

RESIDENTIAL COMMUNITY GUIDE



UNIVERSITY HOUSING

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Armstrong Campus (Savannah)

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East Georgia Campus (Swainsboro)

Physical Location: Bobcat Villas, Jean & Shot Strange Clubhouse
131 College Circle, Swainsboro, GA 30401
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From The Director of Residence Education

Hello Eagle Nation!

We're so excited to have you join us at Georgia Southern University. Whether you're living on the Armstrong, Statesboro, or East Georgia campus, each of our residential communities offers a unique experience—but one thing remains the same: our commitment to you. At University Housing, our mission is to create a welcoming, inclusive environment that supports your academic success and personal development. We believe learning happens both in and out of the classroom, and our dedicated staff is here to engage with you in meaningful ways as you begin or continue your collegiate journey.

Our staff works hard to ensure your residential community is safe, secure, supportive, and engaging. You'll find Resident Advisors (RAs), maintenance and custodial staff, and professional Housing team members who are all here to help you feel at home and thrive throughout your college experience.

We encourage you to get involved early. Take the time to meet your neighbors and introduce yourself to the staff in your building. Attend events happening in your community and explore the amenities available to you. The more you engage with your surroundings, the easier your transition will be. And if you're not sure where to start, reach out to your RA—they're student leaders who live in the community and are always ready to help.

University Housing is here to support you every step of the way. If you ever need anything or have questions, please don't hesitate to reach out to any member of our team. We're here to help you have the best residential experience possible.

Wishing you a fantastic year ahead.

Hail Southern!

Meg Heins

Director of Residence Education
University Housing – Georgia Southern University



About University Housing

University Housing is committed to the support of student learning in a residential community; and, Georgia Southern University's larger mission to be one of the best comprehensive universities in the Nation.

University Housing fosters the development of respect, responsibility, and accountability in students by providing engaging living/learning environments within safe, affordable and comfortable housing.

University Housing educates students in order that they may become productive citizens and life-long learners.

Mission

University Housing provides a residential environment conducive to the educational success & personal development of our students.

Motto

We Care, We Engage, We Educate and We Strive for Excellence in All We Do. CE2 is the formula for student success.

Residential Community Guide

This guide serves as a comprehensive resource for students residing in Georgia Southern University's residence halls, detailing the policies, services, and procedures governing on-campus living. It is an extension of the University's Code of Student Conduct, and as such, all residential students and their guests are expected to familiarize themselves with and adhere to the information contained herein. This includes understanding the rights and responsibilities associated with living in the residence halls, as well as the expectations set forth in the Code of Student Conduct.

Living on campus offers numerous benefits, including proximity to academic buildings, access to campus resources, and opportunities for personal growth and community engagement. The residence halls are equipped with various amenities and support services designed to enhance the student experience. Students are encouraged to actively participate in hall activities, utilize available resources, and contribute to creating a respectful and inclusive living environment.

For additional information about University Housing and Georgia Southern expectations, please refer to:

[Georgia Southern University Housing](#)

[Georgia Southern University Code of Student Conduct](#)

The policies in this guide apply to residential students and their guests on the Georgia Southern residential campuses, unless specifically stated otherwise as denoted by the name of the campus (e.g. Freedom's Landing Pool-Statesboro Campus).

University Housing Offices and Staff

University Housing is responsible for all matters in the residential communities, including safety and security, physical facilities, staffing, programming, social events, room assignments, policy development, and leadership development. The following is a brief overview of the individual areas of University Housing, as well as many of the student and professional staff roles that residents might interact with.

BUSINESS and ADMINISTRATIVE STAFF (B&A)

The Business and Administrative Services staff members coordinate assignments, transfers, cancellations, room changes, and provide technological support for University Housing. These staff members are located primarily in Watson Commons (first floor) on the Statesboro campus, but staff members can also be found in the central offices on the Armstrong and East Georgia campuses. The B&A offices are open from 8:00am-5:00pm, Monday through Friday.

RESIDENCE EDUCATION STAFF (ResEd)

The Residence Education staff members supervise day-to-day activities within the residential communities, including academic and personal support, programming, crisis management, and student conflict. Staff members of the Residence Education team can be found in Watson Commons (third floor) in Statesboro, Compass Point #7000 (second floor) on the Armstrong campus, and the Jean & Shot Strange Clubhouse on the East Georgia Campus. The offices are open from 8:00am-5:00pm, Monday through Friday.

DIRECTOR OF RESIDENCE EDUCATION

The Director of Residence Education is a full-time, professional staff member who provides overall leadership and vision for the creation, administration, and evaluation of Georgia Southern's residential program. Through direct supervision of two Associate Directors, one Senior Administrative Assistant, and the indirect supervision of Assistant Directors, Coordinators, Resident Directors, graduate staff members, and student Resident Advisors, this individual administers the department's comprehensive approach to student learning and development.

ASSOCIATE DIRECTOR OF RESIDENCE EDUCATION

The Associate Director of Residence Education is a full-time, professional staff member who is responsible for providing oversight of University Housing's day-to-day operations. These staff members provide vision, leadership, and direction for the professional staff, and coordinate the residential curriculum implemented by University Housing's Residence Education team. The Associate Directors of Residence Education supervise a combination of Assistant Directors, Coordinators, graduate staff members, administrative staff members; and indirectly supervise the Resident Directors, graduate staff members, and student Resident Advisors.

ASSISTANT DIRECTOR OF RESIDENCE EDUCATION

The Assistant Director of Residence Education is a full-time, professional staff member who is responsible for the guidance and implementation of multiple learning-based communities and managing the day-to-day operations for the residential campus. These individuals supervise and mentor Resident Directors, graduate staff members and student Resident Advisors, engaging residential students in their academic success and social development. Additionally, the Assistant Director of Residence Education serves in the crisis-management response rotation and acts as a conduct officer in the Student Conduct process. Central duties include responsibility for training, development, selection, student well-being, and assessment.

ASSISTANT DIRECTOR OF RESIDENTIAL LEARNING

The Assistant Director of Residential Learning is a full-time, professional staff member who is responsible for the daily oversight of multiple residential learning communities (RLCs) sponsored by University Housing. The Assistant Director partners with Academic Affairs and Student Affairs staff through RLC advisory boards to maintain and improve communities. Additionally, they support departmental efforts related to residential curriculum, assessment, academic initiatives, staff selection, and training within the Residence Education team. This staff member directly supervises two Coordinators & graduate staff members and works collaboratively with the other Assistant Directors and professional Resident Directors to accomplish multiple assignments. This staff member reports to the Associate Director of Residence Education.

COORDINATOR OF OFFICE SERVICES

The Coordinator of Office Services is a full-time, professional staff member who coordinates assignments, transfers, cancellations, room changes, technological support and helps with marketing the department. This staff member works closely with the Assistant Director of Residence Education on the Armstrong Campus, the Business Operations team on the Statesboro campus, and provides general support to the University Housing office on the Armstrong Campus.

COORDINATOR OF RESIDENTIAL LEARNING COMMUNITIES

The Coordinator of Residential Learning Communities is a full-time, professional staff member who, in conjunction with the Associate Director and Assistant Director of Residential Learning, supports the development and implementation of multiple residential communities (RLC) sponsored by University Housing. The Coordinator manages the day-to-day operations for the RLCs and works closely with the members of each RLC's community leadership team to support the students residing in these RLCs. The Coordinator also works closely with campus partners to support these RLCs, and to explore the development of future RLCs that best meet the Georgia Southern residential community needs. In addition, the Coordinator of Residential Learning Communities serves in the crisis-management response rotation. This staff member directly supervises graduate staff members and is supervised by the Assistant Director of Residential Learning.

COORDINATOR OF RESIDENTIAL LEARNING INITIATIVES

The Coordinator of Residential Learning Initiatives is a full-time, professional staff member that is responsible for the daily management of the Residential Curriculum and Academic initiatives sponsored by University Housing. The Coordinator partners with Academic Affairs, Student Affairs, and other campus partners through residential curricular strategies and student engagement efforts. The Coordinator works to support the academic mission of the University through establishing and maintaining departmental initiatives to support academic success for residential students across both residential campuses. In addition, the Coordinator of Residential Learning Initiatives serves in the crisis-management response rotation. This staff member directly supervises graduate staff members and is supervised by the Assistant Director of Residential Learning.

COORDINATOR OF RESIDENTIAL SUPPORT

The Coordinator of Residential Support is a full-time, professional staff member that works to foster a safe and inclusive environment for students living in University Housing. The Coordinator assists with the oversight of residential student conduct and students of concern, including: case management, review and dissemination of behavior related issues and concerns, serving as a primary Maxient user for University Housing, training and education for conduct and policy for residential students, day-to-day crisis support and intervention, and working closely with campus stakeholders. Additionally, the Assistant Director of Residence Education serves in the crisis-management response rotation and acts as a conduct officer in the Student Conduct process. This

staff member directly supervises graduate staff members and is supervised by one of the Assistant Directors of Residence Education.

GRADUATE ASSISTANTS FOR RESIDENCE EDUCATION

The Graduate Assistants for Residence Education assist in departmental efforts to create supportive, learning environments that enable students to be personally, academically, and professionally successful. While all the Graduate Assistants for Residence Education work together on a multitude of items, they each have a collateral area to focus on. These areas and their respective responsibilities include Residential Learning; Wellness and Conduct Training; Accounting and Logistics; and Professional and Graduate Staff Recruitment. There are also specific graduate assistants working at Teaching Assistants and with Housing Operations.

HALL STAFF

RESIDENT DIRECTOR

The Resident Director is a full-time, live-in, professional staff member who supervises the day-to-day activities within a particular residential community. This individual, working with the Graduate Resident Director and the Resident Advisors, oversees the programming, safety and security, crisis management, building management, and responds to any resident concerns. Their office is located in the Clubhouse of their residential community. Additionally, the Resident Director serves as a conduct officer and assists with departmental initiatives.

GRADUATE RESIDENT DIRECTOR

The Graduate Resident Director is a live-in staff member who works in the residential community and supports the Resident Director in the management of the building. Supervised by the Resident Director, this staff member directly supervises up to seven Resident Advisors, assists with training, provides indirect supervision of the entire Resident Advisor staff for their assigned building, and evaluates their direct reports. Additionally, the Graduate Resident Director ensures the creation of an environment that is conducive to the academic and personal growth of each resident, while remaining consistent with the goals and objectives of Georgia Southern University. Graduate Resident Directors also assist with crisis management, serve as a conduct officer, and assist with departmental initiatives. Graduate Resident Directors can be located in their specific community Clubhouse.

RESIDENT ADVISOR

The Resident Advisor is a student staff member who lives in and is responsible for a designated section within a residential community and is supervised by the Graduate Resident Director or Resident Director. Resident Advisors serve as the primary resource for residents, as well as answering questions and sharing University information, while being aware of safety and security. Resident Advisors assist in crisis management, respond to facility concerns, roommate conflict resolution, and plan community socials and networking opportunities. Resident Advisors can be located in the same building, and possibly on the same floor, as their residents.

DESK ASSISTANT

Desk Assistants are student staff members who are responsible for staffing the Clubhouse or hall desks. They serve as a resource to residents who have questions or need a service within the residential community. They are supervised by the Coordinator of Desk Operations while assisting with all administrative tasks.

Residential Rights and Responsibilities

Welcome to Residential Life at Georgia Southern University

Living on campus at Georgia Southern University means becoming part of a vibrant, inclusive community at the center of academic and social life. Georgia Southern Housing is more than just a place to stay — it's where you live, learn, and grow. From move-in day forward, you'll be surrounded by people who care about your success and personal development.

Our residence halls are places where lifelong friendships are formed, cultures are shared, and goals are pursued. With a variety of housing options and living-learning communities, you can choose the environment that best supports your needs. Living on campus gives you convenient access to classes, events, and resources that promote leadership, collaboration, and personal responsibility.

At Georgia Southern Housing, we're committed to fostering a safe, respectful, and empowering community where every student has the opportunity to thrive.

Your Rights as a Community Member

As a member of the Georgia Southern Housing community, you have the right to:

- Live in a safe, secure, clean and healthy residence hall environment.
- Enjoy a comfortable living space free from policy violations and unnecessary disruptions.
- Have your privacy and personal space respected.
- Be treated with courtesy, civility and respect by all members of the campus community.
- Feel safe in your room and confident your belongings are protected.
- Expect that your permission will be asked before your personal items are used or borrowed.
- Engage in open, honest, and respectful communication with your roommates, suitemates, and hallmates.
- Spend time with guests and socialize in your room within University guidelines.
- Sleep and study in an atmosphere that supports your academic and personal success.
- Voice your concerns when others' behavior impacts your well-being or living experience.
- Remain true to your own personal beliefs, values, and identity.
- Live in a community that is supportive, diverse, engaging, and enriching.
- Participate in a variety of programs, events, and services offered by University Housing to enhance your college experience.
- Seek support from Residence Education staff whenever assistance is needed.
- Access reliable maintenance and repair services to ensure your living environment remains safe and functional.
- Expect timely communication from University Housing regarding important updates, policies, and community events.
- Have opportunities to provide feedback and contribute to improving the residential community.
- Benefit from resources and programs that promote wellness, mental health, and personal development.

Your Responsibilities as a Community Member

As a Georgia Southern resident, your responsibilities include:

- Being considerate of others while balancing their needs with your own.
- Helping maintain the cleanliness and condition of shared spaces, equipment, and facilities.
- Reporting policy violations or maintenance concerns to Housing staff properly and in a timely manner.
- Taking part in hall events, floor meetings, and activities that build community.
- Supporting the safety and well-being of all residents and the campus environment.
- Treating every individual with dignity, kindness, and respect.

Living in Georgia Southern Housing is a unique opportunity to grow both personally and academically. You'll face challenges, discover new perspectives, and develop lifelong skills. But these experiences are only possible when you choose to be an active and respectful participant in your residential community.

We encourage you to embrace the values of inclusion, responsibility, and mutual respect that define Georgia Southern University. Together, we can create a campus living experience that is educational, empowering, and unforgettable.

