



# Student Affairs

Residence Life and Housing



## Guide to Residential Living

**2024-2025**

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# Welcome

Welcome to Abraham Baldwin Agricultural College (ABAC ) Housing!

Whether you're a new face on campus or returning for another exciting year, I'm thrilled to extend a warm welcome to each of you. As the Director of Residence Life and Housing, it's my pleasure to invite you to embrace the vibrant community that makes living on campus at ABAC such a special experience.

At the heart of our commitment to your success and comfort lies the "Guide to Residential Living." This document is more than just a set of rules; it's a blueprint for fostering a supportive environment where you can thrive academically, socially, and personally. From understanding community standards to exploring opportunities for involvement, the Guide serves as your compass to navigate ABAC Housing rich community.

I encourage each of you to take the time to familiarize yourselves with this invaluable resource. Whether you're learning about our residence hall policies, exploring options for student engagement, or seeking assistance from our dedicated staff, the Guide is designed to answer your questions and help you make the most of your time with us.

Living on campus offers you more than just a place to stay; it provides you with the chance to build lasting friendships, engage in transformative experiences, and create memories that will shape your college journey. As we embark on this new academic year together, I am confident that the ABAC community will continue to inspire and support you every step of the way!

Thank you for choosing to live on campus with us. Your decision to be a part of our community enriches our campus culture, and we are excited to see the contributions each of you will make. Let's make this year unforgettable!

Wishing you all a successful and fulfilling year ahead.

Warm regards,

A handwritten signature in black ink, appearing to read "R. Trent Hester", with a long horizontal line extending to the right.

**R. Trent Hester**  
**Director of Residence Life & Housing**

# Student Code of Conduct

Abraham Baldwin Agricultural College (ABAC) has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for individuals and organizations and has established a judicial process for dealing with alleged violations of those regulations.

Conduct which is of a disorderly nature and in violation of written policy shall subject the student or organization to disciplinary action. The student is also subject to city, state, and federal law. The College will not intervene, nor will it ask special treatment for a student who has violated any law. Proceedings under this Code may be instituted against students charged with a violation of a city, state, or federal law when the alleged conduct is also a violation of this Code.

Proceedings under this Code may be carried out before, simultaneously with, or following civil or criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Generally, College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student is attending or participating in any College sponsored activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

All students are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions. Provisions of the Student Code of Conduct may be revised, supplemented, or amended as necessary at any time by the appropriate College authorities. The students and administration of Abraham Baldwin Agricultural College are bound by the regulations set forth in the following as well as any additional rules and regulations resulting from revisions to the Code during any academic year.

The complete Code of Conduct can be found on the main ABAC Website.

## **Disclaimer Regarding Student Code of Conduct:**

All students residing in ABAC Place and Lakeside will comply with the Student Code of Conduct and the policies in this Guide to Residential Living.

# Housing Policies

## Businesses for Profit

Residents may not operate a business for profit from the residence hall.

## Illegal/Substances in Residence Halls

### *Alcohol*

Students must follow all State and local laws in addition to the ABAC Student Code of Conduct. **All students in the apartment/suite at the time of an alcohol violation may be held equally responsible regardless of who possesses or consumes the alcohol.** Violators will be subject to a three-tiered disciplinary system. First-time violators will be subject to a disciplinary hearing and either a fine of \$150.00 or 15 hours of community service. Second-time violators will be subject to a disciplinary hearing, a \$150.00 fine, and 15 hours of community service. Third-time violators will be referred directly to the Dean of Students and may be removed from ABAC Housing without refund.

### *Alcohol Paraphernalia*

Shot glasses and empty alcohol containers for non-decorative purposes are considered alcohol paraphernalia. Decorative means that the empty alcohol bottle has been repurposed, i.e., sand or dirt has been added to the bottles, or rocks, or fluorescent liquid, etc. Alcohol paraphernalia is not allowed within the residence halls and will be confiscated. Under no circumstances, whether decorative or not, are funnels or alcohol processing equipment allowed. Any confiscated alcohol paraphernalia will be discarded by the office of residence life after 72 hours and the student has been appropriately notified.

### *Drugs*

The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal, or Georgia law is prohibited. Possession and/or use of drug paraphernalia, including but not limited to any form of bong, or smoking device, such as a hookah, even if not used or used for tobacco products, is prohibited.

### *Smoking/Tobacco*

Pursuant to section 9.1.7 of the USG Policy Manual, Tobacco products and e-cigarettes are prohibited on all USG property, effective October 1, 2014. Use of these items is not allowed in or around the residence halls. Violations of this policy will be considered a student conduct policy violation.

Students found smoking in rooms will be charged \$200 for room restoration each time a violation is documented.

Repeat violations may result in removal from the residence halls.

## Athletics in Building/Balconies

While we encourage students to have fun while in college, please note that all athletic sports such as ball playing, racing, wrestling, boxing, tag, golf, or bike riding must be done outside.

### *Boxing*

Boxing will not be permitted for any reason regardless of whether the match is consensual with regulation equipment. Students found boxing may be subjected to the same penalty as those students found fighting.

### *Fighting*

Fighting is not tolerated for any reason at ABAC. Students may be removed from housing and/or suspended from the college for being involved in a fight. Students will also be held liable for all Federal, State, and local laws violated as a result of the incident.

### *Gambling*

Gambling is prohibited by State Law. Gambling is not permitted anywhere in the residence halls. Gambling is defined as any game or wager where money exchanges hands, be it before, during, or after the actual game/wager takes place.

### *Bicycles/Motorize Scooters*

Bicycle racks have been placed outside the residence halls for bicycle and scooter storage. **Bicycles and motorized scooters may not be brought inside the residence halls.** Neither are permitted to be parked in areas without bicycle racks. Bicycles and motorized scooters in common areas or chained to trees, benches, or other equipment will be confiscated by either ABAC Place or Housing staff. Confiscated bicycles and motorized scooters must be claimed within seven (7) days from their residence hall or those held after seven (7) days will be given to charity. Students may be subject to a fine that must be paid prior to the release of the confiscated bicycle and motorized

scooter. Neither may not be ridden in the hallways/balconies or breezeways of the residence halls. Bicycles and scooters left after summer semester move-out will be confiscated and held for 14 days at which point they will be discarded.

### ***Hoverboards***

Hoverboards are not allowed in residence halls and will be confiscated to be returned at the end of the semester and must be taken home.

## **Appliances**

As several rooms are wired into the same electrical circuit, caution must be taken not to overload electrical outlets. All appliances must be plugged directly into a wall outlet or into an Underwriters Laboratories approved power strip with 15 amps or less circuit breaker. Power strips are limited to one per wall outlet and two per room. The following are not allowed: extension cords, non-U.L.-approved power strips, and cube adapters.

The following items are permitted provided that they are U.L. approved: study lamps, televisions, radios, stereos, tape recorders, clocks, electric shavers, hair dryers, curling irons (with auto shut off), popcorn poppers, fans, electric blankets, air fryers, coffee pots, crock pots, George Foreman style grills with automatic shut-off, toasters, and personal computers. Irons must be in good working order, with an automatic shut-off feature. Additionally, deep fryers are allowed at ABAC Place but not at Lakeside.

**Appliances NOT allowed are as follows:** mini refrigerators (without Housing approval), sun/heat lamps, portable heaters, portable air conditioners, ceiling fans not already provided by the college, broiler ovens, toaster ovens, hot plates, grills, in-house electric grills, and any open coiled heating devices. All unapproved appliances will be confiscated, and the resident will be subject to disciplinary action. Students will be asked to take any unapproved appliance off campus unless it becomes a repeat problem in which case the appliance will be confiscated and kept by Residence Life and Housing until the end of the academic year.

## **Tattooing & Piercing on Campus**

Tattooing and piercing are not allowed on campus.

## **Candles/Incense**

Candles, incense, and oil/kerosene lamps are **not** permitted. The burning of candles and incense are a fire hazard and are not allowed in the Residence Halls. Most fires that occur in sleeping areas are associated with smoking material like tobacco products, candles, and incense. Candles without wicks are permitted. Halogen bulb-powered candle warmers are not permitted.

