HSC Resident Guide 2017 – 2018

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

Directory Information

Community office telephone: 706-713-2654
HSC 24-hour community desk: 706-713-2657
Community email address: hsghsc@uga.edu

Senior Coordinator for Health Sciences Campus and Conference Services
Scott Nelson: 706-713-2654

Resident Hall Director
Lauren Adams: 706-713-2654

Community Administrative Assistant
Joy Carter: 706-713-2654

Custodial Supervisor
Jasmine Johnson: 706-542-8360

Maintenance Supervisor
Jamie Wilkes: 706-542-8407

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

Policies and Procedures

Building Access Information
Card swipes are installed at the main entry point of Brown 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.

Residents of a hall cannot be claimed as guests of another resident.

Check-In/Check-Out Procedures
Check in and checkout information is emailed to residents.
All residents checking in to Brown Hall, apartments or homes at HSC need to check in at the community desk in Brown Hall.
All residents should complete a white information card and sign their room or apartment inventory card (RIC). Brown Hall residents will receive a room key and a mailbox key. Residents of Gilmore Circle, Kenny Road and McGowan Road will receive an apartment or house key, a bedroom key and a mailbox key. Residents should take the yellow copy of their RIC and confirm the RIC is correct.

It is the responsibility of the resident to check their room/apartment 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 on their RIC, residents should note them on the yellow copy of the RIC they received and return the RIC to the HSC community office within 24 hours of checking in.

Residents will also receive a welcome packet at check in. Anytime a resident moves out of HSC, whether moving off campus, leaving UGA or changing rooms or apartments, the following procedures should be their guide.

- Arrange a check out time with the HSC Community Office at least 48 hours in advance of the anticipated checkout time, or follow the appropriate checkout appointment guidelines distributed by the HSC Community Office
- Remove all your belongings and clean all rooms. All trash should be taken out to the dumpsters. The resident and the resident assistant (RA) will then check the room against the room inventory card (RIC) for damages at the scheduled check out 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 resident’s account
- Residents of Gilmore Circle, Kenny Road and McGowan Road need to fill out a forwarding address on the United States Postal Service (USPS) website
- Upon checkout, turn in your room/apartment and mailbox keys to the resident assistant

Procedures for December, May and August checkouts will be sent to all residents via email to their email account provided to the HSC Community Office. 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. Anyone requiring assistance in the event of an evacuation due to a temporary or permanent disability should contact the HSC Community Office at 706-713-2654 in order to make arrangements prior to an emergency.

Hanging Pictures
Residents can only use poster mounts for hanging items. Pushpins and thumbtacks are not allowed.

Smoking
Smoking or other use of any tobacco product is prohibited on the entire Health Sciences Campus of the University of Georgia.

Keys: Lost and Temporary Checkout
Residents are issued a key to their assigned room/apartment and mailbox. If residents misplace their room/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 security program fee. This fee is estimated to be $45 per key per incident and is assessed even though the lost key may later be found. Excessively checking out a temporary key may also result in a lock security program fee and possible student conduct action. University keys may not be duplicated.

Residents are encouraged to lock their apartment doors in order to protect the security of their belongings.
Mail and Packages

Brown Hall resident mailboxes are provided in Brown Hall. U.S. Mail is delivered and placed in resident mailboxes (Monday-Friday). U.S. Mail is not delivered on weekends and holidays. Mail, packages and other correspondence sent to Brown Hall residents should be addressed using the following format:

Resident's Name  
Brown Hall, Room #  
100 Fox Road  
Athens GA 30609

Mail is usually posted by 4 p.m. daily, but depends on when the mail is received from the delivery agency. Only mail of current Brown Hall residents will be accepted and posted to mailboxes. Mail and packages addressed to parents or to non-Brown Hall residents will be returned to sender.

Packages and Parcels: Packages and parcels from any delivery service (USPS, Fed-Ex, DHL, UPS, etc.) are logged prior to being distributed. Residents may check their UGA email account for an email from University Housing (housing@uga.edu) with the subject of the email reading, “UGA Housing Package Notification”. Residents should not rely on the electronic tracking system from the vendor. Packages will not be distributed until they have been recorded in the University Housing online package system. Residents will be required to show identification when claiming a package. Packages may be picked up from the Brown Hall Community Desk Monday – Thursday, 1 p.m. – 6 p.m., Friday, 12 p.m. – 5 p.m. and Saturday, 10 a.m. – 2 p.m., except during observed university holidays when the mailroom will be closed.

