



# Bryant Residence Hall Application

*Save a copy of the application, contract, and statement for your records!*

**Return the following:**

- Signed Application**
- Signed Housing Contract**
- Signed Meningococcal Statement**
- \$150 deposit - Check or money order made payable to NGTC**

**To: North Georgia Technical College**

**ATTN: Leticia Adams**  
**PO Box 65 Clarkesville, GA 30523**  
**E-Mail: leticia.adams@northgatech.edu or Fax to 706-754-7777**

### Student Information

Name: \_\_\_\_\_ NGTC Student ID # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Email: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Gender:  Male  Female

Requested Move-In Date: Year: \_\_\_\_\_ Term: Fall  Spring  Summer

### Emergency Contact Information (If under 18 years of age, MUST be a parent or legal guardian)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Second Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact Information for Notification if YOU are MISSING

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Second Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Automobile Information

Do you plan to have an automobile on campus?  Yes  No

If yes, list: Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag Number: \_\_\_\_\_

### Room Information

Room Request:  Private Room  Semi-Private Room

NOTE: A private room costs more per term than a semi-private room and is subject to availability. If the number of residents exceeds the number of available rooms, semi-private rooms will be assigned in the following priority:

1. Resident Assistants
2. Students with seniority in the residence hall
3. New residents (based on the date application was received)

If a semi-private room is desired or required, do you have a person with whom you would like to share a room?

- Yes If yes, list: (Must be a student living in the residence hall) \_\_\_\_\_
- No (A roommate may be assigned.)

### Disability Information

NGTC is committed to providing access for all people with disabilities and will provide accommodation if notified. If special accommodations or service animals are needed, please contact Kay Morgan at 706-754-7828 or 1701 Hwy 197 N, Clarkesville, GA 30523 or [kmorgan@northgaotech.edu](mailto:kmorgan@northgaotech.edu). If possible, please provide requests for special accommodations at least one month prior to the anticipated occupancy.

### Resident Acknowledgement and Agreement

I understand that it is my obligation to review the rules and regulations of NGTC and Bryant Residence Hall. I agree to abide by these rules and regulations. Further, I accept financial responsibility for damages I cause and missing items I remove; both in my assigned room and on the campus at large.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Mike King, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

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# RESIDENCE HALL CONTRACT

**Important:** This contract, unless otherwise provided, shall be binding for the specified term and year of residence by the student.  
Please read it carefully before signing.

## THIS CONTRACT SUPERCEDES ALL PRIOR AGREEMENTS.

NOTE: Execution of this contract does not guarantee that space will be available in the residence hall. Space is available and assigned on a first come, first serve basis, though full time students may be given priority. The date on which the completed application, contract, and housing deposit are received by Student Affairs will establish priority for room assignment. NGTC will assign accommodations without regard to race, religion, color, or national origin. NGTC does not guarantee assignment with a specific roommate or room. Roommate requests are granted when space is available and the request is mutual. NGTC reserves the right to assign or reassign space (with 24 hours' notice) for the benefit of an individual student, living unit, or to accommodate changes in occupancy patterns. Students for whom space is not available will be assigned to a waiting list and will be notified when space becomes available.

This is a binding contract, made and entered into this date \_\_\_\_\_, for the year \_\_\_\_\_, and the indicated term:

( Fall       Spring       Summer, by and between, North Georgia Technical College, hereinafter identified as NGTC, and the following, hereinafter identified as student or resident.

\_\_\_\_\_

Last Name	First Name	Middle Initial	Student ID #
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**Whereas**, in signing this contract the student has made application for living accommodations, room and board included in the NGTC residence hall and whereas, NGTC has assigned such accommodations to the student for the academic year or any remaining parts thereof, unless otherwise stated, exempting Acts of God, Strike, Natural Disasters and/or other occurrences not under the control of NGTC;

**Now therefore**, NGTC and the student agree as follows:

1. ASSIGNMENT OF SPACE-ELIGIBILITY:

- a) NGTC cannot make a housing assignment until the student has been officially accepted by ADMISSIONS.