## **Holiday Decorations**

Live trees, pinecones, hay, and other shrubbery are prohibited in the residence halls. These items pose a fire hazard. Residents are allowed to have artificial trees and appropriate holiday decorative ornaments along with manufacturer specified indoor lights. No outside decorations are allowed. Excessive power usage may incur an overage charge. Sticky doors signs and door stickers are prohibited as they damage paint and door features. These rules apply to all holidays, including but not limited to Christmas, Thanksgiving, Halloween, New Years, Ramadan, Hanukkah, Passover, Valentine's Day, Easter, St. Patrick's Day, Cinco de Mayo, and other nationally recognized holidays.

## **Contact Paper/Wallpaper**

Contact Paper and wallpaper are not allowed in the residence hall. All hall damages will be assessed by the Office and charged to the student's account.

## **Doors**

Residents are responsible for closing and locking their outside door. Doors should never be propped open or kicked in. **Kicked in doors will result in a \$100 fine and damage charge unless the lock is damaged, at which point an additional \$300 charge will be assessed in addition to the \$100 standard assessment, totaling \$400.** All residents of the room may be charged for the kicked in door, unless the responsible party is identified. Repeat offenses may result in involuntary relocation or removal from housing. Terrace doors will remain locked and the blinds should remain secured. Tampering or attempting to open the terrace doors will result in moving the residents to an upper floor. Decoration must be temporary and must not damage door when removed. Decorations are placed at your own risk. Holiday decoration may be placed on doors with approval from Residence Life & Housing, but decoration must not be offensive, must not be flammable, and must not block view from peephole. Damage to doors will incur a damage assessment based upon the damage done to door.

### ***Emergency Exits***

Doors should never be propped for **any** reason.

Lakeside – All residents must use the main stairwell. End stairwells are alarmed and to be used for emergency exits only. Students should at no times be found entering these stairwells or letting other students onto a floor from these stairwells, unless there is an emergency alarm going off.

ABAC Place – Abide by the posting on the inside of the main-entry door.

### ***Unauthorized Entry***

Any type of unauthorized entry of doors within the residence halls is strictly prohibited. When a student is found to gain access to the building, hall, wing, or apartment in any manner other than the official means they will be found in violation of the policy. This includes entering the building through a window. If a non-ABAC student is found in violation, a criminal trespass warning will be issued by ABAC Police. If College property is damaged, restitution will be made in addition to the judicial sanction.

## **Disrespect and Harassment**

### ***Disrespect and Harassment of Hall Staff***

Please remember that the hall staff is here to help you, but that they also have a job to do. Please give them the respect that they deserve. If an incident has occurred, be polite and cooperative. If you are uncomfortable with your interaction with the hall staff, do not lose your temper; keep your composure, give the information required and follow up with the Residence Life Coordinator (RLC) the next day. Keep in mind that two wrongs do not make a right. Harassment or disrespect of the hall staff can lead to removal from the residence hall and suspension from the college.

### ***Harassment/Cyber Harassment***

Students found harassing other students whether in person or online (via Facebook, X, Snapchat, email, or any other electronic media) will be referred to the Dean of Students and the ABAC Police Department.

### ***Pranks***

Students involved in this type of misconduct will be subject to disciplinary action, restitution, and possible dismissal from the hall. Pranks should be avoided.

## **Community Building**

The Resident Assistant staff will, through the course of the semester, present many activities. These activities may be social, emotional, educational, community service, etc. These programs will be designed to enhance your ABAC experience. These programs are for you--make sure you take full advantage of them!

## **Identification**

All students are required to carry a picture ABAC ID with them whenever they are on campus. Do not lend your ID to anyone for any reason. IDs must be surrendered to any ABAC college official (ABAC Police, faculty, staff, RA, etc.) upon request. IDs will be required to enter the ABAC Dining Hall and other campus activities. IDs are made in the John Hunt Town Center. Fake IDs are prohibited, and the student will be turned over to the Police for prosecution. A new ID may be issued each fall. Lost IDs will incur a \$25 charge, while damaged IDs are replaced at no cost.

### ***Falsifying Information to Staff***

Giving a false name, intentionally hindering an investigation, misleading, or hiding from staff during a student conduct violation is prohibited and will lead to additional sanctions. The use of a fake ID will be reported to the ABAC Police Department.

### ***Activation/Deactivation***

ID cards will need to be activated at the beginning of each semester for the individual apartments as the cards deactivate at the end of each semester during the breaks.

## **Keys (Bedroom)**

Each student is issued a key to their room and a key card (Gold Card) to enter their residence hall. It is the student's responsibility to maintain and return their key to the hall staff immediately upon check-out. **DUPLICATION OF COLLEGE-OWNED KEYS IS PROHIBITED** and subject to disciplinary and legal action. **Under no circumstances should a resident lend or give their key to anyone. This will result in a disciplinary hearing with the RLC.** Loss of keys will result in \$35 replacement charge for ABAC Place and \$45 replacement charge for Lakeside; loss of Gold Card will result in a \$25 replacement fee.

### ***Lock-outs***

Students will receive two free lockouts **PER ACADEMIC YEAR**, after which lock-outs will result in a monetary charge of \$25 per lockout charged to their student account. Excessive lockouts will result in a meeting with the housing staff. It has been noted that excessive lock-outs may be an indicator that a student is performing poorly in their classes. As such, students who receive five or more lock-outs may be required to schedule a meeting with an Academic Support Counselor to develop an academic success plan. This course of action will be determined by both an RLC and an Academic Support Counselor.

## **Meetings: Hall/Section/Floor**

During the course of the year, you will have **MANDATORY** hall and floor meetings. These meetings are required

for the dissemination of important information. You are required to attend these meetings or make arrangements with your Resident Assistant prior to the meeting if you are unable to attend. Students who miss meetings without being excused will be subject to a student conduct meeting. Students will also be responsible for knowing any information given at the meetings they missed.

### **Official Notification**

Failure to meet with the housing staff will result in a hearing held in your absence or referral to the Dean of Students.

### **Moving Rooms**

Residents are required to stay in their room the first two weeks after move-in, barring a safety issue. No exceptions. After the two weeks are up, any move that is prompted by the residents and not the Residence Life and Housing Staff and approved will be subject to a \$150 moving fee to be paid before the move occurs. The Office of Residence Life reserves the right to move students when necessary. If students are having trouble with their roommates, they should first attempt an appropriate face-to-face conversation with the roommate, after which they should reach out to their Resident Assistant for help. ABAC Housing is at full capacity for the Fall 2024 semester and room moves will be very difficult.

### **Noise/Quiet Hours**

Quiet hours are observed in each of the residence halls and outside areas surrounding the residence halls from 10:00 pm to 8:00 am Sunday-Thursday and 12:00 am to 9:00 am Friday and Saturday. Residents and their guests are required to be reasonably quiet during these times so as not to infringe upon the rights of other students. During finals, 24-hour quiet hours will be in effect in all residence halls. The remainder of the time residents must be considerate of their neighbors. Electronic devices should be kept at a reasonable volume with special consideration to bass. Students must respect the wishes and needs of those living around them. Violators of this policy will be subject to disciplinary action from the RLC, and the device used during the violation may be confiscated.

Most noise complaints come from above and below apartments, please be considerate of your neighbors when moving around your apartment. Do not run and jump. Please be mindful of hard-bottomed shoes such as boots, heels, clogs, etc. These types of shoes can be very loud to downstairs neighbors.

### **Stolen Street or Traffic Signs**

Possession of stolen street and traffic signs is a felony. ABAC Police will be notified **and** violators will receive a \$150 fine. No such signs are permitted in the residence halls unless they were purchased from a retail store and proof of purchase is provided prior to placing the sign in the room.

### **Vandalism & Theft**

ABAC Police will be notified in all cases of vandalism and theft. Vandalism and theft of state property can be considered a felony. Anyone guilty of vandalism or theft will be referred to both the ABAC Police and the Dean of Students.