Mail for Gilmore Circle, Kenny Road and McGowan Road is placed in central mailboxes assigned to each unit of the residential location by the United States Postal Service (USPS). The assigned mailbox is the same as the unit number. It is important that each resident who intends to receive mail have his/her name clearly labeled inside the mailbox so USPS mail carrier can identify who lives in the unit. In shared units, residents will also share a mailbox. Any outgoing mail should be placed in the separate box provided alongside the mailboxes or dropped off at the Brown Hall front desk. University Housing staff do not have access to these boxes. Mail, packages and other correspondence sent to Gilmore Circle, Kenny Road and McGowan Road residents should be addressed using the following format:

Resident's Name  
Building #, Apartment #  
Street Address  
Athens GA 30606- XXXX

<table>
<thead>
<tr>
<th>Gilmore Circle</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Gilmore Circle</td>
<td>30606-2202</td>
</tr>
<tr>
<td>151 Gilmore Circle</td>
<td>30606-2202</td>
</tr>
<tr>
<td>152 Gilmore Circle</td>
<td>30606-2202</td>
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<tr>
<td>153 Gilmore Circle</td>
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<tr>
<td>154 Gilmore Circle</td>
<td>30606-2202</td>
</tr>
<tr>
<td>155 Gilmore Circle</td>
<td>30606-2202</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kenny Road</th>
<th>Unit Numbers</th>
<th>Street Numbers</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building A</td>
<td>A101, A102</td>
<td>212 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>Building B</td>
<td>B101, B102, B103, B104</td>
<td>211 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>Building C</td>
<td>C101, C102, C103, C104</td>
<td>213 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>Building D</td>
<td>D101, D102, D103, D104, D105, D106</td>
<td>215 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>Building E</td>
<td>E101, E102, E103, E104</td>
<td>219 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>Building F</td>
<td>F101, F102, F103, F104</td>
<td>221 Kenny Road</td>
<td>30606-2204</td>
</tr>
<tr>
<td>McGowan Road</td>
<td>Unit Numbers</td>
<td>Street Numbers</td>
<td>ZIP Code</td>
</tr>
<tr>
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</tr>
<tr>
<td>Building G</td>
<td>G101, G102, G103, G104</td>
<td>201 McGowan Road</td>
<td>30606-2206</td>
</tr>
<tr>
<td>Building H</td>
<td>H101, H102, H103, H104</td>
<td>202 McGowan Road</td>
<td>30606-2206</td>
</tr>
<tr>
<td>Building J</td>
<td>J101, J102, J103, J104</td>
<td>203 McGowan Road</td>
<td>30606-2206</td>
</tr>
<tr>
<td>Building K</td>
<td>K101, K102, K103, K104</td>
<td>204 McGowan Road</td>
<td>30606-2206</td>
</tr>
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<td>Building L</td>
<td>L101, L102, L103, L104</td>
<td>205 McGowan Road</td>
<td>30606-2206</td>
</tr>
<tr>
<td>Building M</td>
<td>M101, M102, M103, M104</td>
<td>206 McGowan Road</td>
<td>30606-2206</td>
</tr>
</tbody>
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Severe Weather
In the event of a severe weather warning (i.e., tornado warning), sirens should sound and residents are encouraged to remain within the building. Residents are expected to go to the designated emergency weather shelter area for their building. Brown Hall residents should proceed to the first floor hallway between the fire doors and the main resident access door. Residents of Gilmore Circle, Kenny Road and McGowan Road should proceed to the designated first floor closet area in their specific unit. Upon hearing the siren, residents should remain in their designated shelter areas until the siren is silenced, meaning that the immediate danger has passed. An “all clear” will be given by staff members to notify residents when the warning has passed.

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

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

Visitation
Health Sciences Campus offers 24-hour visitation.
All residents are responsible for informing their visitors of Health Sciences Campus policies and residents are held responsible for the behavior of their visitors. Roommate rights have priority over visitor rights.

Locations

Computer Labs
The Health Sciences Campus computer lab is located in Russell Hall on the Health Sciences Campus. In addition, there is a print kiosk located in the lobby of Brown Hall, in the basement of the Carnegie Library and on the second floor lounge in Russell Hall. To print, residents must pay for copies using their UGACard via Bulldog Bucks.

Kitchen
There is a kitchen in Brown Hall that includes a microwave, refrigerator, oven/stove, ice machine and sink located off of the upper level of the community room/lounge. No utensils or cleaning supplies are provided.

Laundry Facilities
Washers and dryers for Brown Hall residents are located on the second floor adjacent to the elevator lobby. For Gilmore Circle, Kenny Road and McGowan Road residents, washers and dryers are located in each apartment/unit.

Recycling and Trash
Residents in Brown Hall are responsible for removing their trash and recycling to the dumpster area. Dumpsters are located on the northwest side of the Brown Hall. Large recycling bins for paper, aluminum cans and plastic are located adjacent to the dumpsters.
Residents of Gilmore Circle, Kenny Road and McGowan Road are responsible for the removal of their trash from their residential units to their designated trash receptacles located by their front door. In addition, each unit or house has a blue recycling bin. Residents are encouraged to recycle paper, cardboard, aluminum cans, glass and plastic containers. For more information on recycling, visit the University of Georgia Office of Sustainability.

**Weekly trash AND recycling collection occurs on Wednesdays.** Residents are asked to roll their trash and recycling receptacle to the edge of the street on Tuesday nights or no later than 6 a.m. on Wednesday mornings so that trash and recycling can be collected by Facilities Management personnel.

**Study Rooms and Lounges**
Study rooms for Brown Hall residents are located on each floor of Brown Hall.

**Vending Machines**
Vending machines may be found on the lower level of the community room/lounge in Brown Hall.