Hill Community Resident Guide 2017-2018

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

Directory Information

Community Office Telephone: 706-542-5217
Hill 24-Hour community desk: 706-542-9424
Oglethorpe House 24-Hour desk Telephone: 706-542-8384
Community email address: hillsec@uga.edu

Community Administrative Assistant
April Byrne: 706-542-5217
Office: Myers Hall 147

Residence Hall Directors
Dashan Axson-Lawrence: 706-542-5217
Office: Hill Hall, first floor

VACANT: 706-542-5217
Office: Oglethorpe House basement

Area Coordinator
Ricky Boggs: 706-542-5217
Office: Myers Hall 147

Additional Information

Building Access
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 building sticker on it. 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 in Myers Hall. Students may also receive a new building sticker at the community office in Myers Hall, should they be required to replace their UGACard.

All guests must be claimed at the main 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 Procedures
Students must have identification to check into their assigned space. Parents, relatives, or other guests may not check in for the student. Check-in takes place in the lobbies of Oglethorpe House and Hill Hall at the beginning of the year and is moved to the desk after 5 p.m. Residents may also check in at the community office in Myers Hall room 147 during the year. The hours of operation for the Myers Community Office are Monday-Friday, 8 a.m.-5 p.m. The office is not open on holidays or weekends.

Checkout Procedures
When moving out, whether leaving at the end of the year, the semester, or just transferring rooms or buildings, residents must follow these procedures:

DURING THE ACADEMIC YEAR
1. Arrange a checkout time with the resident assistant (RA). Remove all belongings and clean the room. The resident and the RA check the room against the Room Inventory Card (RIC) for damages. If there are any damages, they will be noted on the RIC. The damage charges will be assessed by housing personnel. Failure to pay damage costs will result in the flagging of the resident’s records and transcripts.
2. Fill out forwarding address information. This information is in the Dawg House, but we have forms you can complete if you have issues updating it in the system. This provides the mailroom staff with the correct address to use when forwarding first class mail.
3. Return the room key to the RA

CHECK OUT AT WINTER BREAK (NOT RETURNING FOR SPRING) AND END OF THE YEAR
1. Schedule a checkout appointment date and time with your RA.
2. Clean out your room and remove all of your belongings. This includes cleaning your area of the room.
3. Meet the staff member at your room on the selected date and time to complete the checkout.

Final checkout for each semester will be indicated on posted notices and in distributed informational memos that will be delivered by email or by means of the RA. Residents should make their travel plans accordingly in order to meet the deadline so they will not be assessed late checkout charges.

Appeals for damage charges must be sent via email to: hillsec@uga.edu

Fire Evacuation
Residents are required to exit the building if a fire alarm is activated. Failure to leave the residence hall during the activation of the fire alarm could result in a student conduct meeting. If a building alarm sounds, residents are expected to exit the building in a timely fashion. All students need to move a minimum of 50 feet away from the building and out of the way of fire safety personnel. Residents are to cooperate with all housing staff and emergency personnel. Your resident assistant (RA) should identify a safe location at the first floor meeting.
At the beginning of each semester, there are fire drills held in each residence hall. These fire drills are announced at least 24 hours in advance. Look for postings at the entry points of your residence hall for this notification.

**Keys: Lost/Stolen**
Residents should carry their keys at all times. Lost or stolen keys should be immediately reported to the community office in Myers Hall. After hours, please report lost or stolen keys to one of the 24-Hour desks so that the lock can be changed. The charge for a lock change is $45.

**Keys: Temporary Check Out**
If you have misplaced your key, you may check out a temporary key. If you do not think you will recover your key, you must request a lock change through the community office. If you fail to return your key within the 24 hours, your lock will be changed automatically. There is a $45 charge for a lock security fee and new keys will be issued to you and your roommate. Students should carry their keys with them at all times, always lock their doors and never loan keys to another person in the interest of safety for you and your fellow residents. If you have any questions regarding the key policies, please contact your residence hall director or the community office.

**Mail & Packages**
Mail is delivered Monday through Friday and distributed by 5 p.m. In Boggs, Church, Hill, Lipscomb, and Mell, each resident is provided with a mailbox. Within Oglethorpe House, roommates share a mailbox. At check in, Lipscomb, Oglethorpe House, and Mell Hall residents will receive a unique code that opens their assigned mailbox for all. In Hill, Church and Boggs Hall, a mailbox key will be issued.

Mail is delivered Monday-Saturday and is generally available by 4 p.m. Residents should use their mailbox key to open the mailbox assigned them. If you have questions or lose your mailbox key or have any problems opening your mailbox, please see the attendant at the 24-hour desk in Hill or O-house. You can also come by the community office in Myers Hall during regular business hours.