As a resident, your commitment goes beyond simply following rules — it involves contributing to a community where everyone feels welcome, supported, and heard. Whether it's helping a neighbor, participating in hall events, or engaging in respectful dialogue, every action you take plays a role in building a positive and inclusive environment. University Housing is here to support your journey, but it is your engagement, effort, and respect for others that shape the true value of your on-campus experience.

Assignments, Billing, Contracts and Insurance

ELIGIBILITY

To be eligible to live in University Housing, a student must be enrolled in classes for the current semester at Georgia Southern University. Georgia Southern does have a first-year live on requirement or FYLOR for the Armstrong and Statesboro campuses. Due to the FYLOR and limited space, we cannot guarantee housing availability for anyone not required to reside on campus.

HOUSING FEE PAYMENTS

Students applying to live on campus for the first time are required to pay a non-refundable registration fee when they apply for University Housing. This fee is not required for students who continue to live on campus for future semesters.

ROOM ASSIGNMENTS

Housing assignments are made using a computerized system that considers the following factors:

1. **Application Complete Date (ACD):** Earlier completion dates receive higher priority.
 2. **Room Preferences:** Students can select up to five room or building preferences. While efforts are made to honor these preferences, assignments are subject to availability.
 3. **Roommate Preferences:** Students wishing to room together must mutually request each other and have identical room preferences. Both applications must be complete to be considered.
 4. **Lifestyle Questionnaire:** The application includes lifestyle questions to assist in matching roommates with compatible living habits.
 5. **Assignments are made on a rolling basis**, with the first assignments made for the priority deadline groups. Notification will be sent via email, along with instructions on how to view assignments and complete the housing contract.
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RETURNING STUDENT SIGN-UP/HOUSING RENEWAL PERIOD

Returning students who wish to return to University Housing will participate in the Returning Student Sign-Up/Housing Renewal process, which occurs at the beginning of the spring semester. During this time, returning students will have the opportunity to apply for and select (as spaces are available) their housing assignment for the next academic year. Additional information will be available on the Housing website and will be sent to you via email toward the end of the fall semester. Please note that space may be limited and placement in Housing for returning students is not guaranteed. Quick response to the instructions provided is encouraged, as is an exploration of off-campus alternatives. Students can find more information about off-campus housing options in Statesboro at <https://ww2.georgiasouthern.edu/auxiliary/housing/eagle-choice-off-campus-living-information/>.

ROOM CHANGES

Room changes are accommodated during certain times of the year, typically for current students after the first few weeks of the semester, through the few weeks before the end of the semester (for fall and spring) and for incoming students after assignments are first made, through mid-July or late December (for fall and spring). When the room change process is open, room change requests will be processed on a first come, first served basis. Requests are submitted through the Housing Portal. To access the Housing Portal, log in to MyGeorgiaSouthern and select the On-Campus Housing link under the Campus Life tile. Here is the link to the [Room Change Process](#). When extreme circumstances are present, residents are encouraged to speak with their Resident Director about other options.

Changing rooms without authorization from University Housing is a policy violation and may result in both the automatic cost of a lock change and any damage charges for the resident's assigned space, in addition to the conduct process.

SPECIAL NEEDS ACCOMMODATIONS

Requests for special needs accommodations must go through the [Student Accessibility Resource Center](#) (for Armstrong and Statesboro) and the [Accessibility Services Office](#) (for East Georgia), who will communicate approved accommodations to the Business and Administrative Services team (B&A). B&A will then work with Residence Education and the campus maintenance team (as needed) to meet approved requests. Special needs accommodations can include, but are not limited to:

- Mini-refrigerators for medications that require storage under controlled refrigerated conditions.
- Approval for emotional support animals within residential communities for students with documented needs. This must be FULLY approved by both the SARC/ASO and University Housing teams prior to bringing the animal into the space. Failure to receive full approval before bringing the animal into the residence halls will result in an automatic daily charge of \$50 and a conduct process.
- Electronic opening devices at exterior doors.
- Window and door reflectors designed to assist emergency personnel for quick identification.
- Smoke detectors and strobe lights that are independently programmed to fire alarm systems and emergency response personnel.
- Doorbells.
- Additional directional signage, as needed. All current signs used in residential communities are fabricated with raised lettering and Braille to assist individuals with visual impairments.

BILLING

At Georgia Southern University, housing charges are billed each semester and appear directly on the student's University account, along with tuition and other fees. The housing fee includes all utilities such as electricity, water, internet, cable, and access to laundry facilities, creating a convenient, all-inclusive living arrangement. Payment is due at the start of each semester, and students can use various methods to pay, including online payments, eChecks, credit cards, and money orders. Credit card payments are accepted only online and may include a convenience fee.

Students are responsible for reviewing billing deadlines and ensuring that housing costs are covered, whether through personal payment or financial aid. Payment plans are also available to help students manage costs over time. All housing rates are subject to approval and may change. Once the housing contract is signed, students are financially responsible for the entire contract period, unless an approved exemption applies. Refunds and cancellations are processed according to University Housing and University refund policies. For the most accurate and updated information, students should regularly review their accounts and contact University Housing with any questions.

In the case of any damages or other fees incurred by the resident during their time in the halls, such as cleaning fees, lockout charges, and lock change charges, those fees will be added to the student's account as quickly as possible and the resident will be notified about the charge. Please see the "University Housing Policies & Procedures" section of this Community Guide for further information.

RESIDENCE HALL CONTRACT

All students who are assigned to live in on-campus housing at Georgia Southern University are required to sign the official Housing Contract before moving in. This contract is a mandatory agreement that outlines the responsibilities of both the student and University Housing. It covers key information such as the length of occupancy, billing expectations, cancellation procedures, and policies for room maintenance and behavior. The contract is binding for the full academic year (fall and spring semesters). Once a student is assigned to housing, they will be able to sign into the Housing portal to review and sign the contract. Until the contract is signed, the student will not be able to view the details of their housing assignment, including roommate information. Reviewing the terms carefully is essential, as there may be fees associated with any cancellations.

CANCELLATION POLICY

Students who sign the Housing Contract are responsible for all terms and conditions. One of these is the cancellation policy. Students may only cancel their contract if they are not going to be enrolled in classes at Georgia Southern for the remainder of their contract. They must do so by the dates indicated on the contract, as there may be cancellation fees associated with terminating the contract. Students who remain enrolled at Georgia Southern and do not wish to continue living on campus will still be responsible for the terms and conditions listed in the contract, including cancellation fees of up to 100% of the cost of housing.

Students MUST cancel their Housing Contract in writing. Telling your Resident Advisor, Resident Director, or another member of University Housing verbally is not acceptable.

Residence hall contracts are not reciprocal with Greek-letter organizations on campus; therefore, moving into the organization's house does **not** release a student from their obligations under the Housing Contract.

Renters Insurance

Georgia Southern University understands that while students focus on their education and campus life, protecting personal belongings is a crucial, but often overlooked, need. University Housing strongly encourages the purchase of an insurance plan that covers the student while residing in the residence halls. Some homeowners insurance programs will also cover students living in college residence halls. Many insurance companies also offer different types of renter's insurance programs. There are many options available in the insurance market.

The University partners with GradGuard to offer one option for renters insurance designed specifically for students living in on-campus housing or off-campus apartments. This insurance provides coverage for personal property against common risks such as theft, fire, water damage, and accidental loss. Since the University does not provide insurance for students' belongings, enrolling in a program like GradGuard's renters insurance program ensures that valuable items like electronics, clothing, textbooks, and furniture are financially protected throughout the academic year.

Renters insurance does NOT cover any damages or cleaning charges typically associated with the process of checking and moving out.

Renters insurance is an essential form of protection for students, as the cost of replacing stolen or damaged items can be significant. GradGuard's renters insurance offers benefits including replacement cost coverage—meaning students are reimbursed for the full value of their lost or damaged belongings—and personal liability protection, which covers accidents that may cause damage or injury to others. The coverage also extends worldwide, providing peace of mind for students who travel or study abroad. With affordable monthly premiums, no credit checks, and flexible payment options, GradGuard's renters insurance is accessible and easy to enroll in for all Georgia Southern students.

For students living in University Housing or even off-campus, renters insurance helps avoid unexpected financial burdens from property loss and liability claims. It allows students to focus on their academic goals without worrying about the potential consequences of accidents or theft. Enrollment is simple and can be done online at gradguard.com/renters/georgiasouthern. For assistance or questions, students can contact GradGuard's customer service team by phone or email. By taking advantage of this program, students in the Georgia Southern community can protect their belongings and enjoy greater peace of mind throughout their college experience.



Operation Move-In (OMI)

Operation Move-In (OMI) marks the official beginning of the academic year at Georgia Southern University, welcoming thousands of students to all of the residential campuses. This exciting tradition is designed to create a smooth and supportive transition for students as they begin their residential experience.

MOVE-IN TIME SLOT

To ensure a streamlined process, all students living on campus are encouraged to select a designated move-in time slot. Time slot selection is completed through the On-Campus Housing Portal, accessible via MyGeorgiaSouthern. The selection process is typically available in mid-July and operates on a first-come, first-served basis. This helps to reduce traffic congestion and allows University staff to better manage student arrivals.

CHECK-IN LOCATIONS AND CAMPUS PROCEDURES

Check-in procedures vary depending on the student's assigned campus and arrival day. On the largest day of OMI (typically the Friday), students will be directed to a centralized check-in location, where Housing staff and other University departments will ensure that every student is fully onboarded and ready to receive their room key. Then, students will be directed to follow a specific route to their residence halls, where there will be volunteers to assist with unloading and getting settled. After this centralized check-in process ends, students are directed to start their check-in process at their specific residence halls. For students checking in over the weekend, and in the days immediately prior to the first day of classes, not all campus partners and volunteer move-in services will be available. Each student will be notified via their Georgia Southern email with detailed check-in instructions based on their individual assignment.

PREPARING FOR ARRIVAL

Before arriving on campus, students should regularly visit the [Operation Move-In](#) page for the latest updates and instructions. It is also important to read this Community Guide in full, paying particular attention to the "University Housing Policies & Procedures" section.

ROOM INSPECTIONS AND CONDITION REPORTING

Upon moving into their assigned room or moving to a new room at any time throughout the year, students are expected to carefully inspect their living space. It is crucial to document and report any damages or maintenance concerns immediately, as students are held responsible for the condition of their room throughout the academic year. Guidance on this process can be found in the "University Housing Policies & Procedures" section of the Community Guide, which outlines expectations and responsibilities for residential students.

CHECK-IN COMMUNICATIONS AND SUPPORT

All students assigned to on-campus housing at Georgia Southern University will receive detailed check-in information via their Georgia Southern email. This communication includes essential details such as the assigned check-in location, recommended arrival times, items to bring, and the step-by-step process to follow upon arrival. It may also provide information on traffic flow maps, unloading procedures, parking guidance, and any documents required at check-in. To ensure a smooth and organized move-in experience, students are encouraged to read this communication carefully and refer back to it as needed while preparing for their arrival. For the most accurate and up-to-date information, students should regularly check their Georgia Southern email and consult the official University Housing website. The website offers comprehensive resources, including FAQs, move-in instructions, and contact information for further assistance. Staying informed through these channels will help students navigate the move-in process effectively and ensure a successful start to their on-campus experience.

Operation Move-Out (OMO)

Residence halls do not close for mid-semester breaks (fall break or spring break). Operations during these fall and spring breaks and resources on campus during these times will be limited. There is no additional charge.

All residential communities close for the winter break (between Fall semester exams and Spring semester opening), and again at the end of Spring semester exams. During these times (winter and summer breaks), all residents are expected to check out and vacate their rooms, unless they are approved for a Break Stay. Please read the information below carefully for further expectations during the breaks and closing or Operation Move-Out periods.

FALL OPERATION MOVE-OUT (OMO) or WINTER BREAK

Students are responsible for ensuring that their individual and shared spaces are cleaned prior to leaving campus for winter break. During this time, University Housing staff members will be checking spaces for cleanliness, safety, and policy concerns. Residents DO NOT need to remove all of their belongings, unless they are leaving and not returning for the Spring semester. The proper checkout process should be followed for anyone not returning in the Spring.

PROPER PROCEDURES FOR FALL, WINTER, AND SPRING BREAK CLOSINGS

This list provides the basic expectations for a proper room closing before breaks. This includes closing spaces that residents will be vacating for the fall, winter, and spring breaks. Additional break closing and Operation Move-Out Information (for winter break) will be provided through multiple methods from University Housing closer to the upcoming break. If you are leaving your room for an extended period of time (not checking out), please:

1. Remove all personal belongings you might need for the break. This is especially important for the winter break, as you will not have access to the space during this month.
2. Generally, pick up your room. In particular, pick up non-furniture/large appliance items from the floors. This ensures that items are less likely to be damaged, in case of any facilities concerns like flooding, over the break. This also allows maintenance personnel to have easier access to the space as they complete routine and emergency maintenance over the break.
3. Lock your windows, and insert your window stick, if one is provided (first-floor residents).
4. Lower and close window blinds.
5. Remove all trash and perishable food items and take them to the appropriate dumpster. If trash or perishable food is found in your room during the winter break, you will be charged for its removal.
6. Clean the refrigerator and freezer and remove all items that will spoil during the break. Keep the refrigerator plugged in.
7. Unplug all items, except large appliances like refrigerators, microwaves, and washer/dryers.
8. Set the thermostat to the AUTO setting and temperature as instructed by University Housing. It is important to have the unit set to AUTO to allow for proper air circulation.
9. Conduct a quick cleaning, including vacuuming/mopping all floors and wiping down all surfaces.
10. Turn off all lights.
11. Close and lock your bedroom door and the main door. Take your key with you and secure it throughout the entirety of the break. Your room may be entered by maintenance personnel or University Housing staff during this time and it WILL be locked.
12. If you are truly checking out and not returning after the break (with an approved Housing cancellation), please follow the proper check-out procedures listed in this Community Guide.

OPERATION MOVE-OUT (OMO) or SUMMER BREAK

The Housing Contract for the year ends in May and all students must properly leave and check out of their spaces by the date and time listed in the Georgia Southern [academic calendar](#). All students must complete a proper checkout and remove all belongings at the end of the Spring semester. Only those approved for summer housing and break stay may remain, following the information provided for their moves to summer housing.

