ECV Community Resident Guide 2017-2018

The East Campus Village (ECV) Community Resident Guide is designed to supplement the policies found in University Housing’s Community Guide by providing information and resources specific to the East Campus Village Community. Please note that East Campus Village residents are responsible for complying with all relevant policies.

Directory Information

Community Office Telephone: 706-542-2041
ECV 24-hour front desk located in Rooker Hall: 706-542-1780
Community email address: ecvcom@uga.edu

Residence Hall Directors
McWhorter and Vandiver Halls: Antuan Brown: 706-542-2041
Busbee and Rooker Halls: Casey Lewis: 706-542-2041

Area Coordinator
Blake York: 706-542-2041

Community Administrative Assistant
706-542-2041

Custodial Supervisor
Neyael Rubio-Delgado

Structural Maintenance Foreman
Sammy Cofer

Have a maintenance issue in your room? Submit an online work request.

Policies and Procedures

Building Access Information
Card swipes are installed at the main entry points of each hall. Residents must carry their UGA ID card at all times and must have a valid sticker affixed to their card. This sticker has a one- to two-letter code that indicates the residence hall where the student lives. Residents must swipe their UGACard, enter their personal 4-digit PIN and press # to unlock the doors. Residents must set up their PIN number on the University Housing website.

Should residents have problems with the card swipe, they should notify the community administrative assistant. Students may also receive a new access sticker, should they be required to replace their UGACard, at the community office.

All guests must be claimed at the point of entry and must be escorted at all times by the person who claimed them while they are in the building. The person who claims a guest is responsible for that person while they are in the building. This includes, but is not limited to, violations of University or Housing policies.
Check-In/Checkout Procedures
Check in and checkout information is emailed to students. Students checking into apartments at ECV need to check in at the Community Office in Rooker Hall. At peak check-in periods, such as fall check in, check in will be held in the Rooker Fireside Lounge.

All students should complete a yellow missing persons card and accept their Room Inventory Card (RIC) online via The Dawg House. Students will receive an apartment key (that also opens their bedroom) and a mailbox key. Residents should make comments on their RIC online should they find any damages or have items missing from their assigned room/apartment.

It is the responsibility of the student to check their room carefully upon move in to ensure that the information cited on the RIC coincides with the actual condition of the room. If they find any concerns that were not listed on the RIC, students should contact the ECV Community Office within 24 hours of checking in.

Students will also receive a welcome packet and Community Guide at check-in. Anytime a resident moves out of ECV, whether moving off campus, leaving UGA or changing rooms, the following procedures should be their guide.

• Arrange a checkout time with the ECV Community Office at least 48 hours in advance of the anticipated checkout time, or follow the appropriate checkout appointment guidelines distributed by the ECV Community Office.
• Remove all your belongings and clean all apartment rooms. All trash should be taken out to the dumpsters located behind Rooker Hall and next to McWhorter Hall. Recycling is provided next to McWhorter Hall. The resident and the resident assistant (RA) will then check the room against the room inventory card (RIC) for damages at the scheduled checkout time. If there are any damages, they will be noted on the RIC. The damage charges will be assessed by staff and posted to the student account.
• Input your Mail Forwarding Address online through The Dawg House. This provides the mailroom staff with the correct address to use when forwarding first class mail.
• Upon checkout, turn in your apartment and mailbox keys to the RA.

Procedures for December, May and August checkouts will be sent to all residents via email to their UGA email account. Residents should make their travel plans accordingly in order to meet the deadlines so they will not be assessed late checkout charges.

Please note: Housing does not provide storage space for student belongings.

Fire Evacuation
In the event of an alarm, all residents and guests must evacuate the building immediately. Exit the building through the nearest emergency exit—never use the elevators. Everyone must move away from the building. Please see additional information about where to go and what to do during an alarm on page 15 in the Community Guide. Anyone requiring assistance in the event of an evacuation due to a temporary or permanent disability should contact the ECV Community Office at 706-542-2041 in order to make arrangements prior to an emergency, or upon checking in.

Furniture
Furniture in lounge areas, study rooms and any other public areas should never be moved from those areas. Please see additional guidelines about public and apartment furniture in your community guide.