2. PERIOD OF CONTRACT:

- a) NGTC operates its residence hall on a term basis and fees are assessed each term. The contract is for the entire academic year or remaining portion of the academic year. Thus the student agrees that once the housing application and housing deposit have been accepted by NGTC, the student will live in the NGTC residence hall and will pay all residence hall fees during the period of the contract. The student must be enrolled in classes at NGTC each term of the academic year or the contract will automatically terminate upon non-enrollment status.
- b) Students who graduate or leave NGTC before completion of the current academic year may request to be released from the contract by contacting the Dean of Student Affairs in writing of their change in status.
- c) A space will be held for a student upon the receipt of a completed application, contract, and a \$150 housing deposit. The housing deposit is not transferable to another person.
- d) The \$150 deposit is not refundable if the student does not occupy the room. If the student does not occupy the room because he or she graduates or withdraws from NGTC due to illness before the beginning of the term, the \$150 will be refunded upon written request if no other financial obligations to NGTC exist. If other financial obligations exist, the \$150 will be applied towards those obligations.
- e) To be eligible to receive a refund of the deposit, at completion of a term the student must schedule a checkout time with a Resident Assistant (RA). The RA will complete a checkout form that reports the room's condition. The room must be left in good condition and residence hall keys and student ID must be returned. Failure to check out properly will result in forfeiture of the deposit.

NGTC reserves the right to refuse housing to any student who is delinquent in the payment of bills to NGTC, who has demonstrated an unwillingness to abide by the NGTC Code of Conduct or other published rules and regulations of NGTC (or who exhibits behavior which is incompatible with the maintenance of order and propriety in the residence hall).

3. **SPECIAL NEEDS:** NGTC is committed to providing access for all people with disabilities if notified. If special accommodations or service animals are needed, please contact Kay Morgan at 706-754-7828 or 1701 Hwy 197 N, Clarkesville, GA 30523 or kmorgan@northgatech.edu. If possible, please provide requests for special accommodations at least one month prior to the anticipated occupancy.
4. **BOARD:** All residents are required to take a board plan. Food service is provided to the individual resident who will be required to show appropriate identification before receiving each meal. Food service privileges are non-transferable in part or in whole. Students are not allowed to cook except in the designated kitchen area where appliances are provided for resident use.
5. **RESPONSIBILITY FOR DAMAGE:** The student is responsible for the condition of the room furnishings assigned to him/her and shall reimburse NGTC for all damage to or loss of these accommodations and furnishings. Residents may also be required to share in the expense of repair or replacement of any property or cleaning in areas commonly used by the residents. Charges will be assessed against the student by NGTC and must be paid promptly. Determination of the amount of such loss or damage shall be made by NGTC at its sole discretion. Failure to pay assessment will result in a hold on the student's registration, graduation, and/or issuance of official transcripts.
6. **PAYMENT OF CHARGES:** The student agrees to pay all room and board fees and other properly billed charges at the time scheduled by NGTC. Failure to pay will result in a hold being placed on the student's record, which will prohibit further enrollment, issuance of official transcripts and/or other records. Failure to timely pay charges constitutes a breach of contract by the student and may also cause the student to be removed from student housing.
7. **HEALTH AND SAFETY CHECKS:** Health and safety checks are completed at least once each semester. The purpose of these checks is to identify and resolve any potential facility or sanitation problems. All students will receive advance notice of scheduled health and safety checks. During a health and safety check, a RA or other representative of NGTC will enter each room to check the condition. If there are items that do not meet the advance notice requirement list, the resident will be assessed a fine. If there are items that require immediate resident action, the resident will be given a designated amount of time to correct the condition. Failure to comply within the allotted time may result in an assessment of an administrative fee and/or referral to the Vice President of Student Affairs for a Student Code of Conduct violation. Residents may also be assessed charges for repair for damages noted during the health and safety check. Residents are not required to be present at a health and safety check although it is preferred.
8. **ENTERING ROOMS:** NGTC reserves the right to the fullest extent permitted by law to enter a room for the purpose(s) of safety, occupancy verification, facility improvements, conducting maintenance, or health and safety checks, managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Student rooms may be searched for legal cause by civil authorities. In cases of suspected criminal violations, a search warrant may be used to authorize the search absent exigent circumstances. Whenever possible, NGTC will attempt to notify residents of intended room or apartment entry.
9. **GUESTS AND VISITORS:** Residents are responsible for the conduct of their guests and visitors. Guests may be allowed to stay until 10:00 p.m. Sunday thru Wednesday. Guests may be allowed to stay until midnight on Thursday, Friday and Saturday. No overnight guests allowed, meaning resident or non-resident guests. Failure to comply with this rule may result in disciplinary action for the resident.
10. **RESIDENCE HALL MEETINGS:** There will be at least one residence hall meeting per term. Students are required to attend all residence hall meetings that are designated MANDATORY by the Vice President for Student Affairs or his/her designee. Failure to attend a MANDATORY Residence Hall Meeting may result in disciplinary action.
11. **NGTC LIABILITY:** Although security precautions are taken, NGTC does not assume any legal obligations to pay for injury to person (including death) or loss, theft or damage to items of personal property which occurs in its buildings or on its grounds prior to, during, or subsequent to the period of this contract including damages caused by employees of NGTC in the performance of their duties. Students or their parents are encouraged to carry appropriate insurance to cover such losses.
12. **TERMINATION BY THE STUDENT:**
  - a) A student may cancel the contract because of documented injury or illness, which necessitates withdrawal from NGTC or because of documented changes in personal circumstances that necessitate different living arrangements.
  - b) A student who must fulfill a student internship whose assignments necessitate residency away from the campus must comply with the contract during the terms the student is on campus.
  - c) A resident who forfeits the privilege to live in the residence hall and who is asked to vacate the room as a result of disciplinary action is not eligible for a refund of that term's fees or the housing deposit. Board plans may be terminated at the discretion of the Vice President of Student Affairs or his/her designee.
13. **NOTIFICATION:** Federal law permits NGTC to disclose to parents/guardians violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99) All violations of drugs and/or alcohol policies will be reported in an effort to curb abuse.

