a.m. Friday
- Saturday 2 a.m. – 10 a.m. Saturday
- Sunday 2 a.m. – 10 a.m. Sunday

All other times are “courtesy hours,” a period when noise should not be heard more than four doors from the source. During final exams, quiet hours are extended to 24-hours a day.

Use of musical instruments in the residence halls is prohibited unless the use of the instrument is in a designated location (i.e. a piano in a programming room). However, these instruments still fall under the quiet hours guidelines. The resident is permitted to play an instrument if they can hear the music only through headphones.

Placement of sound equipment or speakers in windows is prohibited.

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. For more information about recycling with University Housing, please visit [https://housing.uga.edu/site/about\\_sustainability](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.

### *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 may not move university-provided furnishings into or out of their rooms or apartments. 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 rented 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 <http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/3.02-3-tobacco-and-smoke-free-campus>.

## *Solicitation*

Solicitation and/or selling within the residence halls or apartments is only permitted in compliance with applicable university policy and the approval of the associate director for residence life or associate director for staff development and student conduct and the support of the community/hall council. 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.

### *Visitations*

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 and Kenny Townhomes, 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 resident.

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 5 consecutive nights. An extension of no more than 9 consecutive nights for their guest to stay can be requested. This request must be made to the area coordinator by email at least a month in advance of the date of the expected visit. The area coordinator (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 director of residence life, associate director for staff development and student conduct 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 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 Rez Fest, 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 <http://rha.uga.edu/index.html>.

### *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 1percent 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>.

### *Residence Hall Studios (RHS)*

RHS is a housing organization supported by students living in the residence halls that produces original programming for broadcast on the Housing 12 television station. With administrative and production facilities in Creswell Hall, RHS provides a valuable educational environment in which students can develop skills and capabilities associated with television production and project management. RHS works collaboratively with Housing 12, a closed-circuit television

station operated for main campus residents. Previous examples of RHS programming have included news programs, game shows, talk shows and a dating game. To learn more about RHS, visit their website at <http://rhs.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 rental 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 special summer housing application. Contact the Housing Assignments Office 706-542-1421 or visit <https://housing.uga.edu/> 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 <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

#### Brumby Community (Brumby Hall)

Office ..... 706-542-8250  
Front Desk .....706-542-8357

#### 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 .....706-542-8331

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

**University Resources**

Academic Enhancement ..... 706-542-7575

Bulldog Bucks ..... 706-542-8257

Career Services.....706-542-3375

Campus Life ..... 706-542-7774

Center for Leadership and Service.....706-583-0830

**Dining Services**

    Bolton Dining Commons ..... 706-542-1255

    Snelling Dining Commons.....706-542-8412

    Oglethorpe House Dining Commons.....706-542-7763

    The Village Summit at Joe Frank Harris Commons..... 706-542-4386

    The Niche at Scott Hall (Health Sciences Campus)..... 706-542-1256

Disability Resource Center .....706-542-8719

Greek Life.....706-542-4612

Multicultural Services and Programs ..... 706-542-5773

Lesbian-Gay-Bisexual-Transgender (LGBT) Resource Center .....706-542-4077

International Student Life .....706-542-5867

Office of Student Conduct.....706-542-1131

Office of Student Financial Aid..... 706-542-6147

Office of the Vice President for Student Affairs..... 706-542-3564

Transportation and Parking Services .....	706-542-PARK
Ramsey Student Center .....	706-542-5060
Registrar's Office.....	706-542-4040
Student Technology Support .....	706-542-3106
Tate Student Center Information Desk .....	706-542-3816
UGA Athletic Association Ticket Office .....	706-542-1231
UGA Bookstore .....	706-542-3171
UGA Directory Assistance.....	706-542-3000
UGA ID Cards .....	706-542-9226
University Health Center .....	706-542-1162
Fontaine Center .....	706-542-8690
Counseling and Psychiatric Services (CAPS).....	706-542-2273
UGA Visitors Center.....	706-542-0842
 <b>Medical</b>	
Athens Regional Hospital .....	706-475-7000
Poison Control .....	800-222-1222
Rape Crisis Line .....	706-353-1912
St. Mary's Hospital.....	706-389-3000
 <b>Safety</b>	
Athens Fire, Police and Ambulance.....	911
UGA Police Department .....	706-542-2200