When a perishable item is delivered, it is the resident’s responsibility to ensure this package is picked up in a timely fashion after receiving the notice.

Mail should be addressed as follows:

Resident’s Name  
Room #, Hall Name  
Street Address of Hall  
Athens, GA 30609

Refer to [housing.uga.edu](http://housing.uga.edu) for specific street addresses for each hall.

**Mailboxes**
Oglethorpe House mailboxes are located on the first floor adjacent to the desk. Church, Hill, Boggs, Mell and Lipscomb halls mailboxes are located just off the lobby.

**Severe Weather**
When you hear the sirens for a tornado warning, you are expected to proceed to the first
floor of the building and remain in the hallway, away from windows with all doors closed.

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 Emergency Preparedness.

**Temperature Control**

Oglethorpe House has an air conditioning, heating and ventilation unit located in each student room. Students have control of fan speed and temperature within a preset range.

In Hill, Boggs, Church, Mell and Lipscomb Halls, an air conditioning, heating and ventilation unit is located in each resident’s room. Students have control of fan speed and temperature.

**Trash**

Trash should be disposed of in each building’s dumpsters, which are located in the following locations:

Locations:
- Boggs: Parking Lot W11
- Church: Parking Lot W08
- Hill: Behind Hill Hall in Parking Lot W08
- Oglethorpe House: Across the parking lot on the west side of the building
- Mell: behind the building, located on the buildings east side on the map.
- Lipscomb: behind the building, located on the buildings west side on the map

No trash should be left outside of resident rooms or in bathrooms on floors. Small trash cans in or around the building are not for room trash. Failure to dispose of trash appropriately could result in an administrative trash removal fee of $25.

**Visitation**

Option 1 visitation permitted in Boggs, Church, Hill, Lipscomb and Mell Halls:
- Monday through Thursday from 10 a.m. to 2 a.m.
- 24 hours beginning 10 a.m. Friday to 2 a.m. Monday (Sunday night)

Option 2 visitation permitted in Oglethorpe House:
- 24 hours a day, seven days a week
- Please see contract and community guide for more information on overnight guest policies

**Locations**

**Computer Labs**

There is one computer lab and printing station in the community located in the Oglethorpe House basement for Oglethorpe House residents. There are additional computers for student use located at the Miller Learning Center.

**Ice Machines**

Ice machines are available in some buildings. There are no ice machines in Church, Boggs, Mell or Lipscomb. Hill Hall’s ice machine is located in the laundry room, and in Oglethorpe House; it is located in the basement.
Kitchens

**Oglethorpe House**: Kitchens are located on the even-numbered floors. Each kitchen contains the following:
- Microwave oven
- Four burner stove and oven
- Sinks
- Counter space

**Church, Hill, Boggs and Mell and Lipscomb Halls**: Kitchens are located on the first floors off the lobby areas. Each kitchen contains the following:
- Microwave oven
- Four-burner stove and oven
- Sink
- Counter space
- Chairs and tables

Kitchens are provided in each hall and residents are reminded to use extreme caution when cooking. A resident should under no circumstances leave the kitchen unattended while in the process of cooking. Cleanliness is also essential due to the problems that unsanitary conditions create in residence halls (odors, pests, poor sanitation, etc.). Any kitchen items left in the kitchen areas will be collected by staff. Residents will be held responsible for damages or excessive cleanup charges resulting from misuse of the kitchens.

Laundry Room

The laundry machines are located in the basement of Oglethorpe House and on the first floors of Church, Hill, Boggs, Mell and Lipscomb Halls. All laundry is included in your housing fees and do not require any money. Residents are responsible for supplying their own detergent and dryer sheets.

Recycling

Residents have the opportunity to recycle aluminum cans, glass bottles, plastic containers and newspaper. Large recycling bins are located behind each residence hall in the community, adjacent to the dumpster. There are also receptacles on some floors in the buildings.

Study Rooms and Lounges

There are study rooms and TV lounges located in various places throughout the Hill Community. Please ask your RA, C.L.A.S.S. advocate (CA), or residence hall director (RHD) for more information about these.

Vending Machines

Machines are located in the following locations:
- Oglethorpe House: snack and drink machines are located in the basement
- Church, Boggs, Mell and Lipscomb: snack and drink machines are located near the lobbies or in the kitchen areas
- Hill hall does not have a snack machine

Problems with the vending machines should be reported to the company that is listed on each individual machine, using the 1-800 support line. You can also report issues with
vending machines to Vending Services at 706-542-7933.