ROOM CHECK-OUT PROCESS - OVERVIEW

At the conclusion of the Spring semester, students are required to complete the official room check-out process. Students who are not returning to the University at the end of the fall semester and students who are approved for a cancellation at any time throughout the year should also follow these check-out expectations and processes. University Housing will provide detailed instructions near the end of the semester, which will also be accessible through Operation Move-Out (OMO) resources. These materials, distributed in both Fall and Spring, include essential guidance and deadlines. Students completing an approved check-out outside of the traditional Fall or Spring OMO time period should use this information below and also speak with their community Residence Education leadership to ensure that the correct check-out processes are being followed. It is the responsibility of each student to thoroughly review this information below, in addition to all of the information provided during OMO and follow all outlined procedures. Failure to adhere to the check-out process may result in applicable fees and/or student conduct action.

Check-Out Options

Residents have two check-out methods available to them, both of which ensure that room conditions are properly documented:

- **In-Person Check-Out:** This option involves either a) using the link provided in the OMO materials at the end of the Fall or Spring semester to schedule a check-out time or b) going to the community desk/Clubhouse during the announced time and waiting for the next staff member to be available. During this walkthrough with a staff member, you will be able to see what (if any) damages and concerns the staff member is documenting. You WILL NOT be able to share any information about the cause of the documented concerns or dispute anything. The staff member is ONLY documenting concerns and will not be making decisions on possible charges at that time.
- **Express Check-Out:** This self-service option is available for residents who prefer not to schedule a walkthrough with a staff member. There are envelopes at the hall desk or Clubhouse that you may complete, secure your room key in, seal, and turn in, using the labeled collection boxes on your campus.

Regardless of the method chosen, University Housing staff will inspect the room for any damages and cleanliness concerns and will document their findings. At the time of check-out, a Housing staff member will collect the room key. If the key is not returned during this process, the resident will be charged for a lock change.

Once again, it is important to note that the staff members completing the check-out inspections are not authorized to assign charges or provide feedback on damage-related concerns. Any questions regarding potential charges or the appeal process must be directed to professional Housing staff members in that community after the room has been vacated.

Room Inspections and Damage Charges

After the room inspection has been conducted by a student staff member, either at the immediate time of check-out or within 24 hours (if an Express check-out option is used), the community leadership will review the inspection results and determine if there are any charges that need to be assessed. During this phase, a Residence Education staff member, typically the Resident Director (RD) or Graduate Resident Director (GRD), will compare its condition to the resident's *Inventory Form*, which was submitted at the beginning of the academic year or time of room change. This form serves as a key reference point in determining responsibility for any damages or cleaning issues. If the resident did not report any concerns at the time of move-in or the damages reported do not match any of the concerns documented by the Housing staff at the time of check-out, it is assumed that the resident was responsible for the damages or other concerns and the appropriate charges are made. This also includes lockout charges and lock change charges for unreturned keys or if the wrong key is returned.

If any charges are assessed, they will be posted to the student's Wings or financial account. These charges are typically posted within the University's financial timelines, but charges may be assessed up to a few weeks later if there are any delays in the check-out process (such as approved late stay or an improper check-out) or if more severe damage is discovered and/or found to be the responsibility of one or more individual residents in the space.

Appeal Process

Students who wish to appeal charges must submit a written appeal via email to residentialeducation@georgiasouthern.edu. Appeals must include:

- Full name
- Student ID Number
- Room assignment
- Specific charge(s) being appealed
- A brief explanation supporting the appeal

Appeals must be submitted within the timeframe outlined in the damage notification email. Appeals submitted after the listed deadline will not be considered under any circumstances.

Additional Guidelines and Responsibilities

Only students who are not returning for the next academic term should complete the check-out process. All students must follow check-out instructions as communicated by University Housing staff and outlined in OMO resources. Staying informed through Housing communications and paying close attention to signage, emails, and bulletin boards is strongly encouraged.

Additionally, students are reminded that unauthorized room changes—meaning any move made without prior written approval from a Housing professional staff member and without completing the official room change process—are subject to charges. These may include administrative fees or lock-change costs.

Summary and Reminders

- Follow all check-out instructions and timelines provided through University Housing and Operation Move-Out (OMO) resources.
- Choose between In-Person or Express Check-Out options based on your preference and availability.
- Return your room key during check-out to avoid lock change charges.
- RAs are not authorized to assess damage or provide guidance on charge appeals.
- Final charges are assessed by the RD/community leadership and posted to Wings/financial account within a few business days of closing.
- Submit appeals promptly and with complete information if you believe a charge is in error.
- Unauthorized room changes may result in additional fees.

For any questions or additional support during the check-out process, students are encouraged to reach out directly to their Resident Director/community leadership or University Housing.

BREAK STAY

Break Stay options are only available for students living on campus and enrolled in courses for the current term and subsequent term. Students will receive an email when the Break Stay Sign-Up Form opens, and will be able to access it in the Housing Portal. To access the Housing Portal, log into MyGeorgiaSouthern and select the On-Campus Housing link under the Campus Life tile. Click on Housing Request Forms and select the designated Break Stay Request Form.

Additional break stay information, including specific options and dates can be found here: [Break Stay Information](#). Please note there are additional costs associated with both the winter and summer break stay options. Break Stay is not automatically approved or guaranteed. Residents may be asked to move to a new assignment for Break Stay, particularly for summer Break Stay. Summer Break Stay is not typically available on the East Georgia campus.

YEARLY HOUSING CALENDAR

Residence halls are only open during the academic terms. For a full listing of these calendar dates, please visit [Academic Calendars](#). Please note that the calendar may change throughout the year, at the discretion of University Administration.

Health, Safety and Security Information

CLEANING YOUR UNIT

Residents are responsible for maintaining the interior and exterior of their unit in a safe, clean, and sanitary manner and are expected to do the following:

- Floors should be swept and mopped regularly.
- Walls should be cleaned periodically, as this helps maintain the unit's appearance and cleanliness.
- Windows should be cleaned, as needed, with window cleaner.
- Blinds and window frames should be dusted regularly and cleaned periodically with soapy water or an all-purpose cleaner.
- Carpets should be vacuumed regularly to prevent excessive wear. Spot cleaning at the time of spills will help prevent stains. Use a clean, dry cloth to blot the spill area to make cleaning easier and minimize staining.
- Sinks, showers, and toilets should be cleaned regularly to prevent dirt and mineral buildup. Sinks, tubs, ceramic walls, and the exterior of the toilet should be cleaned with a non-abrasive cleaner, while toilet bowl cleaners should be used to clean the inside of the toilet bowl.
- Vents should be wiped down regularly to help prevent dust accumulation.
- To clean the inside of your refrigerator, it is recommended to mix one tablespoon of baking soda per quart of warm water. Rinse thoroughly with clean water and wipe dry. Never use abrasive cleaners to clean the exterior of appliances. If you are going to be away for an extended period or are vacating the premises, **do NOT turn the refrigerator off or unplug it. DO remove any items that may spoil or lead to odors.**
- To prevent moisture build up, thermostats (HVAC) should be set to the AUTO function at all times and stay within a recommended 68-72 degrees. Additionally, bathroom fans should be on for the duration of your shower and for another 15 minutes following your shower. Many units are designed with fans that will stay on for this amount of time, even after the lights have been turned off.

The plumbing is not designed to handle the disposal of tampons, sanitary napkins, paper towels, disposable diapers, grease, or other such materials. Facilities staff can be contacted to handle the most severe clogs. Service calls to remove foreign objects from drains and toilets may result in service charges being assessed to the resident, including damages caused by flooding or overflowing toilets. This also applies to individual unit washing machines that may have been overloaded and cause flooding.

COOKING AND KITCHENS

Residents should ensure they are fully aware of all guidelines and restrictions outlined in this document and in the [Code of Student Conduct](#). Cooking safety is a shared responsibility and all residents are urged to exercise extreme caution when using kitchen facilities. Never leave food unattended while cooking and always use the hood or vent fan when operating the stove top to prevent smoke and fire hazards. Maintaining a clean kitchen environment is equally important—food, dishes, and cookware should not be left on countertops or in sinks, as this can lead to unsanitary conditions and potential pest issues.

Residents will be held accountable for any damage or excessive clean-up required due to improper use of kitchen areas. This includes, but is not limited to, fire-related damage, which may result in charges of up to \$100,000. Adhering to these guidelines helps ensure a safe, clean, and respectful living environment for all.

FIRE AND LIFE SAFETY

Fire and life safety is of paramount importance within the residential communities. Your actions could affect the life and property of other residents in your community. Please be aware of your actions and observe all fire and life safety policies.

IN THE EVENT OF SMOKE OR FIRE, GO TO THE NEAREST FIRE ALARM PULL STATION, ACTIVATE THE ALARM, AND EVACUATE THE BUILDING IMMEDIATELY. THEN CALL UNIVERSITY POLICE (UPD) WHEN SAFELY OUTSIDE.

Fire Alarms and Drills

Fire drills will be conducted at least once per semester and will take place at a reasonable hour, as University Housing does not plan fire drills for late night (after 9pm) or early morning (before 10am) hours. Regardless of whether the alarm is planned or actual, immediately exit through the nearest exterior door and walk quickly away from the building to a safe location further away from the building. When a fire alarm is activated, residents are expected to cooperate and follow instructions given by any University Housing staff member or University Police. Housing staff may key into units to ensure all residents have evacuated the premises.

Failure to evacuate a building within an acceptable time frame during any fire alarm, planned or actual, will result in student conduct action and possible law enforcement involvement. Tampering with any of the fire equipment (pull stations, smoke detectors, fire extinguishers, etc.) will result in possible student conduct action, law enforcement involvement, and removal from the residential community and Georgia Southern.

Students in need of assistance in a drill or alarm, due to various physical and visual needs, should schedule a meeting with their Resident Director/community leadership at the start of the academic year to discuss a plan for identifying and receiving assistance during a drill.

University Housing staff are not responsible for the removal of approved or unapproved animals in the event of a drill or alarm.

Fire Extinguishers

The infographic illustrates the PASS method for using a fire extinguisher. It consists of four numbered steps, each with a corresponding image and a brief description:

- 1. PULL:** Pull the pin. (Image: A hand pulling the safety pin of a fire extinguisher.)
- 2. AIM:** Aim the extinguisher nozzle at the base of the flames. (Image: A hand pointing the nozzle of a fire extinguisher at a fire.)
- 3. SQUEEZE:** Squeeze the trigger while holding the extinguisher upright. (Image: A hand squeezing the trigger of a fire extinguisher.)
- 4. SWEEP:** Sweep the extinguisher from side to side, covering the fire with extinguishing agent. (Image: A person sweeping a fire extinguisher across a fire.)

Below the steps, a yellow banner reads "Follow the **PASS** Method" with an icon of a person using a fire extinguisher. The Georgia Southern University University Housing logo is in the bottom right corner.

Fire extinguishers can be located in hallways and other common areas. A fire extinguisher is also located inside each unit with a kitchen and is designated with a sticker on the outer cabinet door to delineate the extinguisher's location. Familiarize yourself with its location and directions on how to use it. Be sure to check your fire extinguisher to ensure it is properly charged (arrow in the green area). Should you need to utilize your fire extinguisher, please call University Police (UPD) and then your Resident Advisor on Call immediately after

using the extinguisher. Please follow up by submitting a work order for it to be replaced. To utilize the fire extinguisher for emergency reasons, use the PASS method.

Smoke Detectors and Sprinkler Heads

Smoke Detector Safety: What You Need to Know

If Your Smoke Detector Beeps (Low Battery):

- Submit a **Work Order Request**
- Notify your **Resident Advisor (RA)**
- Your RA will coordinate with **FACILITIES** to replace the battery

If It Alarms Constantly Or Malfunctions

- Submit a **Work Order Request**
- It will be **INSPECTED** and **REPAIRED** as needed

Tampering is Illegal

- DO NOT** disable, cover, or tamper with fire safety equipment
- It's a **Misdemeanor Offense**
- Punishment Under: Georgia Southern Code of Student Conduct

All residence hall units at Georgia Southern University are equipped with smoke detectors to alert residents in the event of smoke or fire. Additionally, units feature sprinkler heads, as part of a comprehensive fire suppression system designed to enhance safety. To ensure these life-saving devices function properly, it is important that smoke detectors and sprinkler heads remain dust-free and unobstructed at all times. Residents should never cover, tape over, hang items from, remove batteries, or disconnect these devices, as doing so compromises their effectiveness and the safety of everyone in the building.

GAZEBOS AND OUTDOOR GRILLS

At some residential communities, gazebos and grills are located around the complexes and are designated for use by residents and their guests only. Personal grills are not permitted on University property. Permanent community grills are provided for the express purpose of cooking food. Do not dispose of hot coals or ashes in trash cans or on the grounds. Leave used charcoal in grills after cooking. Please dispose of all trash in the proper receptacles.

To reserve a community grill or to inquire about equipment for cleaning the grill, please visit the community Clubhouse, where available. **Charcoal, lighter fluid, and propane tanks are prohibited and may not be stored in your residential unit.** They must be disposed of or stored in a vehicle or off campus when no longer in use.

LIVE SAFE APPLICATION (Armstrong and Statesboro Campuses Currently)

The LiveSafe App is an application sponsored by University Police (UPD) for students to share information. Additionally, it provides a safety map to see where you are in relation to campus buildings, points of safety, and other information; quickly access emergency numbers; request an escort; quickly start a peer-to-peer SafeWalk or access broadcast messages; and more. Students are encouraged to download the appropriate version of the “LiveSafe” app for their specific phone.

PANIC BUTTON (Statesboro Campus Only)

All Statesboro residential community units are equipped with a panic button, giving residents automatic access to the University Police Department (UPD). This button is identified by a sticker explaining its purpose. This is for emergencies only. Panic alarms are silent alarms and do not provide direct two-way communication to the University Police Department. Instead, an officer is dispatched immediately to investigate the alarm. If the panic alarm is used for non-emergency reasons, sanctions and student conduct action, including a monetary fine, may result. Unless a particular resident accepts responsibility for the infraction, all occupants of the unit and any guests present at the time may be held responsible.