### **Trash Disposal**

All trash will be taken to the trash dumpsters located around the properties. Do not use the trashcans in the common areas for apartment trash. Pour out all liquids before putting containers in the trash to avoid leakage and use heavy-duty trash bags. Leaking bags will result in damages, which may result in monetary fines. Do not pour grease down the sink or dispose of any item down the toilet that is not toilet paper. Toilets and sinks that are stopped up due to improper use may result in a damage charge. Students found improperly disposing of trash will be charged \$50.

### **Safety and Cleaning Inspections**

**Safety and Cleaning Inspections are performed once per month throughout the semester.** Safety and Cleaning inspections are used to ensure rooms meet state fire codes and are clean and safe environments. The Housing Staff reserves the right to ask you to clean your room any time cleanliness and safety are compromised. Areas to be checked include areas in plain sight, all appliances, cabinets, and closets. **Violations must be corrected within 24 hours.** Sanctions include a \$150.00 for state fire code violations, \$25 for cleanliness violations, and may include others to be assessed after formal notification. If students cannot afford cleaning supplies they may contact the Office of Residence for assistance.

### **Pets**

Students are not permitted to have pets in the residence halls due to safety and sanitation regulations. Fish, small amphibians, small turtles, and other **solely aquatic** animals are permitted provided they live in a properly maintained aquarium no larger than 10 gallons. Students are responsible for their guests as well. Guests are not allowed to bring unauthorized animals in the residence halls. Students in violation of this policy will receive an automatic \$250 fine and an additional \$25.00 per day until the animal is removed. Other damage charges associated with the animal will be determined by the Corvias Staff and sanctioned accordingly. See ADA accommodations for Service Animals and Emotional Support Animals.



## Visitation

### *Underage Guests*

Regular visits by underage guests (younger than 16) must be approved by the RLC. Students will not be allowed to baby-sit in the residence halls.

### Lakeside

1. 24-hour visitation is not allowed in Lakeside.
2. Non-residents must be escorted as guests at all times in the Residence Halls, and may not be left alone in the room without the host resident. **Residents are responsible for the actions of the guests at all times.**
3. Visitation in Lakeside will be limited to short-term guests with visitation hours from 8:00 am to 11:00 am.
4. Students residing in College Housing are expected to reside within their assigned room. Those found living in any space other than the one to which they are assigned may be subject to disciplinary action.
5. All guests at Lakeside will be required to sign in. A state-issued ID or passport is required and is the only acceptable form of ID allowed.
6. Lakeside residents may visit rooms in Lakeside without registering, as long as they are escorted at all times on the 1<sup>st</sup> floor.
7. **There may be no more than six (6) guests in a Lakeside suite at any time.**
8. Exceptions to these procedures must be approved by the Residence Life & Housing office.
9. Beginning at 11:00 pm, Lakeside Resident Assistants will contact all guests still in the building to notify them that it is time to leave. All guests will be required to vacate the building by 11:30 pm. Resident Assistants will conduct a full walkthrough of Lakeside at 11:00 PM and remove any additional guests. Guests refusing to exit will be referred to the ABAC Police Department.

### ABAC Place

1. All ABAC Place residents will have 24-hour visitation which allows overnight guests.
2. There may be no more than 10 guests in an ABAC Place apartment at any time.
3. Short-term guests shall be defined as those that are not classified as overnight guests.
4. A resident may not have more than two (2) overnight guests at one time.
5. A resident may not have an overnight guest for more than three (3) consecutive nights.
6. A resident may not host overnight guests for more than six (6) nights per calendar month, whether with the same or different guests.
7. Guests may not stay overnight in the residence hall system for more than six (6) nights per calendar month, whether with the same or different hosts.
8. Students residing in College Housing are expected to reside within their assigned room. Those found frequently living in a space other than the one to which they are assigned may be subject to disciplinary action.
9. Residents may allow guests to stay overnight in their rooms. However, to preserve the roommate's rights and community standards in the residence halls, the number of overnight guests and the frequency of overnight visits are limited.
10. Non-residents must be escorted as guests at all times in the Residence Halls, and may not be left alone in a room without a host resident. **Residents are responsible for the actions of the guests at all times.**
11. Guests must stay in host bedroom unless approved by all roommates.
12. **Exceptions to these procedures must be approved by the Residence Life & Housing office.**

**The privilege of hosting guests is extended with the understanding that roommates will communicate and agree on the time, date, frequency, and duration of each other's visitors. Residents are expected to be courteous to one another, show a willingness to make compromises, and act in good faith when sharing a living space. The Residence Life & Housing staff may restrict or prohibit overnight guests in a particular room if the roommates cannot come to a reasonable agreement about visitation. Continued violations may result in student removal from housing without refund.**

## NOTICE OF NON-DISCRIMINATION

Abraham Baldwin Agricultural College (ABAC) does not discriminate on the basis of race, color, national origin, gender or sex, disability, religion, age, veteran status, or genetic information in its programs and activities, including admissions and employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and other applicable statutes, regulations, and USG and ABAC policies.

ABAC prohibits inappropriate conduct based on gender or sex, sexual discrimination and harassment, sexual assault and sexual violence in its programs and activities. Sexual harassment is unwelcomed conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as sexual touching, sexual comments, jokes, or gestures, or distributing sexually explicit material. Sexual violence is a physical sexual act taken against a person's will or when a person is incapable of consenting due to alcohol or drug use. Sexual violence includes rape, sexual battery, and sexual coercion.

The following person has been designated as the Title IX Coordinator to serve as the campus coordinator for overall Title IX campus compliance and discrimination policies relating to the employment arena: Richard L. Spancake, Director of Human Resources/Title IX Coordinator at 229-391-4887 or [rspancake@abac.edu](mailto:rspancake@abac.edu).

ABAC Title IX Deputy Coordinators for students: Ms. Sarai Mapp, Associate Director of Residence Life at 229-391-5147 or [sarai.mapp@abac.edu](mailto:sarai.mapp@abac.edu); Dr. Franzelle Pertilla Interim Dean- School of Business at 229-391-4837 or [fpertilla@abac.edu](mailto:fpertilla@abac.edu); or Mr. Spencer Stewart, Director of Enrollment Management at 229-243-3017 or [spencer.stewart@abac.edu](mailto:spencer.stewart@abac.edu). Students and employees are encouraged to report issues involving inappropriate conduct/harassment/ discrimination based upon protected factors. Sexual assault and sexual violence should be immediately reported to the ABAC Police Department at 229-391-5660 or if off campus call 911.

For confidential counseling and assistance: Dr. Shubha Chatterjee at 229-391-5134 ([schatterjee@abac.edu](mailto:schatterjee@abac.edu)) or Mrs. Phyllis Jeter at 229-391-5135 ([phyllis.jeter@abac.edu](mailto:phyllis.jeter@abac.edu)).

Responsible Employees have an obligation to report issues regardless of whether information is witnessed firsthand, second hand, or rumored whether confirmed or not. Responsible Employees include: All ABAC Managers/Deans, Department Heads, Resident Assistants (RA's), school and department administrative assistants, and ABAC Health Clinic employees.

ABAC also prohibits discrimination on the basis of disability in its programs and activities, including admissions, employment, treatment, and access. The following person has been designated to handle inquiries or assistance – Amanda Walker, Disability Service Provider at 229-391-5132 or [amanda.walker@abac.edu](mailto:amanda.walker@abac.edu).

## SEXUAL MISCONDUCT GUIDELINES & PROCEDURES

### *INAPPROPRIATE CONDUCT/SEXUAL HARASSMENT/ASSAULT/VIOLENCE*

Abraham Baldwin Agricultural College (ABAC) is committed to maintaining a fair and respectful environment for living, work, and study. In accordance with federal and state law and Board of Regents' policy, the College prohibits any member of the faculty, staff, administration, student body, volunteers or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the College community because of that person's gender or sex including inappropriate conduct, sexual harassment, sexual assault, and sexual violence.

ABAC does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. Incidents of harassment and discrimination will be met with appropriate disciplinary action and sanctions, up to and including termination or expulsion from the College.