Please initial \_\_\_\_\_

14. USE OF FACILITIES:

- This agreement is not intended to convey any tenancy or other property interest to the student, the intent being to create a licensor/licensee relationship subject to the terms and conditions stated herein.
- Upon receipt of a room assignment, this contract guarantees a space (not a particular room) in the residence hall.
- NGTC reserves the right to make assignments, reassignments and temporary assignments as considered necessary.
- Room changes may not be made without the approval of the Dean of Student Affairs.
- In the event that the accommodations assigned to the student are destroyed or otherwise not available and NGTC does not furnish other accommodations, the contract shall terminate immediately.
- The student agrees to comply with all Federal and State laws, City ordinances, and NGTC policies and procedures, including those regarding the possession or use of alcoholic beverages and illegal drugs, and agrees that his/her room shall not be used for any purpose contrary to such.
- Explosives, firearms or other weapons, fireworks, and chemical related items are not permitted in the residence hall.
- The use of hotplates, microwave ovens, candles, space heaters, or any other item described in the *NGTC Course Catalog/Student Handbook* is strictly forbidden. NGTC reserves the right to remove and confiscate any unauthorized or dangerous electrical item.
- In addition to any other disciplinary action or fines, students may be required to remove stereos, musical instruments, or other audio devices from their room if used in a manner that unreasonably disturbs other residents. Amplification devices are strictly prohibited. What constitutes an amplification device shall be determined solely by the Dean of Student Affairs.
- Darts and dartboards are not allowed in the residence halls.
- Each student is issued a key to his/her room. Loss of this key or failure to return the key at the time of checkout will result in a charge of \$15, plus any additional fees deemed by the Business Office. Loss of the front door key will also cost the student \$15. Keys may not be duplicated. Auxiliary locks may not be installed nor may residents tamper with existing locks.
- No pets are allowed in the residence hall unless the animal has been approved by NGTC Disability Services (contact information above).
- Sales and solicitations in any form including but not limited to religious solicitation are prohibited unless authorized in writing by the Dean of Student Affairs. Residents may not allow outside salespersons to conduct any sales, demonstration, or presentations of a product in their room or in the residence hall without permission from the Dean of Student Affairs.
- NGTC property, including furnishings, may not be moved from the assigned area within the residence hall without authorization from the Dean of Student Affairs. Water filled furniture will not be permitted. Students will be held responsible for the condition of his or her room and must pay for any damages to NGTC property. Damages or loss to common areas will be billed to all hall residents if the person(s) responsible cannot be determined. NGTC reserves the right to determine the amount of the damages and make repairs.
- NGTC has policies regarding check-in, room changes, and checkout. Failure to comply with these policies may result in fines, including but not limited to the forfeiture of the housing deposit. Students may not occupy the dormitory during breaks in the NGTC academic calendar, which may include holidays. Residents will be given advance notice of the breaks when the dormitory will be closed.
- The Residence Hall is a co-ed facility; however, co-ed living in individual rooms is strictly prohibited.