PEST CONTROL

The initial step in the elimination of insects in your residential community is sanitation. All insects need food, moisture, and harborage to survive. The pest control operator’s success at an individual residence will be partly determined by the resident’s housekeeping habits. The two most troublesome insects found in residential communities are ants and roaches. These pests can be eliminated or reduced, but not with pest control treatment alone. Below are some steps each resident must practice in order to be free of insects:

- Wash dirty dishes immediately after using them. Do not leave dirty dishes on the table, counter, or in the sink. After washing dishes, drain the sink and do not leave water standing or food particles in the sink.
- Vacuum and/or mop floors on a regular basis.
- Rinse used beverage and food containers and dispose of them in the appropriate manner.
- Do not leave chips, cookies, cereal, etc. with interior bags left open. Store in a sealed plastic storage bag/container or place in the refrigerator.
- Never allow trash to accumulate in apartments/units. Take your trash out regularly and wash your trash can when sticky or dirty.

- When opening windows, never remove the window screen. If you need a new screen, please submit a work order.
- Remove items from your unit that attract pests, such as full trash bags or cardboard boxes. Do not leave these outside in the hallways. Walk them immediately to the appropriate trash dumpsters.

By following these simple steps, you will be able to assist in your pest control success. If your problem is still not resolved after following the above recommendations, please submit a work order request to have a professional treat your living space.

Pest control issues deemed as neglect by a student or unit may be charged to a student's account. This includes any cleaning and pest control fees.

Scabies, Bed Bugs, & Fleas

Periodically, students are diagnosed by Health Services or an outside health care provider with concerns related to scabies or bed bugs (brought into the space from other locations). Health Services provides information on the medical treatment of these two conditions and will inform University Housing of the need to clean a residential community space. Health Services will discuss your privacy rights with you.

If you are diagnosed with scabies or bed bugs, Housing staff will contact you and provide you with instructions on next steps for cleaning your space and possible temporary relocation.

If there is a report made that there are fleas in a unit, University Housing will verify with the contracted pest control company that fleas are indeed present in the unit. Once that verification is made, Housing staff will contact you and provide you with instructions on next steps.

Although Housing staff will try to provide as much advance notice as possible, the best way to address concerns of scabies, bed bugs, and fleas is a quick and sometimes intrusive treatment process. You may be asked to remain in your space and only remove necessary items, as to limit the spread of the pest concern. You may be asked to move within a few hours to an open space and remain out of your assigned unit for a necessary period, until the treatment has been conducted. You are expected to follow all instructions for the treatment and any follow-up steps, to ensure that the treatment is a success.

Any cleaning may be at the resident's expense, especially if it is determined that the student brought the concerns into the space through means of transportation like animals (approved or unapproved). The cost will be determined by the type and depth of treatment needed to remove pests from the residential community space.

Other Pests

If students encounter pests such as mice, snakes, or bats, they should promptly notify their Resident Advisor, Graduate Resident Director, or Resident Director/community leadership. Staff will submit work orders and coordinate with maintenance to treat and clean the affected area. Students are encouraged to maintain a clean living space to help prevent pests and should submit a work order and report any sightings immediately.

HEALTH & SAFETY INSPECTIONS AND ROOM ENTRY

The University reserves the right to enter resident units for: safety purposes; facility improvements; routine maintenance/unit inspections; to manage rooms in the event of an emergency which jeopardizes the well-being of the occupant or other residents; or to maintain a quiet environment where residents sleep and study. For safety related reasons, inspectors from University Housing perform building-wide Health & Safety Inspections (HSIs) at least once per semester. These HSIs will be published in advance, as will break closing inspections conducted at the end of the fall semester.

Residents are allowed to be present while any member of University Housing, Facilities, or any other approved vendor or party is entering the space for an emergency concern, regular maintenance, or announced inspection. University staff will always knock multiple times and announce themselves as they enter a space. If a resident is unprepared or indisposed, the University staff will step out of the unit and allow the resident a few minutes to prepare themselves for room entry. However, the University staff is unable to return at another time or schedule a time in advance.

It is your responsibility to keep your unit in a reasonable state of cleanliness as required by the Housing Contract. Any cleaning or maintenance issues discovered during a Health & Safety Inspection will be noted on room inspection paperwork. Residents typically have 48 hours to correct any issues prior to re-inspection. If issues continue to exist after a re-inspection: 1) students will receive a student conduct notification and be required to attend a student conduct hearing; and 2) University Housing staff reserve the right to enter the space, clean, make repairs, and charge the student for staff time resulting from these safety inspections. As previously stated, students will not be charged for cleaning and/or repairs that are out of their control.

Residents are encouraged to familiarize themselves with the Code of Student Conduct and University Housing policies to avoid potential violations. Maintaining a safe and policy-abiding living space helps create a positive environment for all students. For questions regarding inspection expectations, please contact your residential community staff or visit the University Housing website.

SURVEILLANCE CAMERAS

Per the University's Surveillance and Monitoring Policy, personal surveillance cameras and surveillance monitoring or recording devices are prohibited within University facilities. This includes video doorbells, personal security cameras, or any other monitoring or recording devices. The University is equipped with approved surveillance cameras that are monitored by authorized personnel only.

SEVERE WEATHER

Thunderstorms

Thunderstorms and severe weather are not uncommon, especially in southern Georgia, where temperatures can change drastically, bringing in thunderstorms. Students are always encouraged to be aware of the upcoming weather for the day and to use safe practices and/or stay inside during severe thunderstorms, especially those with high winds, heavy rains, and lightning. Be aware of driving or walking through areas that may experience heavy water pooling or flash flooding. In case of a power outage, University Housing staff reserve the right to utilize specially designated outlets that will remain powered first, as is necessary for their official roles.

Tornadoes

Occasionally, severe weather may bring the chance for tornadoes. In the event of a tornado, there are two stages residents should be familiar with:

A **tornado watch** signifies conditions are favorable for tornadoes and one should remain alert for approaching storms. Listen for area updates from local media listed below.

A **tornado warning** signifies a tornado has been sighted or indicated by weather radar. If a tornado warning is issued, you should **seek shelter immediately**. University Housing has outlined measures all residents are required to take in the event of a tornado warning. The University will issue an Eagle Alert if the campus falls under a tornado warning.

Hurricanes


Due to the location and proximity of our residential campuses to both the Gulf and Atlantic bodies of water, there may be times when one or more campuses are under a Hurricane watch or warning. University Housing works very closely with the University Emergency Management team and University leadership to have weather readiness plans in place and to utilize the necessary plans and resources if deemed necessary. University Housing, along with other University communications, will be sent out to residential students, in the case that we are monitoring any storms or need to take further actions to ensure the safety of all affected residents. To learn more about our Emergency Management team, go to <https://ww2.georgiasouthern.edu/finops/emergencymanagement/>.

Severe Weather Refuge Area

The Federal Emergency Management Agency identifies the lowest building level as the most secure area. **For those residents living in buildings without interior hallways, residents in the first-floor units are required to allow those above them to seek shelter in a protected area within their unit.** Once inside, get as far away from corners, windows, doors, and outside walls as possible. Suggested safe areas include bathrooms and closets.

**ATTENTION RESIDENTS OF LOWER APARTMENT UNITS IN:
COMPASS POINT, FREEDOM'S LANDING, SOUTHERN COURTYARD,
SOUTHERN PINES, AND UNIVERSITY CROSSINGS!!!**

Your unit is designated as a refuge area for the residents located on the floor(s) above you. In case of severe weather (strong winds, tornado, etc.), residents above you are to seek shelter in your unit.



YOU ARE REQUIRED TO ALLOW YOUR NEIGHBORS TO ACCESS YOUR UNIT DURING THIS EMERGENCY TIME!

You may be saving a life! Failure to abide by this policy will result in judicial action.

Media Outlets Communicate Emergency Information

Once the severe weather or tornado warning has passed, an “all clear” message will be relayed by staff members and residents will be allowed to return to their rooms. Information regarding inclement weather, including tornadoes, will be distributed once a semester. The University will communicate emergency information through the following media outlets:

Radio

- 91.9 FM WVGS - Statesboro
- 94.1 FM WQBT - Savannah
- 95.5 FM WIXV - Savannah
- 96.5 FM WJCL - Savannah
- 97.3 FM WAEV - Savannah
- 102.9 FM WPMX - Statesboro
- 630 AM WBMQ - Savannah
- 850 AM WPTB - Statesboro
- 1240 AM WWNS - Statesboro
- 1360 AM WHCG - Statesboro

University Police

- Armstrong campus - 912-344-3333
- Statesboro campus - 912-478-5234
- East Georgia campus - 478-289-2090

Communications & Support Services

COMMUNITY/AREA DESKS

Each residential community has a community desk which is staffed by Desk Assistants, Resident Advisors, or a contracted security group (East Georgia campus only). The staff member on duty at the community desk can assist residents with various needs, such as answering questions, handling key issues and lockouts, and equipment check-out (games, movies, etc.). A picture ID must be presented to check out items. The following items can be checked out at the front desk:

- Basketballs, volleyballs, ping pong equipment, pool table equipment (as applicable)
- Video games and equipment (for use in the Clubhouse only)
- Select board games and card games
- Pool noodles and floaties (Freedom's Landing Residents only)
- Moving Bins (as available). There is an automatic charge of \$100 for unreturned moving bins.

Most desks on the Armstrong and Statesboro campuses are open from 10:00am through 10:00pm on the weekends and 2:00pm through 10:00pm on the weekdays. The desks on the East Georgia campus are typically open from 5:00pm-5:00am on weekdays and 24/7 on weekends. Please check your community Clubhouse or desk for the specific hours of operation.

COMPUTER LABS/STATIONS

The computers in these labs or stations are connected to a printer and designated for residents to use for academic work. It is expected that residents take the same care of the computers in the lab/station as they would their personal computers.

Computer Labs/Print Stations are located in the Clubhouse of each residential community and are available for use during regular Clubhouse hours. Please report any supply or technical issues to the staff at the community desk

COMMUNICATION METHODS

Georgia Southern and University Housing use a variety of communication methods to share information with students. Below are a few of the important methods to keep an eye out for:

Eagle Alert

EAGLE ALERT is a mass notification system of e-mail, voice, and text messaging that is designed to send emergency messages to thousands of individuals in minutes. Managed jointly by the Offices of Public Safety, IT Services, and Marketing & Communications, the system will only be used to distribute information regarding emergencies that dictate immediate action. However, the Dean of Students Office, upon notification of an EAGLE ALERT, may also utilize the my.georgiasouthern.edu portal to help spread the message as quickly as possible.

Examples of alerts include severe weather, building evacuations, dangers requiring lock-down or shelter-in-place, or other emergencies requiring immediate action. The message will direct you where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement. EAGLE ALERT will also be tested on a random basis as needed.

E-mail

Email is the official method of communication for Georgia Southern University. University Housing regularly distributes official communication to residents via a Georgia Southern email address or Constant Contact notification system. Every student is responsible for the information sent to them via campus email.

Maxient

University Housing, in collaboration with the Office of Student Conduct and Dean of Students Office, utilizes Maxient Conduct software to communicate with students referred through the University's conduct process. Communication from this system is sent to a student's University email with the subject line stating "Correspondence for Conduct Case #..." Any cases related to student conduct are managed through this site. Students are expected to follow the information found in any email communication sent through Maxient. Additional information on the conduct process can be found in the Code of Student Conduct.

Newsletters

The Perch is a weekly email newsletter provided by University Housing and sent to your Georgia Southern email account. This newsletter shares information about Housing announcements, due dates, and campus-wide programs. Your community leadership may also send out community-specific information through newsletters.

Social Media

In an effort to provide up-to-date information to students, parents, and community members, University Housing utilizes several social media outlets. Information shared via social media includes upcoming events and services offered by University Housing. Students are encouraged to follow us on these platforms to stay connected with our department and individual communities.

Office/Hall Name	Social Media Handle
Main Housing Office	 gasouhousing
Armstrong Apartments	 gasouthern-housing_apt
Centennial Place	 gasouthern-housing_cp
Eagle Village	 gasouthern-housing_ev
Freedom's Landing	 gasouthern-housing_fl
Kennedy Hall	 gasouthern-housing_ke
Southern Courtyard	 gasouthern-housing_sc
Southern Pines	 gasouthern-housnig_sp
Watson Hall	 gasouthern-housing_wa
Windward Commons	 gasouthern-housing_wc

CONNECTIVITY AND TECHNOLOGY

Information Technology (IT) Services / Campus Residential Services

IT Services offers a wide variety of technology services on campus, in academic and administrative settings and in residential facilities. To learn more about the services offered through IT, visit your student portal and look for the IT section for information, operational hours, and campus locations.

Non-Residential Wireless Networks

The Georgia Southern wireless network system, GS Wireless, consists of multiple networks designed to perform specific functions. These networks, described below, are accessible in academic buildings, administrative and support spaces, recreation facilities, and some outdoor spaces.

- **GSCampus/GS Premium** – This is the primary, secure network for the Georgia Southern campus. Access to this network is limited to students, faculty, and staff with valid MyGeorgiaSouthern credentials. Connect your laptop, tablet, phone, and other wireless enabled devices to this network.
- **GSGuest** – Designed to accommodate campus guests, this open network requires a short registration in order to access the campus wireless network. Guests can use this network to connect laptops, tablets, phones, and other wireless devices to the campus network.
- **EGSC-Swainsboro** – If you are having trouble accessing this network, please stop by the IT Help Desk in the George L. Smith Building.

Residence Hall Internet Access

Residential wireless on the Armstrong and Statesboro campuses is managed by Boldyn. On the East Georgia campus, the wireless internet in the halls is managed by Pineland. For instructions on connection information for each campus please visit <https://ww2.georgiasouthern.edu/auxiliary/housing/current-students/getting-help/> and select your campus-specific information.