The College affirms its responsibility to respond promptly and effectively to unlawful discrimination, including sexual harassment and sexual violence:

- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students and employees with appropriate resources regardless of their status as complainant or accused.

Specifically, sexual inappropriate conduct/harassment/assault and violence against employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Sexual assault and sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual assault and sexual violence reports will result in both a criminal investigation and a timely institutional investigation. There is no geographical limitation to this policy. This applies to any complaint of sexual misconduct against a student or employee no matter the distance from campus.

#### *PERSONS WHO MAY BE INVOLVED IN SEXUAL HARASSMENT*

Sexual harassment most frequently occurs when a person in authority harasses someone with less power, e.g., (faculty member and student, administrator and faculty member, supervisor and staff member.) However, it is possible for a person with less power to harass a person in authority. Sexual harassment may also take place between persons of the same status, e.g., (faculty-faculty, student-student, and staff-staff.) It may take place between persons of the opposite sex, or between persons of the same sex.

#### *REPORTING OF ISSUES AND CONFIDENTIALITY*

The college encourages all students and employees to immediately report issues of inappropriate conduct and harassment based upon protected factors including gender or sex.

Victims of sexual assault or violence should immediately report issues to the ABAC Police Department or call 911 if off campus. Victims who report sexual assault and violence will not be subject to normal Student Judiciary Process sanctions for drug and alcohol violations.

Counseling and support are available through ABAC confidential employees who will not divulge information to authorities; this includes both the Director and the Professional Counselor in the Office of Counseling and Accommodation Services.

Other reporting resources include ABAC responsible employees who will maintain as much confidentiality as possible but must report issues to authorities. This includes all Managers, Deans and Department Heads, Academic and Department Administrative Assistants, Resident Assistants (RA's), and employees within the ABAC Student Health Center.

#### *ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION*

ABAC is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of federal legally protected areas which include gender and sex, USG Policies, and ABAC Sexual Misconduct Guidelines & Procedures.

### *PROHIBITION AGAINST RETALIATION*

Students and employees who, in good faith, report what they believe to be discrimination or harassment, or who cooperate in any investigation, will not be subjected to retaliation. Any student or employee who believes he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who makes a fraudulent report is a violation and subject to sanctions. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation and will be subject to disciplinary action.

Sexual Misconduct by students and other inappropriate conduct involving protected factors (race, color, national origin, gender or sex, disability, religion, age, veteran status, and genetic information) will be investigated by the Dean of Students/Deputy Title IX Coordinator outside of the Student Judiciary System. Complaints involving employees will be investigated by the Director of Human Resources.

- A. *Definition of Sexual Misconduct.* Sexual misconduct encompasses a broad range of unwelcomed behaviors that are committed without consent or by force, intimidation, coercion, or manipulation. The term includes, but is not limited to, criminal sexual assault, sexual harassment, sexual exploitation, and sexual intimidation. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.
- B. *Consent.* Consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. “Non-consent” means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, the sexual initiator should stop and clarify the other individual’s willingness to continue. Non-communication constitutes lack of consent.
- C. *Persons unable to give consent.* By definition, the following conditions cause a person to be unable to give consent:
  - 1. Persons who are asleep or unconscious;
  - 2. Persons incapacitated by drugs, alcohol, or medication;
  - 3. Persons who are unable to communicate consent due to a physical or mental impairment;
  - 4. Persons who have been threatened or coerced into giving their consent; or
  - 5. Persons under the age of 16.

Engaging in sexual activity with someone who is unable to give consent is considered by law to be sexual misconduct. Indications of consent are irrelevant if the person is incapacitated. When there is ambiguity about whether consent has been given, a person can be charged with, and found responsible for, committing a sexual assault or another form of sexual misconduct.

Examples of incapacitation include, but are not limited to, being highly intoxicated, passed out, or asleep. Consumption of alcohol, in and of itself, does not relieve a person of the responsibility to obtain ongoing consent.

Victims of sexual assault or violence will not be subject to student alcohol or drug offenses with Student Judiciary System.

- D. *Examples of Sexual Misconduct.* Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:
1. sexual assault (paragraph E)
  2. sexual harassment (paragraph F)
  3. sexual exploitation (paragraph G)
- E. *Definition of sexual assault.* Sexual assault is a form of sexual misconduct and represents a continuum of conduct that includes non-consensual sexual contact between an individual and another person. Examples of sexual assault under this policy include, but are not limited to, the following behaviors, if non-consensual:
1. Sexual intercourse;
  2. Any sexual touching, including penetration, with any object. Sexual touching is contact of a sexual nature, however slight;
  3. Touching of intimate body parts such as mouth, genitalia, groin, breast, buttocks, inner thighs, or any clothing covering them;
  4. The removal of another person's clothes;
  5. Touching a person with one's own intimate body parts;
  6. Compelling another to touch one's intimate body parts.
- F. *Definition of sexual harassment.* Sexual harassment is a form of misconduct that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's sex, or based on gender stereotypes when that behavior is unwelcome. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome conduct of a sexual nature where:
1. Submission to or tolerance of such conduct is made either an explicit or implicit term or condition of employment or student admission, enrollment, participation, or programming;
  2. Submission to or tolerance or rejection of such conduct is used as a basis for employment or for academic, athletic, or other educational decisions affecting an individual;
  3. The conduct has the purpose or effect of substantially interfering with an individual's work or academic, athletic, or other educational performance; or
  4. The conduct creates an intimidating, hostile, or offensive work or educational environment.

If in the past a person has welcomed sexual advances or other harassing conduct (whether sexual or otherwise) by active participation in or encouragement of such activity, he/she should specifically inform the alleged harasser if such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome. However, failure to give such notice does not prevent ABAC officials from taking appropriate corrective and/or disciplinary action against the alleged harasser for his/her behavior.

*Definition of sexual exploitation.* Sexually exploitative behavior which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material via email or other channels to non-consenting students/groups; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD), including HIV, to another.

# Emergency Procedures

## Bomb Threat

If a bomb threat is announced in your residence hall, follow the instructions of the residence hall staff and/or Public Safety Officer. It is important that you remain calm and cooperate fully.

## Evacuation

Evacuations from residence halls should take place in an orderly fashion. Students should proceed to the nearest exit (**DO NOT USE MAIN STAIRWELLS IF AN EMERGENCY EXIT IS CLOSER AND NOT BLOCKED**). Evacuation Routes for ABAC Place can be found on the back of the apartment doors. Lakeside evacuation routes are directed down the main stairwell or one of three emergency wing stairwells. If campus must be evacuated students should proceed to the nearest campus exit.

**For additional information regarding campus locations, see the campus map below:**



### Academic

- 5 Edwards Hall
- 9 Lewis Hall
- 11 Health Sciences
- 13 Beef Unit
- 14 King Hall
- 15 Bowen Hall
- 23 Conger Hall
- 24 Britt Hall
- 26 Lab Sciences
- 27 Environmental Horticulture
- 28 Chambliss Building
- 30 Yow Forestry-Wildlife
- 31 Agricultural Sciences
- 33 JG Woodroof Farm

### Athletic

- 1 Gressette Gymnasium
- 2 Foundation Legacy Pool
- 3 Thrash Wellness Center
- 36 Rodeo/Tractor Pull Arena
- 37 Stallion Baseball Field
- 38 Red Hill Athletic Center
- 39 Fillies Softball Field
- 40 Intramural Field and Track
- 41 Intercollegiate Soccer Field
- 42 Athletics Field

### Administration

- 7 Herring Hall
- 8 Tift Hall
- 17 Plant Operations
- 18 Evans Hall
- 29 Gaines Hall
- 32 Alumni House



### Student Services

- 16 Branch Hall
- 22 Carlton Center
- 44 Health Center

### Points of Interest

- 4 Howard Auditorium
- 6 Stallion
- 10 Baldwin Memorial Gardens
- 12 Driggers Hall
- 25 Water Tower
- 35 Rowan Pavilion

### Housing/Dining

- 19 Donaldson Dining Hall
- 20 ABAC Place
- 21 John Hunt Town Center
- 34 ABAC Lakeside