15. SMOKING AND TOBACCO USE REGULATIONS: Smoking and the use of tobacco in any form, including e-cigarettes regardless of tobacco content, is STRICTLY PROHIBITED on NGTC property including inside Bryant Residence Hall and any assigned dorm rooms.

16. ALCOHOL USE REGULATIONS: The use or possession of alcoholic beverages and/or beverages identified as non-alcoholic beer are STRICTLY PROHIBITED on NGTC property including inside Bryant Residence Hall and any assigned dorm rooms.

17. GENERAL: Any exceptions to this contract must be approved in writing by the Dean of Student Affairs. A student who contracts for NGTC housing is expected to fulfill all provisions of this agreement, and failure to do so may result in the withholding of the student's access to their account, official transcripts, registration, and housing deposit. If any Section or Subsection of this contract is ruled to be illegal or invalid, this will not affect the validity of enforcement of the remainder of the provision of the contract. This contract shall be interpreted under the laws of the State of Georgia. If the student is less than 18 years of age, the parents or legal guardian will become a party to this contract and will sign as evidence of accepting this responsibility.

\_\_\_\_\_  
Student Name-PRINT

\_\_\_\_\_  
Parent/Legal Guardian Name-Print

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Student Affairs Staff Signature

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# Residence Hall

## Meningococcal Statement

**Important:**

Read the Meningococcal Vaccine information provided by North Georgia Technical College before signing.

The Meningococcal Vaccination may be obtained at the Habersham County Health Department.

For more information, call 706-778-7156 or visit your local county health department.

I have been vaccinated against meningococcal disease **OR** I have reviewed the information regarding the disease provided to me by North Georgia Technical College. I understand that I am not required to take the Meningitis vaccination, but I have been advised where to obtain the vaccination if I desire to do so.

\_\_\_\_\_  
Printed Name of Student and/or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student, or if Student is a Minor, Signature of Parent or Legal Guardian

\_\_\_\_\_  
Relationship to Student

Meningococcal Vaccine information provided by NGTC

Vaccine Information Statement  
(Interim) Meningococcal Vaccine  
(10/14/2011) 42 U.S.C. § 300aa-26  
Department of Health and Human  
Services Centers for Disease Control  
and Prevention

Also available online: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>

Many Vaccine Information Statements are available in español and other languages. See <http://www.immunize.org/vis>.

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## VACCINE INFORMATION STATEMENT

# Meningococcal Vaccines

## What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1 What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

### 2 Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

#### Routine vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first

### 3 Who should get meningococcal vaccine and when?

dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16<sup>th</sup> birthday, a booster is not needed.

#### Other people at increased risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

**4****Some people should not get meningococcal vaccine or should wait.**

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

**5****What are the risks from meningococcal vaccines?**

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries.

Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

**Mild problems**

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

**Severe problems**

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

**6****What if there is a serious reaction?****What should I look for?**

Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

**What should I do?**

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling **1-800-822-7967**.

*VAERS is only for reporting reactions. They do not give medical advice.*

**7****The National Vaccine Injury Compensation Program**

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation).

**8****How can I learn more?**

Ask your doctor.

- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call **1-800-232-4636 (1-800-CDC-INFO)** or
  - Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

Vaccine Information Statement (Interim)

**Meningococcal Vaccine**

10/14/2011

42 U.S.C. § 300aa-26

Office Use Only





## Frequently Asked Questions for Bryant Residence Hall (Retain for your Information)

**Is there a curfew for visitors?** All outside visitors have to be out of the Bryant Residence Hall each evening by 10:30 pm, Sunday-Wednesday and midnight on Thursday, Friday and Saturday. No one under the age of eighteen will be allowed to visit unless they have written permission from the Vice President for Student Affairs or designee. Residents of Bryant Hall can visit in other students' rooms as long as the door is partially open.

**What size are the dorm rooms?** Each room is approximately 15' X 15'.

**Are refrigerators allowed?** Yes, the compact size refrigerator works great for dorm rooms. **Is there a kitchen?** There is a kitchen with a full size stove, refrigerator, microwave, toaster, and vending machines.

**What size are the beds?** The beds are twin long size.

**What furniture is included?** Each room has two twin beds; some have a chest of drawers. No sofas or love seats allowed.

**Do I clean my own room?** Students are responsible for cleaning their room (there will be periodic checks for cleanliness).

**Are laundry facilities available?** Washers and dryers are free of charge and are located on the first floor.

**What appliances should I leave at home?** Do not bring microwaves, toasters, toaster ovens or coffee makers.

**Is cable T.V. provided?** Each room has cable TV service (students may bring televisions).

**Are pets allowed?** No, unless approved by Kay Morgan, Special Services, in room 214 of the Clegg Building, 1701 Hwy 197N, Clarkesville, GA 30523 or call (706) 754-7828 or by e-mail at [kmorgan@northgatech.edu](mailto:kmorgan@northgatech.edu).

**Is phone service provided?** Students are responsible for setting up service with a local provider.

**May I bring a car to campus?** Yes. You are responsible for obtaining a parking permit following the regulations established by the college for operation of a vehicle on campus. **May I bring a bicycle to campus?** Yes, there is a bicycle rack provided in the Bryant Residence Hall yard. Each student is responsible for their own bike and furnishing a lock for safety precautions. Bicycle or similar recreational vehicles are not allowed in the Bryant Residence Hall.

**How will I receive U.S. Mail while I live on campus?** Mail may be addressed to the student at NGTC, P O Box 65, Clarkesville, GA 30523. Resident students may pick up their mail from the Receptionist in the Clegg Building. You are responsible for having your mail forwarded when you vacate the residence hall to avoid mail being returned to the sender.

**What if I need special accommodations?** To request special accommodations, contact Kay Morgan, special services, in room 214 of the Clegg Building, call (706) 754-7828 or by e-mail at [kmorgan@northgatech.edu](mailto:kmorgan@northgatech.edu).

**What is the policy concerning alcohol at NGTC?** The use, possession, distribution or transportation of alcoholic beverages by NGTC students is strictly forbidden on campus and at any off campus activity that is sponsored by or in the name of any institutional department or group.

**What is the smoking policy at NGTC?** NGTC is a **TOBACCO FREE** campus. This includes inside Bryant Residence Hall and any assigned dorm rooms. Tobacco Violation Citations and fines are issued to violators. Use of any tobacco product is strictly prohibited.

**Are computer labs available?** No, there is not a computer lab in Bryant Residence Hall. However, the Campus Library and the Student Center has computers available for use by all students.

**Is the Residence Hall wired for computers?** Yes, Bryant Residence Hall has Wi-Fi available at no cost.

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### **Suggested Items to Bring**

- Pillows, sheets and other bedding (long twin size)
- Toiletries/carrying case/flip-flops for shower
- Cleaning and laundry supplies
- TV/VCR/DVD/Radio
- Telephone (Service is student's responsibility)
- Towels and washcloths
- Compact refrigerator
- Computer
- Alarm clock
- Pots and Pans, plates and utensils for use in Kitchen

### **Prohibited Items** - See contract for complete list

- Microwave/Toaster/toaster ovens
- Space heaters
- Incense
- Firearms
- Fireworks
- Coffee makers/Hotplates
- Candles
- Alcoholic beverages
- Pets
- Water-filled furniture
- Personal bed - Requires prior medical approval by the Dean of Student Affairs

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Mike King, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).  
9/06/18