EAGLE CARD MOBILE ID (also known as CatCard for East Georgia residents in Spring 2026)

Georgia Southern has moved away from physical ID cards to mobile options. Your Eagle Card Mobile ID serves as your access across campus to a variety of resources, including door access for some residential community spaces. Students should follow [this link](#) to begin setting up their Eagle Card Mobile ID. Your Mobile ID will be programmed to open only doors you are authorized to enter. Students may not issue their Eagle Card credentials to another individual, as outlined in the Code of Student Conduct.

It can take a few business days to completely set up your mobile credentials and have everything approved. It is encouraged that you set this up several business days prior to arriving on campus, to ensure your card access will work properly and allow you access to your residence hall. There are a limited number of temporary access cards that can be provided and any unreturned cards will be charged for.

If you have any technical difficulties with your mobile credentials, please speak with your community leadership in the Clubhouse or contact the Resident Advisor On Call. You may be directed to the Eagle Card Services team or the Business Office (East Georgia) for further assistance. Sometimes, the addition of a new phone may require that you delete and reinstall your mobile credentials.

Maintenance & Facilities

MAINTENANCE REQUESTS AND WORK ORDERS

Maintenance personnel provide routine maintenance and repairs to the residential communities. Residents who wish to request repairs in their room, common areas of their apartment, public spaces, etc. should submit a Work Order Request immediately upon discovery of the concern. Be sure to provide as much information as possible, including a detailed description of the problem. In the event of an after-hours emergency, contact the Resident Advisor On Call for immediate assistance. Emergencies include key issues, water events (flood, leak from ceiling), bodily fluid, power loss, fire, or security issues.

Remember, maintenance and routine repairs are provided to our residents free of charge. If something is broken or not working properly, simply submit a work order and our maintenance staff will repair it at no additional cost. If damage occurs due to resident negligence, the student may be referred to the Office of Student Conduct and/or charged immediately for the repair or anything beyond regular wear and tear.

AIR CONDITIONING, HEATING, AND VENTILATION

Thermostats have been programmed to run between specific temperature ranges. Maintenance concerns should be reported by submitting a Work Order Request. Tampering with a thermostat will result in student conduct action and possible charges for any damage caused because of the tampering. For optimal air flow, thermostats should be set to AUTO at around 68 - 72 degrees. Windows and exterior doors should remain closed while the heat or air conditioner is on to reduce the chance for excess moisture to enter the space. Students are also encouraged to run the fan in their bathroom for 15 minutes following a shower to allow for the moisture to dissipate. Many fans will run for this time and then turn off automatically when the light switch has been turned off. If there are any damages caused due to a failure to follow these recommendations, the student(s) responsible may be charged for any associated repairs and cleaning, including bringing in any outside contractors deemed necessary.

BEDS

University Housing does not permit bed bunking, lofts or bed risers. However, some residential community rooms are equipped with a junior loft, which allows storage of a dresser and other items underneath the raised bed. Kennedy and Watson Halls are equipped with a medium loft, with furniture and storage arranged under the bed to maximize space utilization in shared bed spaces. Specific information regarding lofts for each residential community is as follows:

Armstrong Campus:

Beds can be adjusted in Windward Commons and Compass Point. To have the height of your bed adjusted, submit a Work Order Request.

Statesboro Campus:

Beds can be adjusted in Centennial Place, Eagle Village, Freedom's Landing, Kennedy Hall, Southern Courtyard and Watson Hall. They cannot be adjusted in Southern Pines. To have the height of your bed adjusted, submit a Work Order Request.

East Georgia Campus:

Beds can be adjusted in Bobcat Villas-West. To have the height of your bed adjusted, submit a Work Order.

DO NOT ATTEMPT TO ADJUST THE BED YOURSELF UNDER ANY CIRCUMSTANCES. We have qualified technicians who specialize in this process. The safety of our students is of the utmost importance. This policy prevents accidents and/or destruction of University property. Ignoring this policy may result in a fine or student conduct charges.

When you submit a work order, be sure to include exactly how many rungs you want the bed to be moved to. Clarify rungs to the bottom of the bed frame or top of the mattress. For example, place the bottom of the bed frame at 5 rungs from the floor. Once you have submitted your work order, please allow for 2-3 business days for the maintenance team to adjust the bed. Do not leave anything on the floor around the bed or anything other than the basic sheets, pillows, and blankets on the bed during this time. This will allow the maintenance team to quickly access and adjust the bed without damaging any personal belongings.

Bed Rails

The beds in Kennedy and Watson Hall are equipped with bed rails. Per University System of Georgia policy, all beds over 36" are required to have a bed rail. These bed rails must remain affixed to the bed at all times.

CLOSET SPACES

In the Bobcat Villas, Compass Point, Freedom's Landing, Southern Courtyard, and Southern Pines, closets in individual bedrooms of these residential communities are not equipped with closet doors. If desired, residents are permitted to hang tension rods with curtains made of fire-retardant materials, as indicated by the manufacturer's tag.

EMERGENCY WATER SHUT-OFF VALVE

It is a good practice and helpful life-long tip to know how to operate the emergency water shut-off valve under toilets and sinks. Familiarize yourself with this general guidance, so that you can help to limit water damage in the case of any emergency leaks. Once you have turned off the water, please call the Resident Advisor On Call immediately to report the damage and request emergency maintenance.

Sinks and Dishwashers - An emergency shut-off valve for the water flow of each sink and dishwasher is located underneath the kitchen sink (both cold and hot water). Turn the valve to the right (clockwise) to stop water flow.

Toilets - An emergency shut-off valve for the water flow of each toilet is located near the floor on the wall beside the toilet. Turn the valve to the right (clockwise) to stop water flow.



ENVIRONMENTAL SUSTAINABILITY

University Housing recommends students develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electrical appliances, minimizing use of water, and recycling. For example:

- Never leave computers, stereos, televisions, or lights on when you are not at home.
- Reduce the length of your showers.
- Report any leaks, dripping faucets, showers, etc. in a timely manner by submitting a Work Order Request.
- Always use LED or compact fluorescent light bulbs, as they last longer than incandescent bulbs and use only one-fourth of the power.
- Develop good sustainable living habits, encourage others to do the same, and everyone will benefit.

LAUNDRY

Laundry services are included in the residential rate paid each semester. Residents do not have to pay to do laundry at the machines. Here are a few tips for using the variety of machines:

- Community washers require only one-fourth of the amount of laundry detergent typically used in standard machines.
- Residents using dryers should clean the lint filter/screen before and after each load of clothes.
- If you find there is a problem with the laundry equipment in your residential community's shared laundry facility, please scan the QR code located on the specific machine to report issues. Or you can call the vendor number on the machine.
- If you find that there is a problem with laundry equipment in your unit, please submit a Work Order through your campus work order system.
- Please be considerate of others in community laundry spaces by remaining with your laundry through the entire cycle.

Please refer to the following for more specific information regarding laundry facilities in your residential community:

Centennial Place Apartments Freedom's Landing Southern Courtyard	<i>All units are equipped with high efficiency washers and dryers.</i>
Bobcat Villas - South Bobcat Villas - West Centennial Place Suites Compass Point Eagle Village Kennedy Hall Southern Pines University Crossings Watson Hall Windward Commons	<i>Residents have access to a centralized laundry facility. Instructions on how to operate the machines are posted in the laundry room of each of these residential communities.</i>

Additional Campus Living Services

LOST AND FOUND

From time to time, residents will misplace personal belongings. Items or property found in or around a residential community should be turned into the hall's Community Desk, where a Housing staff member will attempt to contact the owner, if possible. If the owner of the property cannot be identified or located, the items will be kept in a designated "lost and found" location for 7 days.

All other property (i.e., laundry left in washers/dryers) remaining after 7 days will be considered abandoned and will be handled by staff members using the Abandoned Property protocol. Official materials & documents (i.e., credit/debit cards, driver's license, cash, technology or electronic devices, etc.) will be destroyed, disposed of, or donated, once again in accordance with the Abandoned Property protocol.

MAIL AND DELIVERY

Armstrong Campus Mail

At check-in, Armstrong campus residents will receive a mailbox key along with keys to their residential community. Letters can be sent to the resident's designated mailbox. If a resident did not receive a mailbox key, misplaced it, or broke it, the resident should report it to the community office (Compass Point Clubhouse or Windward Commons) to have a work order submitted on behalf of the resident.

Packages and deliveries will be sent to the Armstrong campus Post Office (located between Student Recreation and University Police Department).

When a package is delivered to campus, you will receive a notice in your residential mailbox. The residential mailboxes are conveniently located around your residential community. Mailboxes are labeled by the room a resident resides in and can be easily located as follows:

Windward Commons - On the first floor of the East Tower between the front desk and East classroom.

Compass Point - In the Compass Point Clubhouse.

University Crossings - In front of the 100 and 200 buildings.

Mail being sent from outside Georgia Southern University should be addressed as follows:

Student's Full Name

Residential Area & Room Number

Georgia Southern University

11935 Abercorn Street

Savannah, Georgia 31419

Example:

Inman Eagle

Compass Point Apartment 4606

Georgia Southern University

11935 Abercorn Street

Savannah, Georgia 31419

Statesboro Campus Mail

All mail is delivered to the Georgia Southern University Post Office, located next to Dining Commons

Mail being sent from outside Georgia Southern University should be addressed as follows:

Student's Full Name

Post Office Box (can be found in your my.georgiasouthern.edu portal)

XXXXX

Georgia Southern University

Statesboro, Georgia 30460

For packages from independent carriers such as UPS, FedEx, etc. the address should read as follows:

Student's Full Name

97 Georgia Avenue, Building 465 Dining Commons

Box XXXXX (Student's P. O Box #) Statesboro, Georgia 30458

East Georgia Campus Mail

All mail is delivered to the main campus address and will then be sorted into campus mailboxes or made available for pick-up the next business day.

Mail being sent should be addressed as follows:

Student's Full Name

Residence Hall and Room Number

131 College Circle

Swainsboro, Georgia 30401

For example:

John Smith

Bobcat Villas West, M105 D131

131 College Circle

Swainsboro, GA 30401

Non-Mail or Package Deliveries

Residents cannot receive mail, packages, or deliveries (such as flowers, food, or groceries) at their residential community. Students must meet food deliveries in person at the front door of their residential community. Residence Hall staff WILL NOT accept or acknowledge deliveries. Deliveries may not be left in community spaces or they will be disposed of or treated as abandoned property. All residents in Freedom's Landing should meet any delivery personnel at the FL Clubhouse, as those vendors will not have FL gate access.

PARKING

Armstrong Campus Parking

All students operating or parking a motor vehicle on campus must register their vehicle with Parking and Transportation Services. Parking lots are located at each residential community. Resident parking permits are always required in residential community parking lots, but residents may ONLY park in their designated residential community parking lot.

Statesboro Campus Parking

All motor vehicles operated by students, faculty, or staff in connection with their attendance or employment at Georgia Southern University must have a current permit while parked on campus. Generally, the location for parking a given motor vehicle on campus streets and lots will be authorized according to the type of parking decal or permit assigned to the vehicle. However, any vehicle may park in any designated commuter or ungated faculty/staff lot from 4:00pm to 7:30pm, except in spaces designated for Resident Directors, reserved parking, accessible parking, University service and delivery, 30-minute parking and resident parking lots.

Resident Parking – All students who reside in residential communities on campus will be restricted to their assigned area between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

All residential students shall park vehicles in campus lots which are labeled with letters or numbers on the campus map corresponding to the letter on their parking permit during restricted times. Lots are designated RESIDENT PERMIT PARKING ONLY and are enforced 24/7.

East Georgia Campus Parking

Parking permits must be physically obtained from the Business Affairs office or UPD and displayed by prominently affixing the permit to the rearview mirror at all times. Students may park in the spaces designated by the white lines, unless approved for an ADA-designated space. Visitors may obtain a special permit and park in the visitor parking only. University Police are responsible for all parking enforcement and can be contacted with any parking-related questions.

For Armstrong and Statesboro campuses only, if a student is granted a room change in a different residential area, the student will need to go to the Parking and Transportation portal in my.georgiasouthern.edu to request an updated parking permit that matches the new room assignment. For more information regarding parking regulations, please go to the Parking and Transportation website or call (912) 478-7275.

STUDENT EMPLOYMENT

University Housing is one of the largest employers of students on campus. Student positions include Desk Assistants, Office Assistants, Resident Advisors, Resident Director Admins, and Graduate Assistants. For more information about these positions, which have specific application procedures, see your Resident Director. You may visit the “Employment” page on the University Housing’s site for more general information or the Human Resources site for the latest openings.

SWIMMING POOL (STATESBORO ONLY)

Freedom’s Landing – The swimming pool is available for use by Freedom’s Landing residents ONLY. Please see posted hours for use. Rules for swimming pools are posted and must be always followed. Violation of these rules will result in student conduct action. Swimming pool equipment is available for check-out in the Clubhouse and must be returned by the end of the day. Freedom’s Landing residents must escort any of their guests while using the Freedom’s Landing pool.

VENDING MACHINES

Vending machines may be found at various locations in your residential community. Vending machines in the halls are not maintained by University Housing. Problems with vending machines should be reported by calling the telephone numbers posted on the machine.

VOLLEYBALL AND BASKETBALL COURTS

Bobcat Villas, Eagle Village, Compass Point, Freedom's Landing, Southern Courtyard, Southern Pines – A sand volleyball court or basketball court may be available at these residential communities for use by residents and their escorted guests ONLY.

University Housing Policies & Procedures

ASSIGNMENTS

Students assigned to on-campus housing at Georgia Southern University must follow all housing assignment protocols, including residing only in their officially assigned space and obtaining approval through University Housing for any room changes or reassignment requests. This includes residing in the correct bedroom/bed space within the unit. Unauthorized room changes or occupying a space without prior approval are strictly prohibited and will result in disciplinary action. Additionally, any student who changes rooms without proper authorization will be charged the appropriate lock change fee, regardless of whether the original room key is returned. The student may also be charged for any damages or fees associated with the space to which they are assigned and not to the space in which they were physically residing. These guidelines are in place to ensure safety, accountability, and fairness across the campus housing system.