Hanging Pictures
Residents can use pushpins and thumb tacks for hanging items. Screws, nails, poster mounts and other adhesives are not permitted, as they take the paint off and damage the walls. Please see your Community Guide for more information about decorations.
Keys: Lost and Temporary Checkout
Students are issued a key to their assigned room and mailbox. If students misplace their apartment key, they may sign out a temporary key at the community desk for 24 hours. No temporary mailbox keys are available. If a temporary key is not returned within 24 hours, the original key will be considered lost. Keys lost by residents will result in a lock change fee of $45, even though the lost key may later be found. Excessively checking out a temporary key may result in possible student conduct action. University keys may not be duplicated.

Students are encouraged to lock their apartment doors in order to protect the security of their belongings.

Mail
Mail is delivered to the community mailroom in Rooker Hall. Mail, packages and other correspondence sent to ECV residents should be addressed using the following format:

- Resident’s Legal Name
- Residence Hall Name, Room #
- Street Address of Hall (list of street addresses)
- Athens, GA 30602

Once a package is logged in, the resident will receive an e-mail to their UGA account. Residents may pick up packages during mail room hours. Please note, that many carriers such as UPS, USPS, and FedEx offer a tracking system to let you know your package has arrived in Rooker Hall. Once your package arrives, the Office Assistants work quickly to get them logged into our system. Your package is ready for pick up only after the student has received an email from Housing stating that their package is ready for pick up.

Severe Weather
In the event of a severe weather warning (i.e., tornado warning), residents from all floors should proceed to the first floor of their building and remain in the hallway(s) away from glassed areas with all apartment doors closed or in the lower floor stairwells. An “all clear” will be given by staff members to notify residents when the warning has passed.

During a severe weather warning, residents are encouraged to remain in the building. Residents are also encouraged to sign up for the UGA Alert Emergency Notification System, which will notify students in the event of a weather or other emergency as determined by the Office of Security and Preparedness.

Temperature Control
Each apartment is also equipped with a resident-controlled, high-efficiency heating and cooling unit.

Visitation
East Campus Village offers 24-hour visitation (Option 2). Residents are permitted to have no more than three guests with them at a time and no more than four people per bedroom of an apartment may be present in the apartment at any given time. All residents are responsible for informing their visitors of East Campus Village policies and residents are held responsible for the behavior of their visitors. Roommate rights have priority over visitor rights. Please see the Community Guide for more information about visitation policies.
Locations

Computer Labs
The ECV computer lab is located on the first floor of Rooker Hall. All students have access to this lab. There is a WEPA print station outside of the Rooker Computer Lab for all printing needs.

Game Room
A game room is located in Busbee Hall breezeway across from the main entrance of the residence hall. ECV residents can swipe their student ID to gain access to the game room. Equipment can be checked out at the 24-hour community desk in Rooker Hall.

Ice Machines
Ice machines can be found in each of the kitchens located off of the multipurpose rooms on the first floor of each ECV building.

Kitchens
There is a kitchen that includes a microwave, refrigerator, oven/stove, sink and dishwasher on the first floor of each building in ECV. No utensils or cleaning supplies are provided.

Laundry Rooms
Laundry rooms are located on the first and sixth floors of McWhorter, Vandiver and Busbee Hall. Laundry rooms are located on the second and fifth floors of Rooker Hall.

Mailboxes
All mailboxes for ECV are located behind the front desk in Rooker Hall.

Recycling
Residents are responsible for removing their trash to one of the three dumpster areas. Dumpsters are located on the east side of Rooker Hall and on the north side of McWhorter Hall. Recycling dumpsters are located on the north side of Busbee Hall. Residents are not to place personal bags of trash in the outdoor trash receptacles. Please refer to your Community Guide for more information about trash.

Study Rooms and Lounges
Study rooms are located as follows:
Busbee: Floors 1-5
McWhorter Hall: Floors 1-5
Rooker Hall: Floors 2-4
Vandiver Hall: Floors 1-5

Vending Machines
Vending machines may be found on the first floor of each ECV building. If a refund is needed, there is a phone number to call on each machine and should be reported to this number to receive a refund.

Video Vault
ECV Community Board supports a video vault for ECV residents. ECV residents may check out videos from the community desk in Rooker Hall 24 hours a day, seven days a week. Residents must show their student ID with a valid ECV building sticker. Videos not returned within the 24-hour period will be considered lost, and the student’s account will be billed $20.