### Parking

- (V) Visitors Parking
- (A) Accessible Parking

#### Academic

- 5 Edwards Hall
- 9 Lewis Hall – Stafford School of Business
- 11 Health Sciences – School of Nursing and Health Sciences, Health Center
- 13 Beef Unit
- 14 King Hall – School of Arts and Sciences
- 15 Bowen Hall – Police Academy (GPSTC)
- 23 Conger Hall – Student Affairs, Dean of Students
- 24 Britt Hall
- 26 Lab Sciences
- 27 Environmental Horticulture – Ag Ed
- 28 Chambliss Building – AET, State Ag Ed Office
- 30 Yow Forestry-Wildlife
- 31 Agricultural Sciences – School of Agriculture and Natural Resources
- 33 JG Woodroof Farm

#### Athletic

- 1 Gressette Gymnasium – Athletics and Physical Education
- 2 Foundation Legacy Pool
- 3 Thrash Wellness Center
- 36 Rodeo/Tractor Pull Arena
- 37 Stallion Baseball Field
- 38 Red Hill Athletic Center – Tennis Courts
- 39 Fillies Softball Field
- 40 Intramural Field and Track
- 41 Intercollegiate Soccer Field
- 42 Athletics Field

#### Administration

- 7 Herring Hall – Admissions, Business Office, Human Resources, Procurement
- 8 Tift Hall – President's Office, Academic Affairs, Provost, Marketing/Communications, History Room, Freedom Gallery, George T. Smith Parlor
- 17 Plant Operations
- 18 Evans Hall – ABAC Police
- 29 Gaines Hall – Center for Rural Prosperity and Innovation
- 32 Alumni House – Alumni Association, Office of External Affairs, Arts Connection, ABAC Foundation

#### Student Services

- 16 Branch Hall – Multicultural Education, Registrar, Counseling Center
- 22 Carlton Center – Stallion Shop, Technology Support, Student Accounts, Cashier, Financial Aid, Veteran Success Center, Baldwin Library, STEPS Room, Mac Computer Lab, Student Media, TV Studio, Academic Support, Tutoring Center, Testing Center, Accommodation and Disability Services
- 44 Health Center

#### Points of Interest

- 4 Howard Auditorium
- 6 Stallion
- 10 Baldwin Memorial Gardens – Blue Star Memorial
- 12 Driggers Hall – Chapel of All Faiths
- 25 Water Tower
- 35 Rowan Pavilion

#### Housing/Dining

- 19 Donaldson Dining Hall – Surcheros
- 20 ABAC Place
- 21 John Hunt Town Center – Student Housing, C-Store
- 34 ABAC Lakeside



Abraham Baldwin  
Agricultural College

Main Campus

2021

2802 Moore Highway  
Tifton, GA 31793  
(229) 391-5000  
1-800-733-3653  
admissions@abac.edu  
[www.abac.edu](http://www.abac.edu)

## Train Derailment

In the event of a train derailment or accident which necessitates a campus evacuation, ABAC PLACE Residents should evacuate using one of two Davis Road exits and Lakeside Residents should evacuate using Farm Lane through Woodruff Farm.

## Fire Alarms

Students will be given the procedure for fire alarm safety during the first hall meeting. The college requires the residents and their guests to adhere to all procedures in the case of a fire alarm sounding in the residence hall. Failure to evacuate the building is not only a safety hazard but a violation of college policy. Students can expect two fire drills a semester to ensure students are familiar with vacating procedures. **During a fire alarm, follow all instructions from the residence hall staff.**

## Tampering with Smoke Detectors, Fire Extinguishers, and Fire Alarms

Tampering with or nonemergency use of fire safety equipment is illegal. Each offense is referred to ABAC Police and may carry criminal charges in addition to any institutional action.

**False Alarms: Students found responsible for making false alarms may be removed from the Residence Hall by the Dean of Students. Criminal charges may be filed as well.**

## Fire Safety Regulations

Each residence hall will cover fire safety regulations during the first hall meeting of the term. Safety regulations should be followed whenever a fire alarm sounds. Do not consider any alarm a false alarm. When the alarm sounds, you must vacate the building immediately. If you see smoke in the hallways, keep low to the ground as you move to the nearest exit. Once you are out of the building, move away from the building and do not block emergency personnel and equipment. You may not re-enter the building until you receive notification from ABAC Police or the residence hall staff.

## Medical Emergencies

In the case of a severe medical emergency, notify the hall staff immediately. The staff cannot transport students to a doctor or emergency room. If you are unable to find a hall staff member, please contact either the Health Center (ext. 5030) or 911 (9-911 from a campus phone). If someone has fallen, do not move the student without authorization from a medical professional.

## **Tornado Procedures**

In the event of a tornado warning, the emergency siren will sound. When you hear the siren, leave your room and proceed to the first-floor designated tornado safety area. ABAC Place residents will go to the stairwells on ground level and/or hallways on the ground floors. Lakeside residents will go to the first floors. During the tornado warning, students must stay clear of all windows. You must stay in the tornado shelter area until the hall staff or Public Safety gives an all-clear sign. Tornado sirens are tested on the second Tuesday of every month unless there is inclement weather in the area.



# Housing Contract Policies/Procedures

## ADA Accommodations

Students who require an ADA accommodation for a documented disability should complete the required process with the Office of Accommodation and Disability Services prior to June 1<sup>st</sup> for each new academic year. Requests deemed unreasonable and those submitted after June 1<sup>st</sup> are not guaranteed. Service Animals are allowed on campus pursuant to Georgia Code § 16-11-107.1(a). Emotional Support Animals are considered an ADA accommodation and must be approved by the Director of Residence Life with an ADA confirmation from the Office of Accommodation and Disability Services **prior to the animal being brought into the Residence Halls**. Violations of this policy will result in an automatic \$250 as well as additional damage sanctions if necessary. Unapproved animals must be removed immediately even when a student is in the process of requesting an Emotional Support Animal. Failure to do so will result in the original fine of \$250 and a \$25 fine per day until the animal is removed. Students will be required to remove unapproved animal immediately at their own cost, including but not limited to boarding costs. Service Animals in Training must be documented from an authorized training organization.

### *Emotional Support Animals*

Accommodations made for Emotional Support Animals are contingent upon the appropriate care of both the animal and housing facilities. Should the Office of Residence Life feel that an animal is being abused or should the animal cause excessive damage to housing facilities, the student may be asked to remove the animal and will be charged for the damages to the room. Any ESA found to display aggressive behavior by barking, growling, biting, or other displays of aggression will be given, at minimum, a formal warning and may be removed from the residence halls. Any ESA who bites or harms a resident will be removed and reported to Animal Control. ESAs are restricted to the registered student's unit (bedroom) and only allowed outside of the bedroom to care for the animal (outside of the building) or to leave the building with the animal.

### *Dogs*

Emotional Support Dogs must be walked on the orange leashes provided by the Office of Residence Life at all times. The ESA owner is responsible for picking up and appropriately disposing of the animal's feces. Inside, failure to pick up after an ESA will result in removal of the animal and subsequent damage charges. Outside, failure to pick up after the animal will result in an official warning and community service. Repeated offenses will result in removal of the animal.

### *Cats*

Emotional Support Cats must be spayed or neutered prior to their arrival to ABAC's campus. If the cat is not yet old enough to be spayed or neutered, they will not be allowed on campus until of appropriate age. Male cats found to be marking their territory within the residence halls by spraying on housing property will be removed.