ABANDONED PROPERTY

At Georgia Southern University, any personal belongings left behind by residents—whether during proper or improper checkouts, in laundry facilities, or in other housing areas—are considered abandoned property. This includes, but is not limited to, clothing left in washers or dryers and bicycles left unattended at the end of the spring semester. Housing staff or authorized University personnel will collect any discovered items and store them for seven (7) days. If the items remain unclaimed after this period, they will be discarded. To avoid loss or disposal, residents are responsible for ensuring all personal belongings are removed from University Housing prior to departure.

ALCOHOL USE AND STORAGE

East Georgia Campus

Alcohol use, consumption, and possession is prohibited on the East Georgia campus, regardless of age.

Armstrong and Statesboro Campuses

Alcohol is only permitted within the residential communities on the Armstrong and Statesboro campuses for students who are 21 years of age or older. Possession, use, or consumption of alcohol by anyone under the legal drinking age is strictly prohibited and considered a violation of both University policy and state law. Legal-aged residents may only consume alcohol inside their assigned residential unit and are not allowed to do so in the presence of individuals under 21 years of age. In units where all assigned residents are of legal drinking age, alcohol may be stored and consumed in shared spaces. However, if a unit is shared with any resident under 21, all alcohol must be stored in the legal-aged resident's individual bedroom and clearly labeled with their full name. Alcohol must not be consumed in public or communal areas, including porches, stairways, breezeways, hallways, or outdoor spaces. Guests who are of legal age may only consume alcohol if they are in a space where all residents are 21 or older. Failure to comply with these regulations may result in disciplinary action as outlined in the Code of Student Conduct.

1. Storage and Consumption

- a. Residents within a single residential unit (suite, room or apartment) may use and/or store their alcohol in a shared space if ALL residents assigned to that unit are at least 21 years of age or older.
- b. Residents of legal drinking age who reside in a residential unit (suite, room or apartment)

with a resident not of legal drinking age must store their alcohol in their individual bedrooms and properly label all their alcohol (i.e., a container or case holding individual cans/bottles, or individual bottles if not within a container or case).

- c. Residents who are over the legal drinking age who welcome guests who are underage may not consume alcohol in the presence of minors (under the age of 21).
- d. Guests who are of the legal drinking age but visiting an underage resident may not consume alcohol in the underage resident's space.
- e. Residents who are legally allowed to consume alcohol may only consume alcohol inside their residential units or individual rooms, depending on the age of their roommates. Residents may consume alcohol in their shared spaces if all individuals present are of legal drinking age. Alcohol cannot be consumed in the presence of minors (see 1.c. and 1.d.).
- f. Residents of legal age are prohibited from consuming alcohol in open spaces, such as porches, stairways, lawns, hallways, etc.

2. Labeling

- a. Residents must write their name on the alcohol container in a way that is clearly visible to University staff.

Violating any of these expectations and procedures may result in a student being referred to the Office of Student Conduct.

APPROVED AND UNAPPROVED ITEMS

Appliances

Major appliances such as washers, dryers, freezers, refrigerators, micro-fridges (including smaller fridges such as “drink/snack” or “beauty” fridges), dishwashers, and air conditioners that are not already provided by University Housing are prohibited in individual rooms or units. Plumbing, water heating, and electrical systems were not designed to accommodate utility demands resulting from additional appliances. Additionally, to prevent fire due to unsafe appliances or cooking practices, certain appliances are not permitted. All approved appliances must be UL/ETL certified and listed to be used in the halls. Items without the UL/ETL certification are not permitted and will be the responsibility of the student to remove from their space. The only exception to this policy is for students who are approved to have a micro-fridge in their space, due to certain accommodations. This accommodation must be approved by both the Student Accessibility Resource Center/Accessibility Services Office and University Housing.

Mini refrigerators that are 4.0 cubic ft. or smaller are **PRE-APPROVED** for use in **ALL RESIDENTIAL COMMUNITIES** on the **Armstrong Campus ONLY**.

Rooms in **Watson Hall** are not provided with microwaves. Microwaves are in the Community Room down the hall. If desired, **residents may bring one microwave per room, in Watson only**. The microwave may not exceed 840 watts of power.

Approved Items

The following list contains items which are **PRE-APPROVED** for use in **ALL RESIDENCE HALLS:**

<u>Item</u>	<u>Conditions / Restrictions</u>
String Lights (2 strands max)	UL/ETL approved only; Not allowed on porches or balconies
Clothing Steamer / Iron	Must have automatic shut-off feature
Coffee Pot/K-cup-type coffee maker	Must have automatic shut-off feature, if applicable
Heated Blanket	Must be UL/ETL approved and turned off when not in use
Plug-In Air Fresheners	Must be UL/ETL approved and properly maintained/refilled
Power Strip / Surge Protector	One per resident/bedroom and one per living room; UL/ETL approved only; Not allowed in kitchens or bathrooms
Window Treatments	Must be labeled fire/flame retardant

Pre-Approved for use and storage in the kitchen areas of the following halls:

Bobcat Villas, Centennial Place, Compass Point, Southern Courtyard, Southern Pines, Eagle Village, Freedom's Landing, Kennedy Apartments, and University Crossings only. Must be UL/ETL certified.

- Air fryer
- Electric griddle
- "George Foreman"-type grill
- Panini press
- Quesadilla maker
- Rice cooker
- Slow cooker/crock pot
- Toaster oven
- Waffle iron
- Convection cooktop

Non-Approved items, in any hall or areas:

The following list contains items which are **NOT ALLOWED** for use in **ANY RESIDENCE HALL:**

This list is not all inclusive and University Housing staff may decide that items similar to these must be removed.

Any students with these items will be asked to remove them from the community immediately.

- Air conditioning units
- Bed risers
- Bikes (stored at designated bike racks only)
- Candles in any form & candle/wax burners/warmers
- Charcoal/gas/open flame grills
- Charcoal/lighter fluid/propane
- Daisy-chained cords
- Deep fryers (gas or electric)
- Doormats (in interior halls)
- Electric frying pans
- Electric scooters/hoverboards/one-wheelers (stored at designated bike racks only)
- Equipment with exposed wiring or open flames
- Extension cords
- Halogen lamps
- Hammocks
- Hookahs
- Hot plates
- Incense/potpourri burners
- Large banners/flags/tapestries (3x5 ft)
- Lava lamps
- Live (cut) trees (holiday decor)
- Multi-plug adaptors
- NuWave ovens
- Parachute/bed canopies
- Personal appliances (washers/dryers, fridges/freezers, microfridges (except for Armstrong), & microwaves (except for Watson))

- Portable/space heaters
- Pressurized cooking devices (i.e., Instant Pot)
- Ring/security cameras
- Rope lighting/LED strips
- Salt lamps
- Street signs, traffic signals, construction materials, etc.
- Stripper/dancing poles or ballet bars
- Toasters
- Wireless routers/access points
- Water dispenser (such as water coolers)
- Weapons (as defined by weapons policy, including knives)
- 3D printers

Vehicle Charging

Electronic vehicles may not be charged through the use of any outlets located in the residence halls. Charging of vehicles using residence hall outlets can create a fire safety concern and drain on the power supply. This includes running charging cords from the vehicle to any outlet in a private bed space, common areas in a unit, common spaces inside, or any outlets located in exterior parts of the residence hall. Vehicles may only be charged at approved electric vehicle charging stations on campus.

APPROVED AND NON-APPROVED ANIMALS

Residential students at Georgia Southern University are permitted to keep only small fish in tanks no larger than 10 gallons; all other pets are prohibited unless they are designated Emotional Support Animals (ESAs) through the established approval process. To qualify, residents must submit comprehensive documentation—including a letter from a licensed healthcare provider—and receive initial approval from the Student Accessibility Resource Center (SARC) or Accessibility Services Office (ASO). Upon receipt of that notice, students must then contact University Housing to complete any additional steps and secure final authorization before the animal may reside on campus. Once approved, only one ESA per student is allowed, and the animal must be kept under control—typically confined to a cage, carrier, or on a leash/harness—remaining solely within the resident’s assigned housing unit and outdoor toileting areas and only entering common spaces when necessary for entry or exit. Owners are responsible for all related care, including vaccinations, proper hygiene, waste removal, and emergency arrangements, should the animal need to be relocated. Any unapproved animals found on campus may be subject to removal and disciplinary action.

Students may not bring an unapproved Emotional Support Animal into a residential community before receiving approval from both the SARC/ASO and University Housing. Students will be required to remove the animal immediately until approved. Animals belonging to guests are not allowed at any point unless they are a Service Animal.

If a student has not received approval from University Housing, they are in violation of the Animal Policy outlined in Chapter 6 of the [Code of Student Conduct](#). This applies to all students and guests. Possession of a non-approved animal for any period is prohibited. Approved animals may only be in possession of the owner on file.

Residents with approved Emotional Support Animals must abide by the rules and regulations set forth by the University and University Housing regarding proper care of the animal as outlined in the agreement signed by the student. Service Animals are permitted as outlined by the Americans with Disabilities Act. Students who have concerns regarding Emotional Support Animals and Service Animals should speak to University Housing staff. The animal is seen as an extension of the resident, and therefore, the resident is responsible for all actions and damage caused by the animal (examples include damages, cleaning and odor concerns, and pest treatments).

BALCONIES AND PORCHES

Balconies and porches in University housing must be kept clean, safe, and free of any items that could pose safety hazards or violate University policy. Trash, grills, hammocks, bicycles, indoor furniture, coolers, signs, banners, laundry, shoes, or clothing hanging over railings are strictly prohibited. These items will be removed if found, and violations may result in student conduct action. Only outdoor-rated patio furniture and well-maintained plants are allowed, and only on private unit balconies and porches in Freedom's Landing. Items may not be hung from or attached to railings. All walkways and egress paths must remain clear at all times to ensure compliance with safety regulations.

BUSINESS OPERATIONS

University Housing prohibits the operation or contracting of any type of official or unofficial business from any residential community room or space, as outlined in the [Code of Student Conduct](#).

Posting any material (promotional, marketing, or soliciting) inside or outside of on-campus residential facilities and residential community common spaces to include community or study rooms, lounges, kitchens, and clubhouses without prior approval from University Housing is strictly prohibited, as outlined in the [Code of Student Conduct](#). This also includes any in-person door-to-door solicitation.

DAMAGES AND VANDALISM

Responsibility for Student Property

While Georgia Southern University takes reasonable measures to maintain a secure residential environment, the University is not responsible for the loss, damage, or theft of personal property due to incidents such as fire, flooding, theft, vandalism, broken pipes, water main breaks, severe weather events, or accidents. Students should be aware that they are financially responsible for any damage to University property caused by their actions or the actions of their guests—including accidental damage—as outlined in the Housing Contract. It is strongly recommended that residents review the Housing Contract thoroughly and consider securing liability or renter's insurance to protect themselves from unexpected expenses. Students may be held personally liable for damage to their own belongings, University property, or third-party property, especially in cases involving negligence. In the event of a significant incident—such as flooding or fire—a student could be responsible for costly damages, including those incurred by other residents. Some students may already be covered under a parent or guardian's homeowner's insurance policy; however, it is important to verify this coverage. For students who are not covered, obtaining a renter's insurance policy, such as those available through GradGuard, is highly encouraged to avoid substantial financial risk. University Housing does not assume responsibility for the value, condition, or safekeeping of any personal items left in rooms, common areas, or on the premises.

Move-In Inspection

While University Housing and Maintenance Staff work hard to ensure each room is ready upon move-in, there may be times when damages or issues remain in a student space. Students are provided with an opportunity to report any damages found upon move-in via an *Inventory Form* sent to their student email upon check-in. East Georgia campus students are able to complete a paper version of their room condition form at move-in.

The inventory must be completed within 72 hours of check-in. Students are encouraged to do a thorough inspection of the space, document any concerns, and upload photos to that form. This inventory will be utilized during the check-out process to ensure students are not charged for damages that may have been present at move-in. Students are also encouraged to submit a work order to address any damages or concerns found upon move-in, so the maintenance team has a chance to correct the issues, when reporting. This inventory may be completed again if a resident moves to a different residential hall or space throughout the year.

Damage and Excessive Cleaning Charges

Residents will not be charged for normal wear and tear to the residential space and furnishings; however, misuse or negligent care of the space and furnishings, including, but not limited to burns, staining, cuts, cracks, scratches, holes, chips on furniture; broken furniture; floor covering; counter tops; holes in walls, doors or ceilings; broken or damaged windows or screens; and missing furniture, will result in damage charges being assessed. If it is determined that appliances, floors, walls, carpeting, or furniture must be cleaned, charges to cover the cost of cleaning the room/unit will be assessed.

The most common charge at the end of the year is for paint peels. While adhesive strips are permitted, residents will be charged for damage to the walls due to the use of adhesive strips or strips/holes left that may cause damage when removed.

It is the resident's responsibility to ensure their room and any shared spaces in the unit are clean and odor free (not resulting in excessive cleaning charges) and all items remain in a similar condition as when they checked in. Damages in a unit may be identified by report of the resident, comparison of inventory during check-in/check-out, or routine inspections of buildings/units. A report of damage through the work order system does not negate any relevant charges due to misuse or negligent care.

Community Billing

Damage and vandalism that occurs in the residential communities, which cannot be attributed to a specific person(s), may result in the charges being evenly divided and billed to the members of the community at the Resident Director's discretion, in conjunction with their leadership. Residents will be notified if a community billing decision is made. This applies to shared spaces in individual units and spaces that all residents in a community may access.

Damage, Cleaning, and Replacement Charges

The following chart contains information on the cost to repair, replace, or clean any property or part of the unit found to be damaged, destroyed, missing, vandalized, or found to need extensive cleaning. All damages are assessed on an individual basis, in consultation with maintenance personnel, and will be applied to the student account. **Please note the actual cost may vary depending on the extent of the damage or cleaning.** University Housing reserves the right to thoroughly inspect each space upon move-out and apply charges as deemed necessary. If damage, cleaning, or replacement is found to be needed in a shared space, the cost will be split equally amongst all residents in that space, unless the person responsible for the damage is specifically identified.

Pest Control Treatment

Students may NOT utilize any type of insect treatment, outside of the use of basic sprays and traps. Treatments like bug bombs, foggers, or heat treatments are prohibited by students. If treatments or other procedures are needed to address any pest control concerns, only licensed pest control vendors contracted by Georgia Southern will be allowed to conduct these specialized treatments. Students may be charged for any related damages caused by unauthorized pest control treatments, in addition to treatments deemed necessary due to student actions. Please see the "Pest Control" section earlier in this Guide for more information.

Damage, Cleaning, and Replacement Charges					
COMMON AREA ITEM	COST	BEDROOM ITEM	COST	GENERAL ITEM	COST
Door, Entrance (metal)	\$500	Door, Bedroom (Hollow)	\$275	Door stop	\$25
Door, Entrance (wood)	\$700	Door, Bedroom (Solid)	\$350	Window blinds (per single window)	\$62
Door Frame, Entrance	\$315	Door Frame, Bedroom	\$350	Window replacement	\$235
Door Paint	\$125	Door Paint	\$125	Window screen replacement	\$31
Peephole (door viewer)	\$25	Bed Frame	\$575	Ceiling Fan	\$125
Door Lock	Varies	Mattress (twin)	\$175	Florescent light tube	\$3
Sofa	\$537	Mattress (full)	\$250	Florescent light bulb	\$9
Living room chair	\$448	Chest of drawers/dresser	\$437	Light cover	\$31
Sofa Cushion (loose)	\$55	Dresser Top	\$190	Light fixture	\$62
Coffee table	\$212	Desk	\$375	Smoke detector	\$60-150
End table	\$150	Desk chair	\$150	Thermostat	\$125
Entertainment center	\$287	Desk hinge	\$35	Switch/outlet cover	\$25
High Table	\$290	Desk Panel (side)	\$105	Data port	\$31
Barstools kitchen (each)	\$150	Side table	\$212	Hand Sanitizer	\$65
Dining table	\$400	Medical Refrigerator	\$160	Wire shelving	\$150
Refrigerator (full-size)	\$600-900				
Refrigerator (small)	\$250	BATHROOM ITEM			
Full Refrigerator Door	\$210	Sink	\$400	SIGNAGE	
Refrigerator Drawer	\$80	Sink Faucet	\$210	Floor Sign	\$50
Refrigerator Shelf	\$80	Mirror (over sink)	\$218	Room Number Sign	\$40
Dishwasher	\$450	Cabinet Door	\$65	Room Letter Sign	\$35
Disposal	\$100	Toilet	\$390	Elevator Sign	\$110
Oven Unit	\$500	Toilet tissue holder	\$25	Directional Sign	\$65
Stove Drip Pans	\$30	Toilet Seat	\$45	Safety Sign	\$85
Microwave oven	\$250	Toilet/Tub Clog	\$65	Restroom Sign	\$50
Microwave Plate	\$27	Shower rod	\$62	Sign holder/placard	\$28
Sink Faucet	\$210	Shower Head	\$20		
Sink	\$400	Shower Curtain	\$25	MISCELLANEOUS	
Fire Extinguisher	\$75	Towel bar	\$43	Carpet square replacement	\$3.50 per sq. ft.
Patio Screen (FL)	\$92/panel	Vent cover	\$68	Full flooring replacement	By invoice
				Vinyl/VCT replacement	\$7 per sq. ft.
CLEANING		LABOR		Countertop Replacement	\$45 per sq. ft.
Trash/item Removal	\$40 per bag/larger item	Paint chip/small damage	\$5 per chip or \$40 wall	Baseboard	\$3 per foot
One or a few carpet stains	\$40	Drywall repair	\$50-\$150 per hole	Ceiling tile	\$12 each
General carpet cleaning/shampoo	\$80	Maintenance (in-house)	\$37 per hour	Window stick	\$5 each
Excessive cleaning	\$40 per hour	Custodial (in-house)	\$30 per hour	Pest control treatment	\$400 per unit
Deodorization and ozone treatment	\$200-\$600 per unit	Maintenance (contractor)	By invoice	Mirror	\$100-500
		Custodial (contractor)	By invoice	Glass replacement	By invoice

Appeal of Damage, Cleaning, and Replacement Charges

Appeals of damage, cleaning, and replacement charges must be in writing and submitted to University Housing according to the timeline below. **NO EXCEPTIONS TO THIS TIMELINE WILL BE GRANTED.**

The resident's appeal should include name, Eagle ID number, building, room number, cost of charge, and reason for appeal. This information should be sent via email from the Georgia Southern student account to residentialeducation@georgiasouthern.edu

- Appeals of charges placed during summer semester must be received by **September 15th**.
- Appeals of charges placed during fall semester must be received by **February 1st**.
- Appeals of charges placed during spring semester must be received by **July 1st**.

Students should allow for 7-10 business days for review and a reply from the Resident Director/community leadership.

ACCESS TO STUDENT SPACES

At times, a serious incident may occur when a resident will not be physically able to remove items from their room and may need family members to do so for them. Some examples of this would be if the student is in the hospital, in jail, or at home for a personal emergency. If this situation occurs, the family member must be able to provide written permission from the student to enter their space. The person authorized to gain access to a student space must reach out to the Assistant Director or Resident Director to initiate the process. A *Residence Hall Move Out Release* form must be turned in to the University Housing staff member providing access to the space.

In situations that are not described here, please contact the Assistant Director of Residence Education of the community for instructions. Storage of personal items is approved on a case-by-case basis by the Director of Residence Education for no more than 30 days and/or the nearest University Housing residential community closing date for the current semester.

GUESTS AND VISITATION

Residents in all residential communities within Georgia Southern are expected to adhere to the Guests & Visitation Policy set by University Housing and outlined in the [Code of Student Conduct](#).

Residents are responsible for their guests at all times. A guest is defined as anyone who is not assigned to the specific apartment, room or suite. This includes individuals affiliated with the University, such as students living off campus or in another unit on campus, as well as non-students.

If a guest is found in violation of a University policy, the host of the guest may be referred through the student conduct process. For more information about these policies, please see the “University Policies” section of this guide or Chapter 7 of the [Code of Student Conduct](#).

Expectations for guest access should be outlined in the roommate agreement established by all parties residing in a unit. The right of a resident in a space is paramount to the right of a resident to have a guest and the rights of the guest.

KEYS

You have one physical key which will grant you entry to your unit and/or bedroom of your residential community. This physical key will get you through the main door of your unit and/or into your own specific bedroom, where applicable. You are responsible for returning your physical key when you move out. Keys must be returned to a Housing staff member (either during an in-person checkout or at the front desk of your residential community) or to a designated drop box in an express checkout envelope. **Failure to properly return your key will result in a lock change, with the full amount being added to your student account. We cannot accept keys that are mailed/brought back to the University once a resident moves out of a unit.**

Please always keep your key with you. The replacement cost of this key can be found in the chart below. Installation of private locks, duplication of room/unit keys, or lending your key to others is strictly prohibited.

Please note that key charges are subject to change for any/all campuses at any time. Notification of key charge changes will be sent out to residents on the impacted campus via student email.

Armstrong Campus

Compass Point

(\$90 per lock change)

2 BR/2 locks per person – up to \$150

4 BR/2 locks per person – up to \$150

Mailbox key replacement – up to \$10/person

Windward Commons

(\$90 per lock change)

2 BR/2 locks per person – up to \$150

3 BR semi-private/2 locks per person – up to \$150

2 BR private/3 locks per person – up to \$225

Mailbox key replacement – up to \$10/person

University Crossings

(\$90 per lock change)

2 BR/3 locks per person – up to \$225

Mailbox key replacement – up to \$10/person

Statesboro Campus

Centennial Place

1 BR/2 person = \$107

2 BR/2 person = \$152

4 BR/4 person = \$231

Eagle Village

1 BR/1 person = \$107

2 BR/2 person = \$152

2 BR/4 person = \$156

3 BR/3 person = \$199

4 BR/4 person = \$231

Freedom's Landing

2 BR/2 person = \$152

3 BR/3 person = \$199

4 BR/4 person = \$231

Kennedy Hall

1 BR/2 person = \$82

2 BR/4 person = \$156

2 BR/5 person = \$158

3 BR/6 person = \$205

Southern Courtyard

2 BR/2 person = \$152

4 BR/4 person = \$231

Southern Pines

2 BR/2 person = \$152

4 BR/4 person = \$231

Watson Hall

1 BR/1 person = \$82

1 BR/2 person = \$84

1 BR/3 person = \$90

East Georgia Campus

Bobcat Villas-South = \$25+

Bobcat Villas-West = \$25+

Lockouts, Lock Changes, and Key Replacements

It is an important safety precaution to always keep your key with you. Not only does it assist in a safe environment, but it also allows you the daily convenience of easily accessing your residential community space. We recognize you may lock yourself out of your room/unit or lose your key. To make use of your spare, please proceed to the front desk of your Clubhouse to speak with the Desk Assistant or, if after hours, contact the Resident Advisor on Call.

After two lockouts for the semester, you will be assessed a fee per lockout at an increased rate (i.e., third lockout is \$30, fourth lockout is \$40, and so on...). Residents who appear to abuse this service may be referred through the Student Conduct process. You will not always receive notification of the amount of lockouts you have used, so it is your responsibility to keep track.

Any charges related to lockouts or lock changes will be placed on your Georgia Southern University WINGS or financial account. Charges for lock changes are placed on your account immediately, charges for lockouts are placed on your account at the conclusion of each semester.

Bathroom/Interior Door Lockout - If you lock your bathroom door or other interior door from the inside, care must be taken to unlock it when you leave so you or your suitemates will not be locked out. This is the only lockout service that will not involve issuing a spare key, as our bathroom doors do not have traditional locks placed on them and a Housing Staff Member will have to unlock this door. Excessive occurrences may result in charges placed on your Georgia Southern WINGS or financial account.

Damaged Keys - If your key has been damaged (i.e., broken, chipped, bent, etc.) please obtain your spare key from your Clubhouse. Please note, you must inform the staff member that your key has been damaged, and you must also provide the staff member with the damaged key. You will be issued your spare key which will become your new key and a request for a new spare key will be made. You may be charged for the cost of a new spare key to be produced, depending on the reason/cause of the damage.

Deadbolt Locks

Compass Point, Freedom's Landing, Southern Courtyard, Southern Pines, and Windward Commons -

Additional deadbolt locks are installed on unit doors. This deadbolt will be used during break periods to provide additional security. Housing staff members will be engaging this lock at break closing time. Residents of the unit may choose to engage the lock from the inside of the unit at any point; however, care must be taken so roommates are not locked out. Purposely locking roommates out of your unit may result in charges being placed on your student account or student conduct action. Lockout charges may be assessed if the unit must be unlocked by Housing staff.

Lost Keys - If you have lost your key, proceed to the Clubhouse or if after hours, contact the Resident Advisor On Call. The Desk Assistant or Resident Advisor will initiate a lock change which would likely occur in the next five business days. We recommend informing your roommate(s) of a possible lock change, as all locks within a suite/apartment are changed. Lock change charges will be added to your WINGS or financial account at the time of the lock change request and lock changes cannot be reversed, once initiated.

Misplaced Keys – If you feel you have simply misplaced your key, you may request the use of your spare key from your Clubhouse. Once you locate your permanent key, you must return the temporary key immediately. If you have not returned the temporary key within 24 hours to the Desk Assistant, a lock change will be initiated automatically, and the cost charged to your student account. Please know a spare key can only be issued to and returned by the individual that lives in the assigned bed space.

Stolen Keys - If your key has been stolen, please inform the staff member at the front desk as soon as possible so a spare key can be issued. A lock change will be initiated due to the safety and security nature of the situation. A resident will not be charged for a stolen key if a copy of the police report has been provided to the Resident Director. Please note, the key must be stolen and not mislaid property. The decision to apply or remove a charge for this circumstance is at the discretion of the Resident Director.

LIGHTING

All residential community rooms are equipped with LED light bulbs. These light bulbs were put into place to assist with sustainability within the residential communities. Students should refrain from removing the provided light bulbs. If your light bulb burns out, please submit a work order.

ROOMMATE AGREEMENTS

All first-year residents are strongly encouraged to complete a Roommate Agreement when living on campus or anytime a student moves spaces. A temporary agreement, called the PEAs & Qs, will be provided for all students at move-in. After the first few weeks of living with other roommates, the Roommate Agreement forms will be provided and Resident Advisors will have time scheduled for assisting with the completion of these forms. Once signed, the Roommate Agreement will become a contract between the residents. Failure to comply with the written Roommate Agreement may result in student conduct action or a room change.

When a conflict arises, we encourage residents to communicate their feelings about the incident with each other appropriately and within expectations for the Georgia Southern community. If issues continue to arise, it is the responsibility of the resident(s) to contact a Resident Advisor so a meeting can be held between the roommates involved. During this meeting, the staff member will mediate a conversation and assist residents in establishing compromises in order to resolve issues. If the issue is not resolved or persists, a Resident Director/community leadership will become involved and may assist.

QUIET HOURS

It is expected there will be more noise than you experienced at home because of the large community you will now be living in. However, it is your responsibility to work with hall staff to maintain an academic atmosphere. **You and your neighbors must keep noise at a level that allows for both sleep and study.** Quiet hours will be enforced. Please be considerate of noise generated above and below your space, as well as side to side.

A general rule is that if the noise is audible one door away from the source or if a roommate or neighbor is impacted by the amount of noise, it is too loud. If a neighbor's noise is bothering you, respectfully ask the person to keep their noise down. If the noise persists, you can seek out a staff member for assistance.

Quiet hours begin every day at 10:00 p.m. and continue until 10:00 a.m. the following morning. All other times are considered "courtesy hours" and a resident's right to request a quiet environment should be always honored. During final exams, quiet hours will be extended to 24 hours a day. Failure to maintain quiet and courtesy hours may result in student conduct action.