### *Common Animal Damages/Fines*

- Carpet replacement: \$400.00/room (\$2,000 for entire apartment)
- Couch: \$500.00
- Love Seat: \$450.00
- Paint: \$255.00/room (\$1,530.00 for entire apartment)
- Blinds: \$25.00/bedroom; \$50.00 for living room
- Flea Treatment: \$125/room (\$750.00 for the entire apartment)

Further information about ABAC's ESA policies and the Housing portion of the ESA application can be found at <https://www.abac.edu/campus-life/residence-life-and-housing/#Emotional-Support-Animals>

## Application/Housing Assignment, Contract, Renewals, and Cancellations

### *Housing Assignment*

Housing assignments for presently enrolled students are done prior to fall arrival and early registration during the spring semester; with contracts terminating at graduation of each spring semester. Students will be required to complete a housing renewal application via the ABAC Housing Portal each year prior to early registration. When completing this application, you will be asked your housing preference for the following semester. Any changes you wish to make in your housing assignment should be noted at this time. **An attempt will be made to honor building and roommate preferences whenever possible, however, no guarantee can be given.**

### ***Renewals***

During the Spring Semester students are asked to re-apply for housing for the upcoming Academic Year as well as for the summer semester. Signs will be posted, and every attempt is made to make students aware of when this should be done.

### ***New Students***

All applications for ABAC Housing should be made online via the ABAC Housing Portal. A non-refundable \$235 reservation fee must be paid before the application is processed. Students may go to the Housing website or call 229-391-5140 for more information. Housing Renewals should be made beginning the first week of February, unless otherwise stated. Renewal fees are also non-refundable.

### ***Cancellations***

**Student or ABAC may cancel the Housing contract under the circumstances indicated below (See Housing Contract for more details). Charges will apply.**

- A. If on the first day of classes, the student does not occupy the assigned space by 9AM or if notice of delay in arrival is not filed in writing with the Housing Office by 9AM, ABAC reserves the right to assign that space to another student. The right of cancellation in this situation is reserved exclusively by ABAC and in no way releases the student from obligation to pay for a space in the Residence Hall.
- B. The student may request cancellation of the contract because of an injury or illness which necessitates withdrawal from ABAC. The student must provide proper documentation from a licensed professional in order to request termination to the Residence Life and Housing Office.
- C. **ABAC reserves the right to terminate the contract and take possession of the room at any time for violation of the contract, Residence Hall policies and procedures, ABAC Student Code of Conduct; for reasons of health and safety; or when the student exhibits behavior which is incompatible with the maintenance of order and community in the residence halls. No refund will be made.**

Upon termination of this contract or withdrawal from ABAC, the student has 24 hours to vacate the space. A resident who forfeits the privilege to live in the residence halls and who is asked to vacate the room as a result of disciplinary action is still responsible for the contract and monetary responsibility associated with the contract. Items left in the room after a 24-hour period will be removed and discarded.

### ***Housing Contract***

The Housing Contract is very important. You should read it carefully and completely prior to signing it. **Your contract is binding for the entire academic year, consisting of fall and spring.** If you enter into a Housing Contract, you will be held to the contract for the academic year. You must be a full-time student enrolled at ABAC to be eligible to live in college housing. Students who drop to less than full time (below 12 hours) must receive approval to remain in the hall from the Housing Office.

### **Freshmen Residency Requirement**

ABAC requires all new students to live on campus unless they meet one of the following criteria: living within and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile commuting distance of Tifton; married (must provide a copy of marriage certificate); single parent (must show birth certificates); twenty-one years of age prior to September 1 of the current academic year (must provide driver's license or positive identification); 30 hours of earned collegiate credit after high school graduation with no learning support requirements (dual enrollment credits will not count toward this total).

### **Room Changes/Hall Changes**

Students must submit their room change request to their Residence Life Coordinator. The Housing Office will **try** to accommodate room changes, when possible, but no guarantees will be given. Room changes may incur a \$150 room change fee to cover the cost of cleaning and maintenance to the room in preparation for a new resident when not preapproved by Residence Life or Housing staff. Please note you may not request a room in which there are students living. All students changing rooms must officially check out of their old room and into their new room.

### **Check-in/Check-out**

#### ***Check-in***

To properly move into residence halls, students should report to the appropriate hall (Lakeside or John Hunt Town Center) during the designated check-in hours with their student ID number ("918 number"). From there students will receive their Gold Card (student ID) and hard key to their bedroom. Note: students will be asked to take an ID

picture if one is not on file for them. Students found moving into their rooms without following proper check-in procedures will be subject to disciplinary action and eviction.

### ***Checkout***

When checking out, students should call the RA-on-call number for the building where they reside after they have moved **all** their belongings out of their current assignment. The student and the RA will then walk through the space to inspect for damages, cleanliness, and any excess items. After which, your keys will be collected, and the student will be given a yellow checkout receipt. If there are damages, the charge value will be assessed by Corvias LLC and added to the student's account. Failure to checkout properly and turn in your keys will result in an improper check-out and may result in a lock-change fee.

#### ***Express Check-out***

Students may check out of their assignments without an accompanying RA via the Express Check Out process. Students interested in this process will come to the John Hunt Town Center to receive an express checkout envelope after they have moved all of their belongings out of their assigned space. Students will place their key in the envelope and fill out the form on the envelope to acknowledge moving out of the space and accepting all accompanying room fees **without dispute**. If there are damages, the charge value will be assessed by Corvias LLC and added to the student's account. Note: all student-designated areas on the envelope must be filled out, the key must be returned, and the express check-out must be completed before the final move-out date and time, or an improper check-out fine will be assessed to the student's account.

#### ***Improper Check-out***

If a student checks out after the final move-out date and time, does not complete the express check-out process appropriately, or does not check out at all a \$250 improper check-out fee will be assessed to the student's account.

### ***Breaks***

Between December and January, students are not required to remove their belongings from their assigned spaces, however, we encourage all students to take valuables items home as ABAC is not responsible for missing, stolen, damaged, or broken items. For this reason, we also implore students to purchase renter's insurance. During final exams, students must check out of their assignments within 24 hours after their last exam via the same instructions listed above.

For the spring semester move-out (traditionally in May), students **are** required to remove their belongings from their assigned spaces and appropriately check out of their room. During final exams, students must check out of their assignments within 24 hours after their last exam via the same instructions listed above.

### ***Withdrawal***

If a student withdraws from housing during the semester, they must fill out a breach of contract form in the Office. **Please note that if you move out of your room before your contract is fulfilled, you will be charged between ½ of the contract to the full contract amount.**

### ***Appeal***

Students wishing to appeal a checkout charge should complete the appeal linked below (or by scanning the QR code on the right).

<http://www.emailmeform.com/builder/form/2W0z0ODvHRLQmw7>.



## **Housing Breaks**

Student Housing will not be available between Spring Semester and Summer Semester unless the student has registered for and paid for the extended stay. **Student Housing will be unavailable between Summer Semester and Fall Semester in order to get the residence halls cleaned and ready for the Fall Semester.**

## **Official Withdrawal**

Any resident who officially withdraws from the college or who is withdrawn from the college for other reasons must vacate college housing by 5:00 pm of the day of withdrawal unless approval is granted by the Director of Residence Life. Failure to do so will result in a lock change fee and disciplinary action. Any student who is withdrawn from the college for disciplinary reasons and who refuses to vacate the hall may be subject to criminal trespassing charges. Students who withdraw will be responsible for the entire amount of the contract. All students

wishing to withdraw and leave campus housing must meet with the Housing Assignments Coordinator to complete the required paperwork.

### **Meal Plans**

All students living on campus are required to purchase a meal plan. Sophomores, juniors, and seniors have the option of selecting an upperclassmen meal plan while freshmen residents must purchase the unlimited or the 12-block meal plan. Refer to ADA accommodations for requests for exemptions. Food service is provided to the residents and proper identification is required to enter the dining hall. Your Gold Card (student ID) serves as your meal ticket. **The Office of Residence Life does not facilitate meal plan changes or updates.** For any and all meal plan questions, please contact the Office of Student Accounts at [studentaccounts@abac.edu](mailto:studentaccounts@abac.edu) or see the meal plan change form on the Dining Services website <https://www.abac.edu/dining-services/>.

### **Consolidation (Moving students together who don't have roommates)**

There is an expectation that each apartment or suite at ABAC will remain 75% occupied. **Students without roommates are subject to consolidation unless they pay for a private room.** Students will only be consolidated once per semester. **In the 4-person suites of Lakeside, beds must not be pushed together and may result in a \$150 fine for repeated offense with warnings.**

### **Abandoned and Confiscated Items**

#### ***Abandoned Items***

Residents are required to take all items with them at the time of final checkout. Because of space restrictions any items left in the rooms after the student has moved out will be considered abandoned and disposed of within 72 hours. Students leaving large items will be assessed a fee for removal.