WEAPONS

In accordance with the Weapons and Firearms policy detailed in Chapter 6 of the Code of Student Conduct, the possession, use, or storage of any weapons within University residential communities is strictly prohibited. This includes, but is not limited to, firearms; swords; knives with blades exceeding two inches (excluding standard kitchen knives); explosives; martial arts weapons; devices designed to launch projectiles by air, gas, explosion, or mechanical means; as well as any toy or replica weapons that closely resemble real firearms or blades. Live ammunition is strictly prohibited, but ammunition that has been hollowed out and has no powder and incendiary device is allowed. Residents are responsible for ensuring their own compliance, as well as that of their guests. Violations of this policy compromise the safety of the community and will result in serious disciplinary action, which may include immediate removal from University Housing and referral to law enforcement authorities. The University is committed to maintaining a safe and secure living environment for all residents and enforces this policy with the utmost seriousness.

WINDOW TREATMENTS

Window treatments (i.e., curtains) with a factory label attached to them stating they are fire/flame retardant are permitted. **No other types of window treatments are allowed.** This includes window clings and applications. Residents hanging or displaying window treatments that are not fire/flame retardant will be asked to take them down immediately and may face student conduct action.

Window Screws (Kennedy Hall)

The windows in Kennedy Hall have a screw placed in them to prohibit the window from opening fully and causing moisture concerns. Students should not tamper with or remove the screw from the window. Removal of the screw may result in referral to the Student Conduct process.

Window Sticks (Statesboro only)

All first-floor units are equipped with a wooden rod, also known as a window stick. These sticks are provided as an extra security measure to secure windows and prevent exterior access. University Housing staff will go around at closing and during break periods to ensure these are in place. Students may choose to remove them from their windows outside of these times. However, the window stick must remain in the room for use over break periods and at closing.

Code of Student Conduct - University Housing

As a Georgia Southern University student, you are responsible for knowing and adhering to all policies and regulations as outlined in the *Code of Student Conduct* and all policies and regulations established for on-campus living as outlined in University Housing Policies and Regulations, the Housing Contract, and this guide. Failure to abide by the listed policies and regulations will result in University documentation and a meeting with a University Student Conduct Officer. Students are also responsible for knowing the University *Code of Student Conduct*, which contains the following University Housing Regulations and can be accessed here:

[Code of Student Conduct](#)

Disclaimer: The University Code of Student Conduct is subject to change at any time during the academic year. The following is currently listed under Chapter Seven.

A. UNIVERSITY HOUSING REGULATIONS

1. Alcohol Possession and Use in the Residence Halls

For students of all ages please refer to Chapter Six of this Code for more information, and to the Residential Community Guide for regulations specific to the storage of alcohol within University Housing.

- a. Failure to abide by the regulations for appropriate handling of alcohol for those persons 21 years of age or older as outlined in the Residential Community Guide. This includes possession and/or use by individuals over the age of 21 in any building or campus area where such possession is prohibited.
- b. Failure to properly label alcohol containers.
- c. Possession or use of common source containers (e.g., kegs, pony kegs, beer bong).

2. Animals

- a. Feeding of stray animals in or around residential facilities.
- b. Bringing any unauthorized animal into any University Housing building owned, leased, or controlled by the institution.
- c. Please refer to Chapter Six, Section A: Behavioral Regulations, Regulation 2: Animals, of this Code for other University regulations concerning Animals.

3. Community Living

- a. Violating any provision of the Residential Community Guide or other published University Housing Guidelines or Agreements.
- b. Violating any provision of a signed Roommate or Apartment Agreement.
- c. Failure to abide by the specific Housing agreements and requirements of a special residential community.

4. Facilities and Equipment

- a. Any act to defenestrate any item and/or tamper with/remove window screens from Residence Hall spaces.
- b. Unauthorized use of cable, computer access, or telephone access (including the splicing of wires).
- c. Painting or drawing on any surface in a Residence Hall room or common area, hallways, patios, furniture, and/or Residence Hall grounds.
- d. Loaning or transferring University-issued keys, including proximity access cards, to any person for any period of time.
- e. Entering or exiting a Residence Hall through windows or unauthorized doors.

- f. Entering or attempting to enter any restricted area (including, but not limited to: attics, basements, mechanical rooms, and roofs).
- g. Tampering with, adding, or removing any locking device on any Residence Hall door or window.
- h. Removal of any door from its hinges.
- i. Suspending hammocks from any surface within a Residence Hall, patio or signs on Residence Hall grounds.
- j. Tampering with/or damaging temperature control settings on a thermostat.
- k. Placing anything immediately in front of or close enough to the HVAC equipment (including vents and closets) that may hinder the HVAC equipment's effectiveness or block staff from accessing that equipment.

5. Furniture

- a. Removing, modifying, or tampering with furniture from a designated residential area, such as a Student unit or floor common areas, from inside apartment units to patios, or moving furniture in public spaces without permission.
- b. Placing furniture into elevators or stairwells.
- c. Suspending any furniture from the ceiling.
- d. Possession or use of a waterbed in a Residence Hall.
- e. Constructing a loft or any other structure within a Residence Hall.

6. Guests and Visitation – Refer to the Residential Community Guide for regulations specific to Guests within University Housing.

- a. Failure to abide by the regulations for Guests and visitors as outlined in the Residential Community Guide.
- b. Failure to escort a Guest within the Residence Halls.
- c. Failure to gain permission from all residents assigned to a unit prior to allowing entry for a Guest.
- d. Hosting a Guest within a Residence Hall for more than three consecutive nights.
- e. Hosting Guests for more than 15 nights total in one semester.
- f. Hosting more than two Guests at one time.

7. Improper Behavior

- a. Failure to keep a safe distance from residential facilities while participating in athletic activities that involve objects which may cause damage to persons or property (such as, but not limited to, playing soccer or throwing a football or Frisbee in the hallway).
- b. Participation in any athletic games or activities in the Residence Hall, including but not limited to i) exterior corridors, ii) internal hallways, or iii) common areas of a Residence Hall without prior approval from University Housing.
- c. Using rollerblades, skateboards, bicycles, scooters, electric vehicles, or similar devices within a Residence Hall.
- d. Using skateboards, bicycles, scooters, electric vehicles, or similar devices on the grounds of residential facilities in a manner that defaces or degrades landscaping or hard surfaces.

8. Littering/Trash Disposal

- a. Discarding or temporarily placing trash of any kind within the building or on the grounds of a residential facility other than in appropriate receptacles.
- b. Disposing of bags of personal trash in a public or common area trash receptacle.

9. Noise

- a. Creating excessive noise inside or around a Residence Hall, as defined in the Residential Community Guide.
- b. Failure to abide by the Quiet or Courtesy Hours policy as defined in the Residential Community Guide.
- c. Creating noise during the final exams period of the semester when 24-hour quiet hours are in effect.

10. Residence Hall Computer Labs

- a. Bringing food or drink into a Residence Hall computer lab or around a Residence Hall computer workstation and/or print station.
- b. Changing, removing, reconfiguring, or physically damaging any workstation hardware or software.
- c. Changing, or attempting to change, the settings on computer lab printers.
- d. Changing, or attempting to change, network connections for computer lab workstations or printers.

11. Residential Fire Safety

- a. Tampering with any life safety equipment (including, but not limited to smoke detectors, fire alarm pull stations, panic alarms, emergency lights or signage, fire extinguishers, fire hoses, and sprinkler systems) within any University Housing Facility.
- b. Propping apartment, suite, exit, or fire doors within Residence Halls.
- c. Failure to evacuate during a planned or unplanned fire alarm.
- d. Any object, action, or activity that blocks or limits egress.
- e. Possession and/or use of items that do not align with the expectations set forth in the Community Guide for approved appliances and other items in any Residence Hall.
- f. Engaging in unsafe cooking practices that create or increase the risk of fire.
- g. Storing or riding a bicycle or similar object within a Residence Hall, apartment/suite unit or patio/patio closets.
- h. Securing a bicycle or similar object to anything other than bicycle racks provided by University Housing.
- i. Use, possession, charging, storing or operating any motorized vehicle within a Residence Hall, apartment/suite unit or patio/patio closets, including but not limited to hover boards, motorized scooters, etc.
- j. Parking any motorcycle, moped, scooter, or other motorized device anywhere that is not a designated parking area

12. Posting

- a. Posting any material inside Residence Hall common spaces (i.e., community rooms or study lounges, kitchens, or clubhouses) or outside of on-campus residential facilities without prior approval from University Housing.

13. Room Changes

- a. Residents changing their current room assignment to another without prior approval from the appropriate University Housing staff member.
- b. Occupying more than one residential space (unless for a designated period of time approved by University Housing in the process of an approved room change.)

14. Room Decorations

- a. Failure to keep posters or decorations at least twelve inches from the ceiling or floor; covering more than 50% of any given wall with postings or decorations.
- b. Suspending any item from the ceiling, including, but not limited to fishnets, parachutes, poles, lights, and flags.
- c. Possession or displaying of alcohol paraphernalia, including, but not limited to: funnels, beer bong, shot dispensers, or other methods of alcohol delivery. For regulations and definitions regarding the possession and display of alcohol paraphernalia please see Chapter Three and Chapter Six of this Code.
- d. Affixing any item to a wall, ceiling, or floor in a manner that may create damage to the surface.
- e. Possession or displaying of any drug paraphernalia, i.e. bowls, hookah pipes, bong, "homemade" smoking devices, any other smoking device or smoking paraphernalia. For regulations and definitions regarding the possession and display of drug paraphernalia please see Chapter Three and Chapter Six of this Code.
- f. Display of any item facing outward toward public spaces in windows or on porches/balconies of on-campus residential facilities (i.e., flags, posters, illuminated lights, etc.).
- g. Curtains or window treatments that do not possess a fire-retardant label from the manufacturer.
- h. Failure to use "low tack" tape (i.e., blue painters' tape) or approved low tack hanging devices (i.e., 3M Command products) when hanging decorations.
- i. Affixing any item to a fire rated door (i.e., decorating or posting on your apartment/unit door, etc.).

15. Sanitation and Cleanliness

- a. Failure to observe reasonable standards of cleanliness and sanitation in rooms, bathrooms, and common areas of Residence Hall units, as determined by University Housing.
- b. Disposal of any waste material on floors, walls, etc.
- c. Deliberately clogging or attempting to clog plumbing fixtures.
- d. Use of cooking facilities for purposes other than food preparation.

16. University Housing Signage or Property

- a. Theft of, possession of, or misuse of any signage, which is the property of University Housing or the institution.
- b. Theft of, possession of, or use of residential facility property without permission.
- c. Destruction of a residential facility or University Housing property.

17. Joint Responsibility for University Housing Regulations

- a. Students who knowingly act or plan to act in concert to violate University Housing regulations have individual and joint responsibility for their behavior.
- b. Any Student who knowingly allows another person to violate University regulations without reporting to a University Official.

B. UNIVERSITY HOUSING INSTITUTIONAL SANCTIONS

Many violations of University Housing Policies come with recommended sanctions. Sanctions are determined on a case-by-case basis by the Hearing Officers and may vary due to circumstances, including but not limited to campus location.

1. **Alcohol Possession and Use** – Students of legal drinking age who are found responsible for violating the University Housing Alcohol Policy will be subject to the following recommended sanctions:
 - a. **Minimum:** \$50 fine and a Disciplinary Warning.
 - b. **Intermediate:** \$100 fine and Disciplinary Probation for the next three months.
 - c. **Elevated:** Referral to the Office of Student Conduct and further Conduct action, including possible removal from the Residence Hall without refund for the entire term of the contract.

2. **Animals** – Students found with an unauthorized *Animal* in their residence space will be given a notice and charged a daily fee of \$50/animal until the animal is removed. If the *animal* is not removed and/or the behavior continues *Students* will be subject to the following recommended sanctions. Additional fees may apply for damages or cleaning needs:
 - a. **Minimum:** \$100 fine and a Disciplinary Warning.
 - b. **Intermediate:** \$150 fine and Disciplinary Probation for three months.
 - c. **Elevated:** Referral to the Office of Student Conduct and further Conduct action, including possible removal from the Residence Hall without refund for the entire term of the contract.

3. **Guests and Visitation** – Students found responsible for violating items “d” and/or “e” of the Guests & Visitation Policy will be subject to the following recommended sanctions:
 - a. **Minimum:** \$100 fine and disciplinary warning.
 - b. **Intermediate:** \$150 fine and Disciplinary Probation for the next three months.
 - c. **Elevated:** Referral to the Office of Student Conduct and further Conduct action, including possible removal from the Residence Hall without refund for the entire term of the contract.

4. **Littering and Trash Disposal** – Students found responsible for violating the Littering/Trash Disposal Policy will be subject to the following recommended sanctions:
 - a. **Minimum:** \$25 fine and Disciplinary Warning.
 - b. **Intermediate:** \$50 fine and Disciplinary Probation for the next three months.
 - c. **Elevated:** Referral to the Office of Student Conduct and further Conduct action, including possible removal from the Residence Hall without refund for the entire term of the contract.

5. **Residential Fire Safety or Room Decorations** – Students found responsible for violating the Residential Fire Safety or Room Decorations policy will be subject to the following recommended sanctions as well as possible additional sanctions including, but not limited to, restitution for damages:
 - a. **Level One Violations** (i.e., mini fridge, unburnt candle, microwave, holiday decorations, flags/banners, storage of bicycles or scooters, and like items):
 - i. **Minimum:** Disciplinary Warning.
 - ii. **Intermediate:** \$50 fine and Disciplinary Probation for the next three months.
 - b. **Level Two Violations** (i.e., burnt candle, unsafe cooking practices, items containing an open flame or heating source, covering a smoke detector, failure to evacuate during a fire alarm, and like items):
 - i. **Minimum:** \$75 fine and possible removal from the Residence Hall without refund and/or Disciplinary Suspension from the institution.

- ii. **Intermediate:** Referral to the Office of Student Conduct for further Conduct action including possible removal from the Residence Hall without refund and/or Disciplinary Suspension from the institution.
- c. **Level Three Violations** (i.e., activating a sprinkler head, disabling smoke detectors, tampering with doors or windows to prevent egress, pulling a fire alarm pull station without just cause, and like items)
 - i. **Minimum:** \$100 fine, restitution, and possible removal from the Residence Hall without refund and/or Disciplinary Suspension from the institution.
 - ii. **Intermediate:** Referral to the Office of Student Conduct for further Conduct action including possible removal from the Residence Hall without refund and/or Disciplinary Suspension from the institution