#### ***Confiscated Items***

All confiscated items must be retrieved within 72 hours. Items not retrieved within 72 hours will be discarded and the Office of Residence Life will assume no responsibility for the items. 1

#### ***Door Mats***

Door mats are allowed in residence halls but are the responsibility of the owners. The Office is not responsible for lost, damaged, or stolen door mats.

### **Room Cleaning and Room Condition Reports**

#### ***Room Cleaning***

The cleanliness of each room is left to the residents of that room. However, rooms that are excessively messy may constitute a fire, safety, or health hazard; residents can be required to clean and a fine may be assessed. Rooms must be left clean and neat upon each checkout. Rooms not left in "move-in" condition for the following semester will be assessed a room cleaning fee based on the amount of cleaning required.

All residents are responsible for the cleanliness of their bathroom facilities. Bathroom facilities will be checked during room inspections. Failure to comply with cleanliness standards could result in disciplinary sanctions. The completion of a Common Area Responsibility Release (CARR) Form is the sole responsibility of the resident and it may be signed to relieve any student from the responsibility of a common area charge.

#### ***Room Condition Report***

Within 48 hours of moving in, students must complete a room condition report for their assigned room. This report lists all existing deficiencies in the room so that the student will not be held responsible for prior damage. Students are responsible for assigned furniture. Failure to report damages missing on the Room Condition Report to the office will result in the student being held responsible for any damages in question. All corrections to the room condition report must be submitted to the ABAC Housing Portal within the 48-hour period. Please be aware that only one person will be able to complete the room condition report for the common areas.

### **Room Entry**

As all campus residence units are state property, the college reserves the right to enter a room for purposes of routine inspections, repairs, and improvements. **The college also reserves the right to enter a room at any time when there is reasonable suspicion of a violation of college rules, regulations, and illegal activities that may pose a potential threat to the well-being of the residents.**

### **Damages and Decorations**

#### ***Room Damages***

Students are responsible for the condition of their rooms while living in the hall. Students will be charged for any damage done to their rooms unless the responsibility can be established elsewhere. To ensure that you are not charged for damages you are not responsible for, note the damages on your room condition report. In addition, students can be held responsible for the expense of repairing damage or loss done to the community areas and/or excessive trash in the hallways, courtyards, or any other common areas.

### ***Community Damages***

If damage occurs in a common area (such as hallways, lobbies, study rooms, and bathrooms, etc.) and hall staff are unable to determine the responsible party, then floors, wings, or entire building may be charged for repairs and/or replacement of damaged items. If you see someone vandalizing any of the properties, call the Housing Staff at 229-391-5140 or ABAC Police at 229-391-5060.

### ***Decorations***

Students are allowed to decorate their rooms, but there are some restrictions. Please consider fire and safety regulations when decorating rooms. Students may not hang items (such as flags or posters) on the ceiling due to fire regulations. Flags, aluminum foil, and other decorations of any type are not allowed to be hung in or around windows, except for small sun-catchers of a tasteful nature, to preserve the aesthetic nature of the building. Residents are allowed to have flags on the inside of their room provided that it is not visible from the outside when the windows are open. Door decorations that cover the peepholes will be removed. Dry-erase boards and magnets boards are the only permanent items allowed. If you should display anything offensive, you may face disciplinary action as well as be required to remove the offensive material. **All decorations in the common area must be approved by all roommates.** When decorating your room, please be advised that students should use only thumbtacks, small finishing nails, and adhesive material that will not remove paint or leave the wall stained or discolored. All adhesive materials must be able to be removed when you leave. Any material left on wall (tape, glue, etc.) and excessive nail holes will result in a monetary fine.

### **Maintenance/Repairs**

If maintenance problems occur in your room or in common areas, please inform a hall staff member by going by Town Hall or the Front Desk at Lakeside. Emergency maintenance requests after hours should be reported to the RA on duty. Lakeside residents should call 229-445-0232 and ABAC Place residents should call 229-256-1088 or 229-256-1091. **Work orders may also be submitted on the housing website at <https://www.abacfixit.com/>**

### **Furniture and Electronics**

Apartments and Suites are fully furnished. Any furniture brought in by the students must be removed upon final check-out or students will be charged a removal fee and forfeit ownership of the furniture. No furniture belonging to the college may be removed from the rooms (this includes private rooms) as adequate storage facilities do not exist. Students are responsible for the furniture in the room at check-in. Any damage incurred to the furniture will be charged to the student(s) living in the room. Rooms must be returned to their original arrangement upon checkout. Failure to do this will result in a monetary fine. Students may not move beds together when the other bed in the room is unoccupied.

#### ***Lobby Furniture***

Furniture in lobby areas is for the use of all students within the hall. **This furniture may not be removed or taken to any student's room.** Any student caught with common area furniture or furniture which is college property that does not belong in a student's room, will be required to pay a removal fee to move the furniture to its original station and may be subject to disciplinary action for theft of state/college property.

#### ***Computers***

Residents are encouraged to have computers in their rooms. The resident assumes full responsibility for the safety of the computer, which includes physical as well as electrical. Keep your computer locked in your bedroom when not in use.

#### ***Cable***

ABAC provides digital cable access in all hall rooms. Residents with digital cable-ready televisions (internal QAM tuners) need only to connect the cable to their TV and program the channels. Students without digital cable-ready TVs must buy a QAM adapter. Cable cords and QAM adapters can be purchased from stores such as Amazon, Wal-Mart, and Target.

### **Mattresses and Lofting**

#### ***Mattresses***

Each student is provided with one mattress per bed. Students may bring a mattress from home but be advised that students cannot remove the standard hall mattress from the room. Special beds and mattresses may be placed in the room if a licensed physician orders them for legitimate medical reasons. This request is an ADA accommodation, please refer to ADA accommodations. Headboards are not allowed in residence halls.

#### ***Lofts***

Lofts are not permitted in the residence halls. All beds must stay on the floor unless store-bought bed risers are used. Wooden platforms and cinder blocks are not acceptable. Students may not build lofts in their rooms. Students caught with a loft will be charged for its removal.

## Housekeeping

Housekeeping is provided for all common areas in the residence halls. This includes the lobby areas, hallways, laundry rooms, and public restrooms. Residents are responsible for the cleanliness of their personal spaces. The housekeeping staff regularly cleans all public areas including bathrooms, corridors, and lobbies. However, it is an expectation that you also assist in helping to maintain a reasonable level of cleanliness in these public areas. The staff is here to keep the building clean, but not necessarily to clean up after you.

## Pest Control

All residential units are treated for pests. If you encounter a problem with pests in your room, please notify the hall staff immediately so a work order can be called in. To help control pests, follow these guidelines: store all food in sealed containers; do not leave food or dirty dishes out; empty all cans and bottles and rinse with water, and do not leave standing water within apartments. Pest Control visits on select Tuesdays. Problems that arise between treatments should be reported to the Residence Life & Housing Office at Town Hall or the front desk at Lakeside as maintenance requests.

## Laundry Facilities

Each residence hall has laundry facilities in the hall. **Laundry is included with housing at no additional cost.** Students must follow the maintenance instruction located over the washers and dryers in each building. Students who detect a problem with a washer or dryer should notify 229-391-5140 or contact a RA. Each notification should include building, floor, machine number, machine type (washer or dryer), and a description of the problem. Misuse of equipment may result in damages for which residents will be responsible. **DO NOT OVERLOAD THE WASHING MACHINES!** Washing machines are meant to hold only one load of laundry—overloading them can cause significant damage to the machine and potential fire. If a student overloads a laundry machine, the student will be fined a minimum of \$100.00 and may be held responsible for any damages to housing facilities.

## Storage

There is no storage area in the residence halls. Residents must make provisions for themselves.

## Circuit Breaker/Outlets

Should you at any time experience a loss of power in your room due to a tripped circuit breaker, you must contact a member of the hall staff (RAs). An evaluation of the cause will be performed and you, or those in the rooms around you, may be required to make adjustments in the use of the appliances plugged into your outlets.

## Heating/Air Conditioning

The residence hall rooms are individually heated and cooled. The Housing staff requires that the thermostats in all rooms be maintained at the preset limits. Residents will not have the ability to change their thermostats beyond a set range. The thermostat should not be tampered with and such a violation will result in a monetary fine. Residents found to be tampering with the internal settings on the thermostat will be charged a minimum of \$100.00. Additionally, if tampering with the thermostat causes damage to the air conditioning unit the students will be responsible for reparation and will be charged appropriately.

This issue should be discussed among all roommates and agreed upon in the roommate agreement completed at the beginning of the semester. Power usage overages as determined by the average for the Residence Halls for two consecutive months will result in billing for the overages for each resident of the affected apartments. Warning letters will be sent for the first month of overages.

## Insurance of Personal Property (Renters Insurance)

The college does not assume liability for the loss, damage, or theft of personal property of students. Residents wishing to protect themselves from the possibility of losses should cover their belongings with the appropriate insurance. In some instances, students may find they are covered or can be covered at an additional charge under the terms of an existing homeowner policy carried by their parents. It is the responsibility of the students to find and secure adequate insurance coverage. You should also record serial numbers and a description of all belongings in case of loss.

## Mail and Deliveries

### *Mail*

All mail to students is delivered to the ABAC Mail Center, located on the 1<sup>st</sup> floor of the Carlton Center. No mail is delivered to the individual residence halls. To receive mail, please make sure to supply anyone who might send items to you of your correct address:

Name

### ***Deliveries***

Residents are responsible for any deliveries (flowers, pizza, etc.) initiated by them to the Residence Halls. Please be aware of the visitation policy contained in this *Guide to Residential Living*. The resident is required to meet the delivery person in front of the Residence Hall. Housing Staff will not be responsible to sign for or receive such deliveries. Special accommodations will be made for Valentine's Day and when the Residence Life & Housing Office is notified beforehand. In these case flowers and gifts should be delivered to Town Hall or the Lakeside Desk. Residents will still be responsible for food deliveries. Exceptions to this policy will be at the discretion of the Director of Residence Life.

### **Parking**

Residents must register with name, Student ID number, vehicle information, ABAC decal number, phone number, and ABAC email. All students operating a motor vehicle on the college campus must register the vehicle with the ABAC Police Office located in Evans Hall. See the ABAC Parking and Regulations Handbook for further information. If you should receive a ticket and you wish to appeal it, you may do so with ABAC Police Department located in Evans Hall or online to appeal before Traffic Court. All ABAC PD information can be found here <https://www.abac.edu/campus-life/police-department/>.

### ***ABAC Place Premier Parking***

Premier parking will be available to seniors, juniors, and sophomores in the ABAC Place south parking lot. All residents must continue to register their vehicles by the current method with ABAC Police. During the first week of classes, residents will be offered the opportunity to register for premier parking. Registration dates will be offered as follows:

- **First two days** of classes – seniors (90+ hours earned)
- **Third and fourth** days of classes – juniors (60-90 hours earned)
- **Fifth** day of classes – sophomores (30-60 hours earned)

Students will be given preference for premier parking based upon hours and a first-come first serve registration basis. Upon all other things being equal, GPA will be used to determine eligibility to receive premier parking privileges. Residents with premier parking privileges will receive a stallion shield decal in addition to his/her parking decal which must be displayed together. Premier parking decals will be distributed by ABAC Police Department. **Residents will receive only one premier decal and must return the original decal if transferring the vehicle before a new decal is issued.** Premier parking decals will be numbered and will correspond to specific residents and must match to unique ABAC parking decal. Premier parking will be enforced 24 hours per day, 7 days per week by ABAC Police. Violators will be subject to out-of-zone penalties.

### ***Lakeside Parking***

Lakeside residents will not be allowed to park in any lot other than the Lakeside lot between 7:30 am and 5:30 pm. Parking in Faculty/Parking spaces will result in a \$60 parking ticket.

### **Parental Notification**

ABAC reserves the right to notify the parents or guardians of a student (who is under the age of 21) of all alcohol/drug offenses. A letter/email will be sent home if deemed necessary or upon repeated offenses.

### **Recreation Equipment**

The front desk at Lakeside as well as the Town Hall Desk has some recreation equipment available for check-out. To check out such equipment you must present your ABAC identification card. Your card will be kept until the equipment is returned. Only office-authorized equipment may be used in the residence halls.

### **Safety**

#### ***Room Safety***

Students are responsible for their own safety and their belongings. You are urged to lock your door at all times, even if stepping out for a second. Do not bring non-essential valuables to school. **Always keep your key with you and never lend it to anyone, including a relative.** Upon entry into a room, staff members will always lock the door, regardless of whether it was locked when they entered the room. All maintenance personnel will be identified

by a uniform. If you are unsure of whether the person is authorized to enter your apartment, you may call the Housing office at 229-391-5140.

### ***Car Safety***

Lock your car at all times and do not leave valuables in plain view in your car or the back of your truck bed.

### ***Personal Safety***

Never walk alone at night and avoid poorly lit areas. If something does not feel right, it is best to call for assistance. You may contact the ABAC Police Department at 229-391-5060 or utilize the LiveSafe app.

It is recommended that you download the LiveSafe app via the Apple App Store or the Google Play Store.

### ***Building Safety***

Don't allow people to enter the building that you do not know. Never agree to sign in a guest you do not know. Guests must always be escorted by their host residents. Please report solicitors (people selling items or services) and unauthorized visitors to the Residence Life Staff. If something doesn't look right or feel right, it probably isn't and should be reported.

## **Vending Machines**

All residence halls are equipped with drink and snack machines for the student's convenience. Students should report any problems with vending machines to the hall staff immediately. Any student, who loses money in the machine, and wishes to receive a refund, must contact the John Hunt Town Center for assistance. Damage to the machines will result in the removal of the vending equipment and common damage fines unless the person(s) responsible is found. If money is lost in a Value Transfer Station (VTS), see Mrs. Elizabeth Wilcox in the Housing Office.

## **National Residence Hall Honorary (NRHH)**

If you have any suggestions regarding the rules and regulations of ABAC's housing or the Guide to Residential Living you may voice your opinions to this organization. NRHH is always seeking leadership to provide a voice to the students who live within student housing at ABAC. If you are interested in becoming a part of this organization please contact the advisors, Ms. Sarai Mapp at (229) 391-5147 or Ms. Naomi Chance (229) 391-5231.

## **Information Regarding This Publication**

All residents will be held accountable for the content of this *Guide to Residential Living*. For additional information regarding the policies and procedures listed in this publication, contact the Director of Residence Life in the Residence Life & Housing Office at 229-391-5140 or come by the Office in Town Hall. Sanctions listed in this *Guide to Residential Living* are only guidelines and may be adjusted by ABAC Residence Life & Housing staff based on the circumstances of individual cases. ABAC Residence Life & Housing reserves the right to make changes to this *Guide to Residential Living*, and all changes will be disseminated to students via the Residence Life and Housing webpage linked in the section here <https://www.abac.edu/campus-life/residence-life-and-housing/#Housing-Forms-Guides-and-FAQs>.



# IMPORTANT PHONE NUMBERS

Admissions	229-391-5000
Bookstore	229-391-4925
Counseling & Accommodations Services	229-391-5135
Dining Hall	229-391-5170
Financial Aid	229-391-4910
Health Services	229-391-5030
Residence Life & Housing (Town Hall)	229-391-5140
Residence Life & Housing (Lakeside Desk)	229-391-5176
Library	229-391-4990
Academic Support Center	229-391-4785
ABAC Police	229-391-5060 or 911
Student Affairs	229-391-5130
Student Accounts	229-391-4924

For up-to-date information regarding ABAC's Covid-19 procedures, please visit <https://www.abac.edu/coronavirus/>